



# PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Microbiology	<b>SOP No.:</b>
<b>Title:</b> Disinfection and Cleaning of Microbiological Laboratory	<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 Disinfection and Cleaning of Microbiological Laboratory.

### 2.0 SCOPE:

This SOP is applicable to Disinfection and Cleaning of Microbiological Laboratory.

### 3.0 RESPONSIBILITY:

Officer / Executive - Microbiologist

### 4.0 ACCOUNTABILITY:

Head QC

### 5.0 PROCEDURE:

**5.1.1** Collect all the waste paper and plastic pieces or any other extraneous material and transfer to waste bin.

**5.1.2** Prepare the approved disinfectant solution as per schedule SOP, Titled “**Procedure for Disinfectants Preparation**”.

**5.1.3** The order of cleaning for microbiology section, except aseptic area, should be as under.

**Ceiling → Wall → Wall Glasses → Door & Working Station → Floor**

**5.1.4** Clean the working station daily with lint free cloth moistened with 70% IPA or approved disinfectant solution.

**5.1.5** Clean the ceiling, wall and wall glasses with scheduled disinfectant solution.

**5.1.6** Clean all doors with lint free cloth, which is moistened with scheduled disinfectant solution.

**5.1.7** Clean the floor surface with scheduled disinfectant solution.

**5.1.8** Record the cleaning details in **Annexure-I**, Titled “**Cleaning of Microbiology Lab**”.

### 5.2 FOGGING PROCEDURE:

**5.2.1** Make sure the room is cleaned before fogging.

**5.2.2** Switch off AHU system of concerned area which has to be fogged.

**5.2.3** Prepare 20 % virosil in WFI (for e.g. 400 ml Virosil & 1600 ml of WFI).



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**5.2.4** Switch “OFF” the AHU and thereafter switch on the fogger machine. Keep the angle of machine at 45°C vertically and allow fogging to take place for 10 minutes in each room.

**5.2.5** Keep the room closed about 40 minutes for proper dispersion of fog in the rooms and ensuring disinfection of the surfaces and environment.

**5.2.6** Switch “ON” the AHU.

**5.2.7** The dilution is to be made only at the time of fogging and remaining solution if any should not be reused.

**5.2.8** Record the detail of fogging in **Annexure-II** Titled “**Fogging Record**”.

### 6.0 REFERENCES:

In-House

### 7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Cleaning Record of Microbiology Lab	
Annexure-II	Fogging Record	

**ENCLOSURES:** SOP Training Record..

### 8.0 DISTRIBUTION:

- Controlled Copy No. 01                      Quality Assurance Department
- Controlled Copy No. 02                      Quality Control Department
- Master Copy                                      Quality Assurance Department

### 9.0 ABBREVIATION:

No.                      Number  
QC                      Quality Control  
QA                      Quality Assurance  
SOP                      Standard Operating Procedure

### 10.0 REVISION HISTORY:

#### CHANGE HISTORY LOG

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



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### ANNEXURE – I CLEANING RECORD OF MICROBIOLOGY LAB

Date	Time	Location	Frequency	Disinfectant Used	Disinfectant Reference No.	Cleaned By Sign & Date	Reviewed By Sign & Date	Remarks
		Floor	Twice in shift					
		Doors						
		Wall glasses						
	Floor							
	Doors							
	Wall glasses							
		Wall	In Night shift					
		Ceiling						
		Floor	Twice in shift					
		Doors						
		Wall glasses						
	Floor							
	Doors							
	Wall glasses							
		Wall	In Night shift					
		Ceiling						

