



STANDARD OPERATING PROCEDURE

Department: Microbiology	SOP No.:
Title: Cleaning of Glassware for Microbiology Laboratory	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

PURPOSE:

The purpose of this SOP is to lay down a procedure for cleaning and packing of petri plates, test tubes, sampling bottles, filtration cups for sterilization in Microbiology laboratory.

SCOPE:

The procedure is applicable for cleaning and packing of petri plates, test tubes, sampling bottles, filtration cups for sterilization in Microbiology laboratory located at

RESPONSIBILITY:

Officer/Executive - Quality Control.

ACCOUNTABILITY:

Head –QC department.

PROCEDURE:

- 1.0 Trained Lab Technician shall wash the glassware in Microbiology laboratory.
- 2.0 The technician shall wear appropriate gloves and safety glasses during the cleaning procedure.
- 3.0 The technician shall collect the glasswares, sampling bottles, filtration cups from the incubator room and LAF room to the unclean zone of the washing area.
- 4.0 **Petri plates / Media Tubes**
 - 4.1 The Petri plates / Media Tubes shall be cleaned as described below:
 - 4.2 Both the liquid medium tubes which do not have growth and decontaminated liquid medium shall be drained in the SS sink.
 - 4.3 After draining the contents. The glassware shall be rinsed with Potable water.
 - 4.4 The plates and glassware shall be rinsed with Potable water to remove any media traces.



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4.5 The Petri plates / Media Tubes shall be cleaned / washed by dilute synthetic detergent (about 50 % dilute with Purified water) and after rinsing with potable water same shall be rinsed with dilute nitric acid (1% v/v) to remove traces of alkali.

4.6 After rinsing with dilute nitric acid, finally glass wares shall be rinsed 3 to 4 times with purified water.

4.7 The cleaned Petri Dishes/ tubes are dried in the hot air oven QCI 045 at temperature not exceeding 60°C.

4.8 Cleaned Petri Dishes / tubes are visually checked by officer or executive randomly.

5.0 Sampling Bottles, Filtration Cups

5.1 The sampling bottles and filtration cups shall be washed with dilute synthetic detergent solution and rinsed thoroughly with potable water. Finally rinsed with purified water.

5.2 The cleaned bottles and cups are dried in the hot air oven QCI 045 at temperature not exceeding 60°C.

6.0 Packing of various articles before sterilization:

6.1 Petri Dishes / Media Tubes

6.1.1 Stack 10 to 12 Petri plates in the petrican stand and keep it in Petrican.

6.1.2 Keep the required number of test tubes in a test tube stand. Pour the required quantity of media into each tube. Plug the test tube with cotton plug.

6.1.3 Cover all the tubes with butter paper sheet.

6.1.4 Keep Petri plates, media tubes in autoclave for sterilization as per validated loading pattern. Operate the autoclave ID No. as per current SOP.

6.2 Sampling Bottles, Sampling Aids, Filtration Cups :

6.2.1 After drying, 250 ml glass bottles shall be taken from oven, sterilized in autoclave ID No. as per current SOP and used for microbiological analysis.

6.2.2 Spatula, filtration cups shall be wrapped with butter paper and sterilized as mentioned in clause 6.2.1.



PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

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ANNEXURE(S):

NIL.

REFERENCE(S):

NIL.

Revision No.	Effective Date	Reason for review	Signature & Date	Remarks