



# PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

## STANDARD OPERATING PROCEDURE

**Department:** Microbiology

**SOP No.:**

**Title:** Procedure for Hygiene and Personnel Behavior in Microbiology Laboratory

**Effective Date:**

**Supersedes:** Nil

**Review Date:**

**Issue Date:**

**Page No.:**

### 1.0 Objective:

To lay down a procedure for Hygiene and Personnel Behavior in Microbiology Laboratory.

### 2.0 Scope

This Standard Operating Procedure is applicable for formulation plant.

### 3.0 Responsibility

Executive/Officer - Microbiology : Shall be responsible to follow the standard operating procedure for Hygiene and Personnel Behavior in Microbiology Laboratory.

Head - QC/Designee : Shall be responsible for the compliance of this SOP.

### 4.0 Abbreviations and Definitions

SOP : Standard Operating Procedure

QC : Quality Control

IPA : Isopropyl Alcohol

### 5.0 Procedure

5.1 Before entering in Microbiology Laboratory wash your hands with disinfectant (IPA. 70%).

5.2 Ensure that the garments shall be properly sterilized.

5.3 Ensure that the area shall be cleaned properly; wear the sterilized garments as used in the aseptic area.

5.4 Maintain the silence and ensure that there shall not be extra movement to and from the microbiology laboratory.

5.6 A person suffering from communicable diseases like Upper Respiratory Infection, Cold Cough, Wound and any other Skin Disease shall not be allowed to enter in the Microbiology Laboratory.

5.7 Nails and hairs shall be trimmed regularly.

5.8 Eating material are strictly prohibited in the Microbiology Laboratory.



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5.9 Do not touch any items related to microbiology without the permission of authorized person.

### 6.0 Forms and Records

6.1 Nil

### 7.0 Distribution

7.1 Master Copy : Documentation Cell (Quality Assurance)

7.2 Controlled Copies : Quality Control, Quality Assurance

### 8.0 History

Date	Revision Number	Reason for Revision