



**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Microbiology	<b>SOP No.:</b>
<b>Title:</b> Do's and Don'ts in Microbiological Laboratory	<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 to define the process for Do's and Don'ts to be followed in Microbiological Laboratory.

**2.0 SCOPE:**

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

**3.0 REFERENCES:**

3.1 In – house

**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 No. : Number

5.2 NA : Not Applicable

5.3 QA : Quality Assurance

5.4 QC : Quality Control

5.5 SOP : Standard Operating Procedure

**6.0 DEFINITION: NA**



# PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Microbiology	<b>SOP No.:</b>
<b>Title:</b> Do's and Don'ts in Microbiological Laboratory	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

### 7.0 PROCEDURE:

#### 7.1 Do's in Microbiological Laboratory

- 7.1.1 Always wash and sanitize hands with soap or any validated disinfectant, water and antiseptic solution before and after completion of work.
- 7.1.2 Always wear clean and sterile uniform, gloves, mask, cap and slippers in MLT area.
- 7.1.3 Strictly follow the guidelines and instructions displayed in the appropriate areas.
- 7.1.4 Follow strictly the "Entry Procedure" in the Area.
- 7.1.5 Always use purified water for the preparation of media, assay dilutions and other microbiological work.
- 7.1.6 Always clean the Laminar air flow before and after completion of the work and spray with an approved disinfectant solution.
- 7.1.7 Take precaution and care during handling and performing critical activities to avoid contamination.
- 7.1.8 Maintain cleanliness and hygienic conditions in the laboratory.
- 7.1.9 Maintain personal hygiene and good habits while working in Micro-Lab.

#### 7.2 Don'ts in Microbiological Laboratory

- 7.2.1 Do not bring unclean or any dirty articles in the Micro-Lab.
- 7.2.2 Never use exposed or contaminated media, reagents, water etc.
- 7.2.3 Do not bring food or eat or chew or smoke in Micro-Lab.
- 7.2.4 Avoid coughing and sneezing in the area.
- 7.2.5 Never pick up any items fallen on the floor in working rooms (for further use).
- 7.2.6 Discard the fallen items in waste bin.
- 7.2.7 Don't use dirty, unclean or punctured garments, gloves or slippers.
- 7.2.8 Avoid unnecessary contact with walls and other surface in areas.
- 7.2.9 Do not expose any cut/wound in Micro Area.



# PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Microbiology	<b>SOP No.:</b>
<b>Title:</b> Do's and Don'ts in Microbiological Laboratory	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

7.2.10 Do not work with bare hands, without headgear and proper secondary gowning in Micro-Lab.

### 8.0 DISTRIBUTION:

8.1 Quality Assurance

8.2 Quality Control

### 9.0 ANNEXURES: NA

### 10.0 REVISION HISTORY:

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