



## STANDARD OPERATING PROCEDURE

<b>Department:</b> Microbiology	<b>SOP No.:</b>
<b>Title:</b> Cleaning of Glasswares for Microbiological Testing	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

### 1.0 OBJECTIVE:

To lay down a procedure for Cleaning of Glasswares for Microbiological Testing.

### 2.0 SCOPE:

This SOP is applicable for Cleaning of Glasswares for Microbiological Testing at Microbiology Section in Quality Control area.

### 3.0 RESPONSIBILITY:

Officer / Executive – Microbiologist

### 4.0 ACCOUNTABILITY:

Head – QC

### 5.0 PROCEDURE:

#### 5.1 PRECAUTIONS:

5.1.1 Wear Gloves, Wear Water shield, Nose Mask and other PPE before washing the petriplate/glassware.

5.1.2 All microbiological glassware used in analysis should be autoclave before washing.

5.1.3 To remove labeling of glassware use methanol.

#### 5.2 CLEANING OF PETRI PLATES:

5.2.1 Wear Gloves and Nose Mask Before washing the petriplate.

5.2.2 Kept all Petriplate in a disposable autoclave bags and transfer in to autoclave, start the discard cycle of autoclave as per SOP, Titled “**Procedure for Discarding of microbiological waste**”.

5.2.3 After Autoclave Remove the content from the autoclaved Petri plates into a disposable bag and keep aside for disposal.

5.2.4 Immerse the plates in tub containing 1%v/v (1 ml in 100 ml) SLS solution for 15minutes.

5.2.5 Finally, rinse the Petri plates with purified water to remove the SLS solution completely as detected physically by absence of any foam.

5.2.6 Keep the washed Petri plates in hot air oven at 50° C to 60° C and allow them to dry.

5.2.7 Wash the hands with soap Solution and then rinse with 70% IPA after completion of work.

#### 5.3 CLEANING OF CONICAL FLASKS/BOTTLES FOR MEDIA PREPARATION:

5.3.1 Wear gloves and nose mask before washing the conical flasks/bottles.



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**5.3.2** Wash with tap water and then treat with 1% v/v SLS solution, and keep for 30 minutes.

**5.3.3** Finally rinse the flasks with purified water to remove the SLS solution completely as detected physically by absence of any foam.

**5.3.4** Keep the washed flasks in hot air oven at 50°C to 60°C and allow them to dry.

**5.3.5** Wash the hands with soap solution and then rinse with 70% IPA after completion of work.

### 5.4 CLEANING OF TEST TUBES:

**5.4.1** Wear Gloves and Nose Mask before washing the test tubes.

**5.4.2** After Autoclave remove the content from the autoclaved test tubes into a disposable bag and keep aside for disposal.

**5.4.3** Immerse the test tubes in tub containing 1%v/v (1 ml in 100 ml) SLS solution for 15minutes.

**5.4.4** Finally, rinse the test tubes with purified water to remove the SLS solution completely as detected physically by absence of any foam.

**5.4.5** Keep the washed test tubes in hot air oven at 50°C to 60°C and allow them to dry.

**5.4.6** Wash the hands with soap Solution and then rinse with 70% IPA after completion of work.

### 5.5 CLEANING OF FILTRATION ASSEMBLY AND OTHER ACCESSORIES:

**5.5.1** Wear Gloves and Nose Mask before washing the all SS Assembly and other accessories.

**5.5.2** Immerse the SS Assembly and other accessories in tub containing 1%v/v (1 ml in 100 ml) SLS solution for 15minutes.

**5.5.3** Finally, rinse the SS Assembly with purified water to remove the SLS solution completely as detected physically by absence of any foam.

**5.5.4** Wash the hands with soap Solution and then rinse with 70% IPA after completion of work.

**5.6** Record the Glasswares Cleaning details in **Annexure-I**, Titled “**Glasswares Cleaning Record**”.

### 6.0 REFERENCES:

Not Applicable

### 7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.



# PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

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**ENCLOSURES:** SOP Training Record

### 8.0 DISTRIBUTION:

- Controlled Copy No. 1                      Quality Assurance Department
- Controlled Copy No. 2                      Quality Control Department
- Master Copy                                    Quality Assurance Department

### 9.0 ABBREVIATIONS:

°C	Degree Celsius
IPA	Isopropyl Alcohol
Ltd.	Limited
No.	Number
QA	Quality Assurance
QC	Quality Control
PPE	Personal Protection Equipment
SOP	Standard Operating Procedure

### 10.0 REVISION HISTORY:

#### CHANGE HISTORY LOG

Revision No.	Details of Changes	Reason for Change	Effective Date	Updated By

