



STANDARD OPERATING PROCEDURE

Department: Microbiology	SOP No.:
Title: Analyst Qualification	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down the Procedure for the cleaning and operation of BOD Incubator.

2.0 SCOPE:

This SOP is applicable to Cleaning and Operation of BOD Incubator, Make: installed in Microbiology Laboratory.

3.0 RESPONSIBILITY:

Microbiologist-Quality Control
Head- Quality Control

4.0 PROCEDURE:

4.1 General cleaning:

- 4.1.1 Clean the equipment with a lint free cloth moistens with 70 % v/v IPA.
- 4.1.2 Frequency: Outer surface daily and inner surface once in a month.
- 4.1.3 Record the cleaning in "Equipment Cleaning Record "(Refer Annexure -1).

4.2 Precautions:

- 4.2.1 Check the calibration status of the temperature indicator cum controller.
- 4.2.2 Ensure that unit is kept at least 500 mm away from the wall.
- 4.2.3 Check the latch of glass door is properly locked or not.
- 4.2.4 Keep minimum 100 mm gap between material and walls of the working chamber.

4.3 Operation:

- 4.3.1 Insert plug into main electric supply.
- 4.3.2 Switch on the main electric supply.
- 4.3.3 The display will show Tab. Now set other parameter as given below.
- 4.3.4 After pressing tab it will show on HMI date at left hand top corner and time on right hand top corner.
- 4.3.5 Temperature (°C) process value (PV) display in red colour and Set Value (SV) will display in green colour, located in middle on HMI.

4.3.6 Setting temperature:



STANDARD OPERATING PROCEDURE

Department: Microbiology	SOP No.:
Title: Analyst Qualification	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

4.3.6.1 Go to HMI and press on set value which is shown in the green colour. Enter the password.

4.3.6.2 Enter the set value (SV) which will display in green colour.

4.3.7 Print frequency setting:

4.3.7.1 Go to HMI press on MENU.

4.3.7.2 Go to option print frequency, press on it and enter password.

4.3.7.3 Change the master print frequency and scanner print frequency, both shall be same.

4.3.7.4 After changing print frequency press on "BACK" again press on "BACK". It will display HMI main screen.

4.3.8 Procedure for Storage and withdrawal of Material :

4.3.8.1 Open the main door of B.O.D. Incubator with the help of handle provided.

4.3.8.2 Open the Glass door of B.O.D. Incubator with the help of handle provided.

4.3.8.3 Place the articles, which are to be incubated at specified temperature.

4.3.8.4 Close the Glass door of B.O.D. Incubator with the help of handle provided.

4.3.8.5 To take out the articles, open the main door and then Glass door. Take out the articles and again close both the door

4.3.8.6 Open the door of B.O.D incubator for the specified time mentioned in table no. 4.3.8.7 for place or remove the article.

4.3.8.7

S.No.	Incubator ID	Condition	Time
1.	57.5 °C ± 2.5 °C & 43°C ± 2°C	01 Minute 02 Minute
2.	32.5°C ± 2.5°C	03 Minute
3.	22.5°C ± 2.5°C	04Minute
4.	22.5°C ± 2.5°C	04 Minute
5.	32.5°C ± 2.5°C	03 Minute
6.	37 °C ± 2 °C & 43°C ± 2°C	03 Minute 02 Minute

4.3.9 Procedure for handling of breakdown condition

4.3.9.1 If temperature deviates ± 2.5°C from set temperature equipment starts giving beep



STANDARD OPERATING PROCEDURE

Department: Microbiology	SOP No.:
Title: Analyst Qualification	Effective Date:
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Issue Date:	Page No.:

sound till set temperature attained. Pressing “ACK” switch can stop alarm.

- 4.3.9.2 Whenever alarm activated by the system, it will in turn activate buzzer and indicator light.
- 4.3.9.3 Acknowledge the alarm to run the set condition.
- 4.3.9.4 If again alarm activated, inform to engineering department for rectification.
- 4.3.9.5 Transfer the material under incubation to stand by incubator or other incubator running on same condition.
- 4.3.9.6 Rectify the breakdown, upon rectification shift the material into the previous incubator.
- 4.3.9.7 Monitor the temperature take out the print out daily for a period of 24 Hours.

5.0 ANNEXURE (S):

Annexure - I: Equipment Cleaning Record
Annexure - II : Daily temperature record.

6.0 REFERENCE (S):

Nil

7.0 ABBREVIATION (S) /DEFINITION (S) :

B.O.D.: Bacteriological Oxygen Demand

v/v : Volume by volume

IPA : Iso Propyl Alcohol



PHARMA DEVILS
MICROBIOLOGY DEPARTMENT

STANDARD OPERATING PROCEDURE

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REVISION CARD

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION	REFERENCE CHANGE CONTROL No.

