



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse	SOP No.:
Title: Decontamination, Cleaning & Drying of Sampling, Dispensing Tools & Garments Used for Sampling & Dispensing of Cyclosporine	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for Decontamination, Cleaning & Drying of Sampling, Dispensing Tools & Garments used for Sampling & Dispensing of Cyclosporine.

2.0 SCOPE:

This SOP is applicable for Decontamination, Cleaning & Drying of Sampling, Dispensing Tools & Garments used for Sampling & Dispensing of Cyclosporine in Raw Material store Injection Section

3.0 RESPONSIBILITY:

Officer / Executive – Warehouse & House Keeping

4.0 ACCOUNTABILITY:

Head-Warehouse

5.0 ABBREVIATIONS:

Ltd. Limited
No. Number
Pvt. Private
QA Quality Assurance
SOP Standard Operating Procedure
WH Warehouse

6.0 PROCEDURE:

6.1 PRECAUTIONS:

6.1.1 Do not mix sampling & dispensing tools used for Cyclosporine with other sampling & dispensing tools.

6.2 DECONTAMINATION, CLEANING & DRYING OF SAMPLING / DISPENSING TOOLS:

6.2.1 Warehouse Staff shall Wear the hand gloves and transfer the containers labeled as “**TO BE CLEANED**” as per the “**Status Labeling**” to Equipment Washing Area in Warehouse through dynamic pass box.

6.2.2 Dip the sampling & dispensing tools in a beaker containing 2.5 % solution of Sodium hypochlorite for 30 minutes.

6.2.3 After 30 minutes drain out the sodium hypochlorite solution and Wash the Sampling/ Dispensing Tools three times with Purified Water and clean by Scrubbing with plenty of Purified water.



STANDARD OPERATING PROCEDURE

Department: Warehouse	SOP No.:
Title: Decontamination, Cleaning & Drying of Sampling, Dispensing Tools & Garments Used for Sampling & Dispensing of Cyclosporine	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

6.2.4 Finally rinse the tools with Purified Water.

6.2.5 Record the Sodium Hypochlorite Preparation in “**Preparation & Consumption Record of Sodium Hypochlorite Solution**” as **Annexure-I** of SOP.

6.2.6 Decontamination details shall be recorded in **Annexure-I**, Titled “**Decontamination Record of Item Used for Cyclosporine**”.

6.2.7 Wipe the washed Sampling / Dispensing Tools with Lint Free Cloth.

6.2.8 Cyclosporine Sampling / Dispensing tools shall be kept in an Oven at temperature 110°C for 60 min.

6.2.9 Wrap the cleaned and dried tools in aluminum foil, keep in closed SS container and affix the ‘**CLEANED**’ as per the “**Status Labeling**” SOP.

6.2.10 Used dedicated sampling & dispensing tools shall be cleaned on daily basis after use within 12 hrs.

6.2.11 Unused sampling and dispensing tools shall be cleaned within 48 hrs.

6.2.12 Warehouse staff shall record the cleaning & Drying details in “**Sampling / Dispensing Tools Cleaning and Drying Record**” as **Annexure-II** of SOP.

6.3 DECONTAMINATION OF GARMENTS USED IN SAMPLING & DISPENSING OF CYCLOSPORINE:

6.3.1 Warehouse Staff shall handover the used garments with status label as “**Gowns for Decontamination and Cleaning**” to housekeeping for decontamination & Cleaning of garments.

6.3.2 Garments shall be dipped in 2.5% solution of Sodium hypochlorite for 30 minutes.

6.3.3 After 30 minutes drain out the sodium hypochlorite solution and rinse the garments with sufficient quantity of purified water.

6.3.4 After decontamination and rinsing of garments, same shall be cleaned as per **SOP**.

6.3.5 Decontamination activity shall be performed in the presence of warehouse personnel.



PHARMA DEVILS

WAREHOUSE DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Warehouse	SOP No.:
Title: Decontamination, Cleaning & Drying of Sampling, Dispensing Tools & Garments Used for Sampling & Dispensing of Cyclosporine	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

6.3.6 Record the Sodium Hypochlorite Preparation in “**Preparation & Consumption Record of Sodium Hypochlorite Solution**”, **Annexure-I** of SOP.

6.3.7 Decontamination details shall be recorded in **Annexure-I**, Titled “**Decontamination Record of Item used for Cyclosporine**”.

6.3.8 Housekeeping personnel Record the Cleaning details in “**Garment Cleaning Record**” as per SOP.

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Decontamination Record of Item Used for Cyclosporine	

ENCLOSURES: SOP Training Record

8.0 DISTRIBUTION:

- Controlled Copy No.01 Quality Assurance
- Controlled Copy No.02 Warehouse
- Master Copy Quality Assurance

9.0 REFERENCES:

Not Applicable

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Change Control No.	Details of Changes	Reason for Change	Effective Date	Updated By

