STANDARD OPERATING PROCEDURE	
Department: Microbiology	**SOP No.:**
Title: Opening, Closing, Entry and Exit of Microbiology Laboratory	**Effective Date:**
Supersedes: Nil	**Review Date:**
Issue Date:	**Page No.:**

1.0   OBJECTIVE:

To lay down a procedure for opening, entry, exit and closing of Microbiology Laboratory.

2.0   SCOPE:

This SOP is applicable to the opening, entry, exit and closing of Microbiology Laboratory.

3.0   RESPONSIBILITY:

Q.C. Microbiologist.

Head Quality Control.

4.0   PROCEDURE:

4.1   Procedure for opening and entry into microbiology laboratory:

4.1.1   Remove the Street footwear and place them on the shelf provided in the cross over bench outside the QC lab and cross the bench.

4.1.2   Take out the QC lab footwear from the self of locker and wear it. Disinfect the hand with filtered 70% IPA & proceed to microbiology laboratory.

4.1.3   Open the main (Entrance) door of the Microbiology Laboratory with key assigned.

4.1.4   Enter into Microbiology Laboratory by pushing the door.

4.1.5   Remove the QC footwear in self of crossover bench and wear the microbiology lab footwear.
Disinfect the hand with 70% filtered IPA & Enter in the areas of Microbiology Laboratory

4.1.6   (Except Microbiology testing Area and sterility test area)

4.1.7   Visitors and other persons shall wear additional pair of shoe covers, cross the bench and enter Microbiology Laboratory.

4.2   Procedure for exit from and closing of Microbiology Laboratory:

4.2.1   Open the main (Entrance) door of the Microbiology Laboratory and come outside, door will get automatically closed.

4.2.2   Remove the Microbiology Laboratory footwear and place them in the shelf provided with the cross over bench and cross the bench.

	PHARMA DEVILS	
	MICROBIOLOGY DEPARTMENT	

STANDARD OPERATING PROCEDURE	
Department: Microbiology	**SOP No.:**
Title: Opening, Closing, Entry and Exit of Microbiology Laboratory	**Effective Date:**
Supersedes: Nil	**Review Date:**
Issue Date:	**Page No.:**

4.2.3   Take the QC footwear from the shelf provided with the cross over bench and wear it. Exit from laboratory. Proceed to change room.

NOTE:

Visitors and other persons shall remove additional pair of shoe covers, after cross over bench and keep in the assigned waste bin.

4.3   **Procedure for close down of Microbiology Laboratory:**

4.3.1   At the end of the day, close down the Microbiology Laboratory by following the Microbiology Laboratory Closedown Checklist (Refer to Annexure - I).

4.3.2   Switch off the all lights, equipments and instruments except for refrigerator Air conditioning in Media preparation area and incubators.

4.3.3   Close the main (Entrance) door of the Microbiology Laboratory.

4.3.4   Lock the main door.

5.0   **ANNEXURE (S):**

Annexure-I: Microbiology Laboratory Closedown Checklist.

6.0   **REFERENCE (S):**

Nil

7.0   **ABBREVIATION (S) / DEFINATION (S):**

QC   : Quality Control

REVISION CARD

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

	STANDARD OPERATING PROCEDURE	
Department: Microbiology		**SOP No.:**
Title: Opening, Closing, Entry and Exit of Microbiology Laboratory		**Effective Date:**
Supersedes: Nil		**Review Date:**
Issue Date:		**Page No.:**

Annexure 1
MICROBIOLOGY LABORATORY CLOSE DOWN CHECKLIST

Date:

S.No.	Area	Daily Checks	Status
1.	**Washing Area**	Water tap closed	
		All electrical equipment switched off	
		All lights switched off	
		Door closed	
2.	**Hot Area and Incubation Area**	Autoclave switched off	
		Hot Air Oven switched off	
		All other electrical equipment switched off	
		All lights switched off	
		Incubators kept 'ON'	
3.	**Microbiological Testing Area**	Laminar Air Flow Bench switched off	
		All tested material withdrawn from the area	
		Pass Box switched off	
		All other electrical equipment switched off	
		All lights switched off	
		Air lock properly closed	
4.	**Media Preparation Room & Media storage room**	All equipment switched off	
		All lights switched off	
		Split Air conditioner kept 'ON'	
		Refrigerator kept 'ON'	
		PC shut down.	
		Door closed	
5.	**Others**	Air Handling Units kept "ON".	

Done by: