



## STANDARD OPERATING PROCEDURE

<b>Department:</b> Microbiology	<b>SOP No.:</b>
<b>Title:</b> Disposal of used media and Cultures	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

### 1.0 PURPOSE:

To lay down the procedure for Disposal of used media and cultures used for microbiological testing.

### 2.0 SCOPE:

This Standard Operating Procedure is applicable at Microbiology Department of .....

### 3.0 REFERENCES:

3.1 CQ guideline: Guideline for receipt, storage, preparation, growth promotion test, use and disposal of microbiological media

3.2 CQ Directive: Reconciliation of microbiological media and disposal of used microbiological media and biohazard waste

### 4.0 RESPONSIBILITY:

4.1 Officer or Executive of Microbiology department shall be responsible for preparation of new or revision of existing SOPs.

4.2 Head of the department/designee of respective areas & QA shall be responsible for reviewing the SOPs.

4.3 Plant Head and Head-Quality shall be responsible for approval of SOP.

4.4 QA shall be responsible for distribution and control of SOPs to various departments.

### 5.0 ABBREVIATIONS:

5.1 CC : Change Control

5.2 °C : Degree Celsius

5.3 ETP : Effluent Treatment Plant

5.4 NA : Not Applicable

5.5 No. : Number

5.6 QA : Quality Assurance

5.7 QC : Quality Control



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5.8 W/V : Weight/Volume

**6.0 DEFINITION:**

6.1 **Standard Operating Procedure (SOP):** A written authorized procedure, which gives instructions for performing operations.

**7.0 PROCEDURE:**

**7.1 Disposal of Used and Contaminated Cultures**

7.1.1 Remove the culture tube from the refrigerator after the requisite time period i.e. the preservation period of culture.

7.1.2 Dip the culture/media surface by the validated disinfectant up to 30 minutes and Sterilize the culture tube by autoclaving in Autoclave at 121°C and 15 lbs pressure for 30 minutes or validated time.

7.1.3 After completion of sterilization cycle, remove the culture tubes from the autoclave and drain the liquefied media in the biohazard waste bin and sent to ETP.

7.1.4 All the cotton plugs to be kept in the biohazard waste bin and sent to ETP.

7.1.5 After Drain the media/culture the culture tubes dip in 1 % Oxivir/ Divosan or any validated disinfectant solution for half an hour.

7.1.6 After Half an hour remove the tubes from disinfectant and dip in 0.1 % w/v Sodium Lauryl Sulphate solution for half an hour.

7.1.7 Wash hands thoroughly with soap or any validated disinfectant.

**Note:** The personnel handling the Microbiological Media and Cultures after incubation and sterilization shall wear protective gears i.e. Mask, Gloves and Goggles.

**7.2 Disposal of Broth Cultures and Liquid Media Tubes**

7.2.1 After completion of incubation period and examination, remove all broth cultures and tubes containing liquid media and take them for sterilization.

7.2.2 Sterilize the broth culture and liquid media tubes / flasks by autoclaving in Vertical Autoclave at 121°C and 15 lbs pressure for 30 minutes.

7.2.3 After completion of sterilization cycle remove the culture tubes from the autoclave and drain the



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media under continuous running water.

7.2.4 All the cotton plugs and Aluminum foil shall be collected in a biohazard waste bin.

7.2.5 Wash the tubes and flasks under tap water and remove all traces of broth.

7.2.6 Dip the broth cultures and liquid media tubes in 1 % Oxivir/ Divosan or any validated disinfectant solution for half an hour. Remove the tubes from disinfectant and dip in 0.1 % w/v Sodium Lauryl Sulphate solution for half an hour.

7.2.7 Carry out washing of tubes and flasks as per the current version of SOP “Washing and cleaning procedure for Glassware in Microbiology Laboratory”

7.2.8 All solid waste like cotton plugs/ Aluminum foil/poly bags etc. shall be sent for incineration.

**7.3 Disposal of Solid Media**

7.3.1 After completion of incubation and examination, remove all culture tube Slants and plates, take them for further treatment.

7.3.2 Remove all labels or marking on the tubes / flasks.

7.3.3 Collect the media in S.S. container or Disposable sterilizing bags and dip the media in validated disinfectant up to 30 minutes and autoclaving in Autoclave at 121°C and 15 lbs. pressure for 30 minutes.

7.3.4 Collect the glass petri plates/tubes in S.S. container or disposable bag and autoclaving in Autoclave at 121°C and 15 lbs pressure for 30 minutes.

7.3.5 After completion of sterilization cycle remove the culture tubes/petri plates from the autoclave.

7.3.6 Dip the culture tubes and petriplates in 1 % Oxivir/ Divosan or any other validated disinfectant solution for half an hour. Remove the tubes & petriplates from disinfectant and dip in 0.1 % w/v Sodium Lauryl Sulphate solution for half an hour.

7.3.7 Carry out washing of tubes and flasks as per the current version of SOP No. BSQM/007 “Washing and cleaning procedure for Glassware in Microbiology Laboratory”

7.3.8 After completion of autoclave cycle send the media/solid waste like cotton plugs/ Aluminum foil/poly bags etc. shall be sent to ETP.

**7.4 Disposal of Plastic petri plate**

7.4.1 After completion of incubation and examination, remove all petri plates, take them for further



# PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

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treatment.

7.4.2 Remove all labels or marking on the Petriplates.

7.4.3 Dip the media surface by validated disinfectant up to 30 minutes and autoclaving in Autoclave at 121°C and 15 lbs. pressure for 30 minutes.

7.4.4 After completion of autoclave cycle the petriplates along with media shall be sent to ETP.

Note: The personnel shall wear protective gears i.e. Mask, Gloves and Goggles during handling and collecting the waste.

### 8.0 DISTRIBUTION:

8.1 Quality Assurance

8.2 Quality Control

### 9.0 ANNEXURE:

9.1 Annexure-1 : Used Culture and Media Destruction Record

### 10.0 REVISION HISTORY:

Version Number	Revision Details	Effective Date	Ref. Change Control Number
00	New SOP		NA