



STANDARD OPERATING PROCEDURE

Department: Microbiology	SOP No.:
Title: Procedures for Safety measures followed in Laboratory	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE :

To lay down a procedure for safety measures to be followed in the Microbiology laboratory.

2.0 SCOPE :

This SOP is applicable for safety measures followed in microbiology laboratory.

3.0 RESPONSIBILITY :

Microbiologist – Quality Control

Head – Quality Control

4.0 PROCEDURE :

- 4.1.1 Use Nose mask and hand gloves as a protective measure during handling of Bacterial cultures and at the time of Aseptic Work under LAF station.
- 4.1.2 Use hand gloves and nose masks, during handling of used media containing deadly infectious pathogens and also during the proper disposal of the same daily.
- 4.1.3 Wear slippers inside the laboratory to avoid minor injuries caused by glass pieces.
- 4.1.4 Reject broken glasswares and send it to scrap immediately. Clean the floor with disinfectant solution if any breakage of glassware observed.
- 4.1.5 Arrange the materials neatly in the washing area in their respective places.
- 4.1.6 Label all glasswares and solutions used in the laboratory.
- 4.1.7 Do not leave the doors of the Pass box open when the aseptic work is under way.
- 4.1.8 Do not work under the LAF workbench when the UV is switched “ON”.

5.0 ANNEXURE (S):

Nil

6.0 REFERENCE (S):

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



PHARMA DEVILS
MICROBIOLOGY DEPARTMENT

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7.0 ABBREVIATION (S)/DEFINITION (S):

AHU : Air Handling Unit

LAF : Laminar Air Flow

REVISION CARD

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION	REFERENCE CHANGE CONTROL No.
01	00	---	---	New SOP	---