



STANDARD OPERATING PROCEDURE

Department: Microbiology	SOP No.:
Title: Disinfection and Cleaning of Microbiology Laboratory	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE:

To lay down a procedure for Disinfection and Cleaning of Microbiology Laboratory.

2.0 SCOPE:

This SOP is applicable to Disinfection and Cleaning of Microbiology Laboratory.

3.0 RESPONSIBILITY:

Operating Person - Microbiology

4.0 ACCOUNTABILITY:

Head QC

5.0 ABBREVIATIONS:

No. Number
QC Quality Control
QA Quality Assurance
SOP Standard Operating Procedure

6.0 PROCEDURE:

6.1 Microbiology lab consist of Following areas:

6.1.1 General Microbiology Laboratory:

Microbiology change room, microbiology corridor, autoclave room, media preparation area, garment washing room, media destruction and washing room, manager room, staff room janitor room, documentation and media store room, incubators room.

6.1.2 Sterility testing area:

Change room 1, change room 2, change room 3, change room 4, change room 5, sterility testing room, unloading room and corridor.

6.1.3 MLT and Assay Area:

Change room 1, change room 2, change room 3, change room 4, change room 5, MLT room -1 MLT room-2, bioassay room and corridor.

6.2 General Microbiology Laboratory:

6.2.1 Prepare the approved disinfectant solution as per schedule mentioned in **SOP**, Titled **“Procedure for Disinfectants Preparation.”**

6.2.2 Using a lint free mopping duster remove dust from all Cross Over Bench, doors, window glasses, walls incubator surface, grills, external surface of equipment like oven, autoclave refrigerator, weighing balance, pH meter, water bath, Table etc.



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- 6.2.3 Sweep the floor to remove the dust using non shedding lint free dry mop.
- 6.2.4 Take three buckets, add purified water in one bucket and diluted/prepared disinfectant in another bucket as per respective SOP and use third bucket for squeezing the mop.
- 6.2.5 Wipe the clean surface first with mopping cloth wetted with purified water and then with diluted/ prepared disinfectant.
- 6.2.6 Clean the drain sink and wash basin with purified water daily once followed by flushing with disinfectant solution.
- 6.2.7 Clean and sanitize the SS table, SS stool with filtered 70% IPA solution.
- 6.2.8 Empty the waste bins twice daily and clean the bins with water and disinfectant solution.
- 6.2.9 Wipe the floor with disinfectant solution, clean the SS garment cabinet and shoe cabinet daily using a clean dry cloth followed by wet cleaning.
- 6.2.10 Record the details of cleaning in **record for cleaning and disinfection of microbiology lab** in **Annexure-I**.

6.3 Sterility Testing Area, MLT and Bioassay Area:

- 6.3.1 Make entry in sterility testing area/ MLT and bioassay area of microbiology laboratory as per respective SOP.
- 6.3.2 Take three buckets, add purified water in one bucket, and diluted/prepared disinfectant in another bucket as per respective SOP and use third bucket for squeezing the mop.
- 6.3.3 Wipe the clean surface first with sterile long handled SS lint free mops wetted with purified water and then with prepared disinfectant.
- 6.3.4 Clean and disinfectant all SS surface and instruments with a lint free cloth wetted with 70% IPA solution.
- 6.3.5 Follow the above steps in a sequence from testing room to change room as follow:
 - 6.3.5.1 **Sterility Area:** sterility test room → unloading room → corridor → airlock-III → airlock-II → airlock-IV → airlock-V → airlock-I
 - 6.3.5.2 **MLT and Bioassay Area:** MLT-1 → MLT-2 → corridor → airlock-III → airlock-II → bioassay room → airlock-IV → airlock-V → airlock-I
 - 6.3.5.3 **General Microbiology Laboratory:** incubator room (20-25°C) → incubator room (30-35°C) → incubation room → observation room → autoclave room → store room → media preparation room → garments washing room → BET room → BET airlock → pre-incubation room → prepared media storage room → corridor(pre-incubation) → janitor room → documentation and media store room → manager room → staff room → microbiology corridor → microbiology change room → media destruction and washing room.



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- 6.3.6** Clean the autoclave door, garment cabinet, pass box daily with 70% IPA solution.
- 6.3.7** Clean all the surface, trolleys and SS furniture daily with the disinfectant.
- 6.3.8** Cleaning and sanitization shall be performed as per sequence: Ceiling → Wall → Floor.
- 6.3.9** Record the details of cleaning in record for cleaning and disinfection of microbiology lab in **Annexure-I**.
- 6.3.10** Frequency:
 - A. Floor: Daily
 - B. Walls: Weekly
 - C. Ceiling: Weekly

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Record for cleaning and disinfection of microbiology lab	

ENCLOSURES: SOP Training Record.

8.0 DISTRIBUTION:

- Controlled Copy No. 01 Quality Assurance
- Controlled Copy No. 02 Microbiology Laboratory
- Master Copy Quality Assurance

9.0 REFERENCES:

In-House

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

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



PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

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ANNEXURE – I RECORD FOR CLEANING AND DISINFECTION OF MICROBIOLOGY LAB

Date:

Disinfectant Used:

Disinfectant Reference No.:

Area	Cleaning Status			Done By Sign & Date	Checked By Sign & Date
	Floor	Walls	Ceiling		
Incubators room and observation room					
Autoclave room					
Store room and media preparation room					
Garment washing room					
BET area					
Pre-incubation, prepared media storage and corridor					
janitor room , documentation and media store room, manager room and staff room					
Microbiology change room and microbiology corridor					
Media destruction and washing room					
Sterility area					
MLT and bioassay area					

√- Done ×- Not Done