



**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Microbiology	<b>SOP No.:</b>
<b>Title:</b> Preparation of Settle Plates	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

**1.0 OBJECTIVE:**

The objective of this SOP is:

- 1.1 To lay down a procedure for preparation of plates that can be used as settling plates and in various microbiological analysis.

**2.0 RESPONSIBILITY:**

- 2.1 The Microbiologist shall be:  
2.1.1 Responsible for preparation of settle plates, their pre incubation and related documentation.

**3.0 ACCOUNTABILITY:**

Executive - Quality Control

**4.0 PROCEDURE:**

- 4.1 Media with the content of agar can be used for the preparation of settle plates like.
- i) Soyabean Casein Digest Agar (SCDA) - For enumerating Bacteria and Fungi (required for Environmental monitoring and Microbial limit tests.)
  - ii) Sabaraud Dextrose Agar (SDA) – For estimation of fungi. (Required for Microbial limit tests)
- 4.2 Prepare media as per **SOP**.
- 4.3 Follow the gowning procedure and enter the M.L.T Room by following **SOP**.
- 4.4 Clean the LAF with 70% I.P.A and wait till drying.
- 4.5 Switch on LAF and UV lamp 15 min. before pouring the plates.
- 4.6 Open the containers containing sterile petri-dishes (That are previously sterilized by Autoclaving) and place on the working surface table of LAF.
- 4.7 Open the containers containing sterile petri-dishes and place them on the working table of LAF.
- 4.8 Take out the cotton plug of conical flask containing agar medium.
- 4.9 Sterilize the mouth of the conical flask by flaming it and start pouring about 20-25 ml of medium to each petri-dish quickly.
- 4.10 Cover the plates and keep under LAF till they are solidified.
- 4.11 After getting solidified, pre-incubate the plates to the incubator at 30-35°C for 48 hrs to check any accidental contamination.
- 4.12 Check each and every plate under colony counter before exposure to the environment for monitoring.
- 4.13 Record the activity in Media preparation record.



**PHARMA DEVILS**  
MICROBIOLOGY DEPARTMENT

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**5.0 TRAINING :**

Trainer -- Executive – Quality Assurance  
Trainees -- Microbiologists.  
Period -- One day

**6.0 DISTRIBUTION:**

Certified Copy No. 1 : Head of Department – Quality Control  
Certified Copy No. 2 : Microbiology Department.  
Original Copy : Head – Quality Assurance.

**7.0 REFERENCES :**

MCA Orange Guideline 1997.