



**STANDARD OPERATING PROCEDURE**

**Department:** Microbiology

**SOP No.:**

**Title:** Cleaning and Sanitation of Microbiology Laboratory

**Effective Date:**

**Supersedes:** Nil

**Review Date:**

**Issue Date:**

**Page No.:**

**1.0 PURPOSE:**

To lay down the procedure for Cleaning and sanitation of Microbiology Laboratory.

**2.0 SCOPE:**

This Standard Operating Procedure is applicable at Microbiology Department.

**3.0 REFERENCES:**

4.1 In – house

4.2 SOP “Preparation of Cleaning and Sanitization Solution for Cleaning and Sanitization of Microbiology Laboratory”

**4.0 RESPONSIBILITY:**

4.3 Officer or Executive of Microbiology department shall be responsible for preparation of new or revision of existing SOPs.

4.4 Head of the department / designee of respective areas & QA shall be responsible for reviewing the SOPs.

4.5 Plant Head and Head-Quality shall be responsible for approval of SOP.

4.6 QA shall be responsible for distribution and control of SOPs to various departments.

**5.0 ABBREVIATIONS:**

5.1 CC : Change Control

5.2 NA : Not Applicable

5.3 No. : Number

5.4 QA : Quality Assurance

5.5 QC : Quality Control

5.6 SOP : Standard Operating Procedure

5.7 v/v : volume / volume

5.8 % : Percentage

**6.0 DEFINITION:**

6.1 **Standard Operating Procedure (SOP):** A written authorized procedure, which gives instructions for performing operations



**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Microbiology	<b>SOP No.:</b>
<b>Title:</b> Cleaning and Sanitation of Microbiology Laboratory	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

**7.0 PROCEDURE:**

**7.1 General Instructions**

- 7.1.1 Perform the area cleaning and sanitation when there is no activity.
- 7.1.2 Handle the disinfectant carefully to avoid contact with skin and eyes and use only validated disinfectants.
- 7.1.3 Do not use expired disinfectants.
- 7.1.4 Rotate the disinfectants use to avoid the development of resistance by microorganisms.
- 7.1.5 Use separate lintfree mop and fresh solution for cleaning of different area to avoid contamination of mop and solution.
- 7.1.6 Use only dedicated buckets/containers for preparation of different disinfectants.
- 7.1.7 Rotate the disinfectant once in a week sequentially with validated disinfectants.
- 7.1.8 Use antiseptic / disinfectants regularly as mentioned in current version of SOP “Preparation of Cleaning and Sanitization Solution for Cleaning and Sanitization of Microbiology Laboratory”
- 7.1.9 Follow the Entry and Exit Procedure in Microbiology Laboratory as per Current Version of SOP.

**7.2 Cleaning and sanitation/ Disinfection:**

- 7.2.1 Waste bins: Take out all the waste bins and collect the waste material in a polythene bag and ensure that waste bins are empty.
- 7.2.2 Clean the all waste bins with the help of lint free cloth and mop with 70 % IPA and place them on respective area with fresh polythene bag on daily basis.
- 7.2.3 Floor and Walls: Daily in the morning or after completion of work, clean the entire Microbiology Laboratory.
- 7.2.4 Daily mop the floor surface with disinfectant and rotation for use of disinfectant for cleaning shall be as given in Table-I

**Table-I**

<b>Disinfectant Name</b>	<b>Schedule</b>
Virex – 0.5%	Alternate Week
Oxivir/ Divosan – 1.0%	Alternate Week
IPA- 70%	Daily



**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Microbiology	<b>SOP No.:</b>
<b>Title:</b> Cleaning and Sanitation of Microbiology Laboratory	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

- 7.2.5 Daily before moping, clean the mop with Purified water. After moping the mop shall be cleaned in existing disinfectant solution after than purified water and Air dry the mop on dedicated place.
- 7.2.6 Follow the above mentioned schedule for moping the wall surfaces with disinfectant solutions.
- 7.2.7 LAF Bench: Daily mop the LAF Bench and work surfaces with 70 % IPA.
- 7.2.8 Glasses: Weekly spray “Colin” on door and partition glass panels and wipe with a dry lint free cloth.
- 7.2.9 Spraying: Daily after completion of activities in MLT room, Culture room and Change Rooms, spray with 70 % IPA or Virex – 0.5% or Oxivir/ Divosan – 1.0% solution. The rotation for use of disinfectants for spraying shall be as given in Table-I.
- 7.2.10 Footwear cleaning and disinfectants: Collect the footwear and rinse with purified water to remove the dirt. Take out the footwear and drain the purified water. Immerse the footwear in the validated disinfectant solution for about 10-15 minutes used on the day. Air dry the footwear. Keep the cleaned disinfected footwear in the respective shoe racks in the provided area.
- 7.2.11 Footwear cleaning and disinfectants frequency: Monthly or whenever required.
- 7.2.12 Cleaning and disinfection of shoe rack: Wipe clean the outer surface of shoe rack with dry mop. Clean the shoe rack from inside with dry mop. Wipe the rack with a cloth damped with the disinfectant solution used for that day.
- 7.2.13 Cleaning and disinfection of shoe rack frequency: Daily
- 7.2.14 In case the microbial load increases fumigate/Fogging the area by validated disinfectant.
- 7.2.15 Use the disinfectant/cleaning solution as per Table-2

Area	Disinfectant	Method of use	Frequency
Door & Shoe racks	70% IPA 0.5% Virex 1 % Oxivir/ Divos	Spraying/Mopping	Daily/on requirement
Glass view panel	Colin	Mopping	Daily
Floor	0.5% Virex 1 % Oxivir/ Divos	Mopping	Daily



## STANDARD OPERATING PROCEDURE

**Department:** Microbiology

**SOP No.:**

**Title:** Cleaning and Sanitation of Microbiology Laboratory

**Effective Date:**

**Supersedes:** Nil

**Review Date:**

**Issue Date:**

**Page No.:**

Area	Disinfectant	Method of use	Frequency
Table top, trolley and equipment's surface area	70% IPA	Spraying/Mopping	Daily/on requirement
Return air grill, tube light fixtures	70% IPA	Spraying/Mopping	Weekly
Wall, Ceiling/HEPA filter frame	70% IPA	Spraying/Mopping	Weekly

7.2.16 Record the activities as per Annexure-1

7.2.17 Riser: Affix the label on the respective riser as "UNDER CLEANING". Remove the filters from filter housing and keep out from the respective riser and cover the set of filters with polybag and carry out into the cleaning room. Filter cleaned with dry compressed air in the direction from cleaned side to opposite side and after dry cleaning, clean the filter with purified water and dry the filter by applying dry compressed air. Inspect the filter visually for cleanliness (Repeat the cleaning if required) any damage inform to engineering department. Cover the clean set of filter with cleaned polybag and transfer to respective riser. Re-fix the filters to its proper position and remove the "UNDER CLEANING" label from the respective riser.

7.2.18 Update the filter cleaning details in Annexure-3.

7.12.13 Frequency: Quarterly or whenever required.

### 8.0 DISTRIBUTION:

8.1 Quality Assurance

8.2 Quality Control

### 9.0 ANNEXURES:

9.1 Annexure- 1: Daily Cleaning and Sanitization Record.

9.2 Annexure- 2: Weekly Cleaning and Sanitization Record.

9.3 Annexure- 3: Status Label.



# PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

## STANDARD OPERATING PROCEDURE

**Department:** Microbiology

**SOP No.:**

**Title:** Cleaning and Sanitation of Microbiology Laboratory

**Effective Date:**

**Supersedes:** Nil

**Review Date:**

**Issue Date:**

**Page No.:**

### 10.0 REVISION HISTORY:

Version Number	Revision Details	Effective Date	Ref. Change Control Number