



STANDARD OPERATING PROCEDURE

Department: Microbiology	SOP No.:
Title: Operation, Cleaning and Calibration of Digital Colony Counter	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE:

To lay down a procedure for operation cleaning and calibration of Digital Colony Counter in Microbiology Laboratory.

2.0 SCOPE:

This SOP is applicable to the operation cleaning and calibration of Digital Colony Counter in Microbiology laboratory.

3.0 RESPONSIBILITY:

Microbiologist-Quality Control
Head-Quality Control

4.0 PROCEDURE:

4.1 Operation:

- 4.1.1 Clean the instrument with dry clean cotton cloth with 70% v/v IPA.
- 4.1.2 Switch 'ON' the main power supply.
- 4.1.3 Switch 'ON' the instrument.
- 4.1.4 Focus the magnifying lens.
- 4.1.5 Connect plug of the Auto Marker pen to the probe socket provided on Instrument.
- 4.1.6 Switch 'ON' illumination.
- 4.1.7 Press the RESET button. The display will show 0000.
- 4.1.8 Press the 'AUDIO' button.
- 4.1.9 Remove the cap of the probe and touch the square of Wolffhuegel glass grid one by one and mark the colonies with the help of auto marker pen.
- 4.1.10 The marking ensures counting of colonies and audio beep indicates that the counts have been made.
- 4.1.11 Record the total number of cfu count from display.
- 4.1.12 Switch 'OFF' the illumination.
- 4.1.13 Switch 'OFF' the instrument.
- 4.1.14 Switch 'OFF' the main power supply.
- 4.1.15 Keep the cap on the probe when not in use.



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4.1.16 In absence of the marking probe or if the marking probe is not working, count manually by marking each colony with the help of marker pen.

4.2 Calibration

4.2.1 Insure that Equipment should be clean before use.

4.2.2 Operate the colony counter as per 4.1.2 to 4.1.8.

4.2.3 Keep the blank Petri plate at inverted position on square of Wolffhuegel glass grid and mark on Petri plate with the help of auto marker pen by 25 times, 50 times and 100 times and Count manually.

4.2.4 After manually count compare with display result and record the result as per annexure-I.

4.2.3 Observed Result and display result should be same.

Frequency: Half yearly

4.3 Cleaning:

4.2.1 Clean the magnifying glass / Wolffhuegel glass and illumination grid with clean cotton cloth.

4.2.2 Clean the display counter with clean cotton cloth.

4.2.3 Clean Colony counter with a non-shedding duster dipped in filtered 70 % v/v IPA.

4.3 Record the cleaning in the "Equipment Cleaning Record" as per Annexure-II.

Frequency: Daily

5.0 ANNEXURE (S):

Annexure -I: Calibration Record of Digital Colony Counter

Annexure -II: Equipment Cleaning Record.

6.0 REFERENCE (S):

SOP: Preparation, Approval, Distribution control, revision and Destruction of Standard operating Procedure (SOP).

7.0 ABBREVIATION (S)/DEFINITION (S):

QC : Quality Control

QCM : Quality Control Microbiology

v/v : volume by volume

IPA : Iso Propyl Alcohol



PHARMA DEVILS
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REVISION CARD

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



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Annexure I

CALIBRATION RECORD OF DIGITAL COLONY COUNTER

Area	Microbiology Section	Department	Quality control
Equipment Name	Colony Counter	Equipment No.	
Month/Year		Date of calibration	

S.No.	COUNT	RESULT		CALIBRATED BY	CHECKED BY
		MANNUALY	DISPLAY		
1.	25				
2.	50				
3.	100				

