



STANDARD OPERATING PROCEDURE

Department: Microbiology	SOP No.:
Title: Media Stock Maintenance and suitability testing of media	Effective Date:
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1.0 OBJECTIVE:

To lay down the procedure for media stock maintenance and suitability testing of media.

2.0 SCOPE:

This procedure is applicable for media used in microbiology laboratory.

- Fresh lot of media containers
- Media containers, which are periodically used & stored for prolonged period.

3.0 RESPONSIBILITY :

Microbiologist: To Maintain the media stock as per procedure

Head- Quality control.

4.0 PROCEDURE :

4.1 Media Stock Maintenance:

- 4.1.1 Receive the media from the supplier. Check the bottles/ boxes of media for the manufacturing date and expiry date.
- 4.1.2 Paste the label for the media bottle / box (Refer ANNEXURE-II).
- 4.1.3 Store dehydrated media in tightly closed packs at the temperature as directed by the manufacturer / indicated in the label.
- 4.1.4 Enter the details of the receipt of the media in the Media Stock register (Refer Annexure-I).
- 4.1.5 In the “Date of opening” column, enter all the container no. in the register. Leave one line below each container no. to enter the date of opening.
- 4.1.6 Enter the container no. as above and make the next entry afterwards.
- 4.1.7 Ensure that the expiry date of the bottles is in chronological order if more than one batch is received.
- 4.1.8 Incase there are smaller packets in a box, each individual pack shall be labeled (Annexure-II)
- 4.1.9 Ensure that the media in stock is used as First In First Out or First Expiry First Out basis and only one container of the media is in use at a time.



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4.1.10 On opening a new pack, enter the date of opening on the label of the bottle/ box and in the media stock register.

4.1.11 Follow the media preparation instructions on the label for re hydration.

4.1.12 For each supply of dehydrated media received, carry out the growth promotion test of the media as per SOP before using for Microbiological analysis. In case of different batch no., both have to be tested for the GPT. If media fails for suitability test (growth promotion test) follow SOP for investigation purpose.

4.1.13 Enter the date of release on the label on the pack and in the media stock record on successful completion of the growth promotion test.

4.1.14 Maintain consumption record as per SOP.

4.2 Retest of the media bottles:

4.2.1 Perform the retest of media as per reference SOP. During retest, check that the media is having any lumps formation, if any discard the media.

Retest period for each dehydrated media is one year from date of opening of first container of each lot (i.e.: container used for initial growth promotion test of particular lot).

Retest period should be less than expiry period always.

NOTE: Media containers, which fail for suitability, shall not be used for testing and record the same with remarks column and follow SOP for investigation purpose.

4.3 Frequency of suitability testing:

4.3.1 **For New lot:** One container from each consignment (if same lot received on different date performed suitability testing for each consignment as per reference SOP.

For Media in Use: Performed suitability testing for each sterilization lot as per reference SOP. Also performs retest for each dehydrated media after one year from date of opening of first container of each lot. (i.e.: container used for initial growth promotion test of particular lot).

4.4 Physical verification of media stock:

4.4.1 Every 15 days \pm 03 working days verify the available (as per record) media stock to check the actual No. of bottles available and its labeling status such as name of media, date of receipt, date of release, date of opening, retest date. Record the verified parameters details and



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discrepancies (if any discrepancy observed) as per Annexure-III.

5.0 ANNEXURE (S):

Annexure-I : Media Stock Register

Annexure-II : Label for the media bottle

Annexure-III: Checklist for physical verification of media stock.

6.0 REFERENCE (S):

SOP: Procedure for Growth Promotion Test

SOP: Procedure for Preparation of Media

SOP: Investigation of out of specification of test results.

7.0 ABBREVIATION (S)/ DEFINATION (S):

Q.C.: - Quality Control

SOP: - Standard Operating Procedure.

GPT:- Growth Promotion Test

REVISION CARD

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



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Annexure II

LABEL FOR MEDIA BOTTLE

Name of Media :	
Date of Receipt :	Date of Opening:
Date of Analysis(GPT) :	Date of Release:
Bottle No. : _____ of _____ bottles	
Retest Date:	Sign / Date :



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Annexure III

CHECKLIST FOR PHYSICAL VERIFICATION OF MEDIA STOCK

Date of Verification:

S.No.	Name of Media	Batch No.	Media Stock (as per record)	Media Stock (Physically)	Any Discrepancy observed	Remarks

Done By:
(Sign & Date)

Checked By:
(Sign & Date)