



STANDARD OPERATING PROCEDURE

Department: Microbiology	SOP No.:
Title: Entry and Exit to Microbiology Testing Area	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for entry and exit to microbiological testing area.

2.0 SCOPE:

This SOP is applicable to the entry and exit to microbiological testing area in Microbiology laboratory.

3.0 RESPONSIBILITY:

Microbiologist. - Quality Control.

Head - Quality Control.

4.0 PROCEDURE:

4.1 Procedure for entry into Microbiological testing Area:

- 4.1.1 Enter the Change room-I, remove Microbiology laboratory footwear inside the change room-I and put it in the rack provided and remove apron and put it in the cabinet provided over there.
- 4.1.2 Enter into the change room-II .Disinfect hands by 70% IPA.
- 4.1.3 Take hand gloves from garment Cubical & wear it. Disinfect the hand with 70% IPA, Open the dress cabinet and take out of gown & head gear and booties which is pre sterilized.
- 4.1.4 Take out the sterile headgear from the sterilized gown pack and wear it. Ensure that the hair is completely covered.
- 4.1.5 Take out the sterile gown from the pack and wear it. Ensure that the neck of the headgear is inserted in the gown. Tighten the belt around the waist and pull the gloves up to the elbow.
- 4.1.6 Take out the sterile foot covers (Booties) from the pack and wear them. Ensure that the bottom of the gown is inserted into the foot covers (Booties), wipe hands with 0.22 μ filtered 70% IPA.
- 4.1.7 Ensure that no part of the body (except the slit for the eyes) shall expose to the environment.
- 4.1.8 Enter the Change Room -III by opening the door of Change Room -II with elbow. .
- 4.1.9 Enter the microbiological testing room by pushing the door with elbow.



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4.2 Procedure for exit from Microbiological testing Area:

- 4.2.1 After completion of work, remove all discarded material, material for washing and the media used for test through pass box.
- 4.2.2 Enter the Change Room –IV and then enter into change room I.
- 4.2.3 In Change Room- IV. Remove hand gloves, gown, booties and headgear. Fold neatly and put them into the S.S.wastebin, and come out from change room-I.
- 4.2.4 Enter the Change Room –I and wear the footwear for microbiology area and apron and come out from change room-I.

4.3 Precautions:

- 4.3.1 The person suffering from cough, cold and with wounds shall not enter microbiological testing Area.
- 4.3.2 Ensure that both the doors of change rooms are not open at a time.
- 4.3.3 Use sterile over gown, cap and hand gloves every time.
- 4.3.4 Record the entry and exit time as per Annexure-I.

5.0 ANNEXURE (S):

Annexure-I : Entry & Exit Record Of Microbiology Testing Area

6.0 REFERENCE (S):

SOP No.: Preparation, approval, distribution control, revision and destruction of Standard Operating Procedure (SOP).

7.0 ABBREVIATION (S) / DEFINITION (S):

IPA: Isopropyl Alcohol

REVISION CARD

S. No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION	REFERANCE CHANGE CONTROL No.
1	00	---	---	New SOP	---

