

MICROBIOLOGY DEPARTMENT

STANDARD OPERATING PROCEDURE					
Department: Microbiology	SOP No.:				
Title: Handling of Sterile Area Garments	Effective Date:				
Supersedes: Nil	Review Date:				
Issue Date:	Page No.:				

1.0 **OBJECTIVE**:

To lay down a Procedure for Handling of Sterile Area Garments.

2.0 SCOPE:

This SOP is applicable for Handling of Sterile Area Garments in Microbiology Lab of Quality Control Department.

3.0 **RESPONSIBILITY:**

Officer / Executive - Microbiologist

4.0 ACCOUNTABILITY:

Head – QC

5.0 PROCEDURE:

5.1 HANDLING OF USED GARMENTS:

- **5.1.1** At the end of the shift collect the linen bin of used Garments from Air Lock-V and send to washing area.
- **5.1.2** Wash the linen bin, dry it and wipe the linen bin with 70% IPA before returning it inside the Air Lock-V.
- **5.1.3** Wash & dry all the used garments at Washing Area using Washing Machine kept for the same at specified place in side the Washing Area.

5.2 HANDLING OF WASHED & DRIED GARMENTS:

- **5.2.1** Place all the washed & dried garments on cleaned SS table under LAF.
- **5.2.2** First fold Head Gear, Booties and Boiler Suit individually from inner side to outer side so that inner portion is exposed rather than outer portion.
- **5.2.3** Fold Head Gear from bottom, Boiler suit from sleeves and bottom and booties from upper side.
- **5.2.4** Place Head Gear and pair of Booties with Boiler Suit and fold it.
- **5.2.5** Insert folded garments in Dacron Bag provided for the purpose or wrap in butter paper.
- **5.2.6** Place such ten or twelve sets of garments in each surgical box.
- **5.2.7** Place all the SS surgical box inside the double door autoclave by opening it's door from non sterile side.

MICROBIOLOGY DEPARTMENT

STANDARD OPERATING PROCEDURE				
Department: Microbiology	SOP No.:			
Title: Handling of Sterile Area Garments	Effective Date:			
Supersedes: Nil	Review Date:			
Issue Date:	Page No.:			

- **5.2.8** Run the cycle of garment load of autoclave as per SOP, Titled "**Procedure for Operation**, Calibration and Validation of Vertical Autoclave".
- **5.2.9** After sterilization is over open the autoclave from sterile side and remove the SS surgical box having sterilized garments and transfer it to Air Lock-II of Sterility Room.
- **5.2.10** Only 80 sterilization cycles are permissible for a set of Clean Room Garment, after completion of 80 cycles garments shall be destroyed.
- **5.2.11** Record the garment cleaning details in "Garment Cleaning & Sterilization Record" as per Format shown in Annexure—I.

5.3 HANDLING OF STERILIZED GARMENTS:

- **5.3.1** Open the door of garment storage cabinet and ensure that UV light control limit switch is working properly. When the door of sterile garment is opened it is automatically switched 'OFF'.
- **5.3.2** Ensure that LAF is in continuous operation.
- **5.3.3** Put all the sterile garments set one by one inside the sterile garment cabinet by removing it from perforated SS surgical box, close the door of cabinet.
- 5.3.4 Check the UV light burning hours, if burning hours is over as per it's specification change the UV tube light with another new UV tube light and put the record in "UV Light Burning Hour Record".

6.0 REFERENCES:

Not Applicable

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.		
Annexure-I	Garment Cleaning & Sterilization Record			

ENCLOSURES: SOP Training Record

8.0 DISTRIBUTION:

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



MICROBIOLOGY DEPARTMENT

STANDARD OPERATING PROCEDURE				
Department: Microbiology	SOP No.:			
Title: Handling of Sterile Area Garments	Effective Date:			
Supersedes: Nil	Review Date:			
Issue Date:	Page No.:			

9.0 ABBREVIATIONS:

IPA Isopropyl Alcohol

Ltd. Limited

LAF Laminar Air Flow

No. Number

QA Quality Assurance

SOP Standard Operating Procedure

SS Stainless Steel UV Ultra Violet

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

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



MICROBIOLOGY DEPARTMENT

STANDARD OPERATING PROCEDURE				
Department: Microbiology	SOP No.:			
Title: Handling of Sterile Area Garments	Effective Date:			
Supersedes: Nil	Review Date:			
Issue Date:	Page No.:			

ANNEXURE – I GARMENT CLEANING & STERILIZATION RECORD

Date	Cleani Perio		No. of *Garment Set Cleaned	Done By Sign & Date	Reviewed By Sign & Date	Sterilization Period		Period		No. of *Garment Set Sterilized	No. of Steriliz ed	Done By Sign & Date	Reviewe d By Sign & Date
	From	To				From	To						

(* Garment Set Contains Boiler Suit, Head Gear and Booties)