



PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Microbiology	SOP No.:
Title: Receipt, Identification, Storage and Usage of Dehydrated Media	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE

1.1 To lay down the procedure for receipt, identification, storage and usage of dehydrated media.

2.0 SCOPE

2.1 This procedure is applicable for Microbiology Laboratory.

3.0 RESPONSIBILITY

3.1 Microbiologist is responsible for receipt, identification, storage and usage of dehydrated media.

4.0 ACCOUNTABILITY

4.1 Head Microbiology

5.0 EHS CONSIDERATIONS

5.1 NA

6.0 PROCEDURE

6.1 Receipt of Dehydrated Media:

6.1.1 Media shall be received from the certified Manufacturer / supplier.

6.1.2 On receiving media check the media for its correctness, transportation condition, physical condition etc. Media should not be nearing expiry.

6.1.3 If found incorrect or physically damaged or if proper transportation conditions are not followed then reject the material.

6.1.4 After receiving the media, the Certificate of Analysis of the media shall be cross checked and verified.

6.1.5 If COA is not received with consignment, download from manufacturer website.

6.1.6 After confirming all the relevant details, prepare Media Details labels duly filled with necessary details Annexure I "Media details" and paste on each container.

6.1.7 Entry shall be made for every received media, in the Annexure II "Media Receipt and Consumption Record"



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6.1.8 Carry out the media qualification as per SOP of Growth Promotion Test.

6.1.9 After qualification is completed, put date of qualification, & done by on the label as per Annexure I "Media details".

6.2 Storage of Dehydrated Media:

6.2.1 After making entry, the media containers shall be stored in media storage room.

6.2.2 Media having neutralizers and antibiotics shall be stored in the cooling chamber or as per COA.

6.3 Media Issuance:

6.3.1 Before issuing any media box, microbiologist has to confirm whether the lot has been qualified or not or any other discrepancy is not there.

6.3.2 Media issuance entry shall be made in 'Media Receipt & Consumption Record' as per Annexure II.

6.3.3 Put date of opening on the box & opened by details on the box.

6.3.4 For media issuances follow FIFO system.

6.4 Usage of Dehydrated Media:

6.4.1 At the time of media preparation, running media container shall be taken from Media storage room and date of opening of the container shall be written at the time of seal breaking / opening.

6.4.2 Opened media container shall be kept in media preparation room.

6.4.3 Other opened media containers having neutralizers and antibiotics shall be tightly closed & stored in cooling incubator or as per COA immediately after use.

6.4.4 In case of opened media containers, if it is kept for more than one year storage period, then the medium shall be used only after the medium has been tested for growth promotion tests.

7.0 DEFINITIONS AND ABBREVIATIONS

7.1 COA : Certificate of analysis

7.2 FIFO : First In First Out

8.0 REFERENCE

8.1 NA



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9.0 ANNEXURES

- 9.1 Annexure I : Media details
- 9.2 Annexure II : Culture Media Stock Qualification Record

10.0 DISTRIBUTION DETAILS

10.1 Controlled copy of this SOP shall be distributed to Quality Assurance and Microbiology department.

11.0 REVISION HISTORY

Supersedes SOP No.	Change Control No.	Reason for revision
NA	NA	NA



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Annexure I
MEDIA DETAILS

<u>Media Details</u>	
Received By / Date:	
Media Box No. :of.....	
Qualified By / Date:	
Opened By / Date:	
Re qualified By / Date:	

