



## STANDARD OPERATING PROCEDURE

<b>Department:</b> Microbiology	<b>SOP No.:</b>
<b>Title:</b> Cleaning and Washing of Glassware in Microbiology Section	<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 and Washing of Glassware in Microbiology Section.

### 2.0 Scope

This Standard Operating Procedure is applicable to Microbiology Section of Quality Control Department.

### 3.0 Responsibility

Workmen/ Microbiologist : Shall be responsible for Cleaning and Washing of Glassware in Microbiology Section.

Head-QC/Designee : Shall be responsible for the compliance of this SOP.

### 4.0 Abbreviations and Definitions

SOP : Standard Operating Procedure

QC : Quality Control

IPA : Isopropyl Alcohol

### 5.0 Procedure

- 5.1 Keep all glassware used in Microbiology Lab, separately and to be used exclusively for the purpose meant for it.
- 5.2 **Pipettes and Bottles**
  - 5.2.1 Bring all used pipettes and bottles to washing area.
  - 5.2.2 Wash the glassware under tap water to remove any dirt or media remaining on it.
  - 5.2.3 Dip the pipette in 5% Dettol / Savlon solution for 5 minutes.
  - 5.2.4 Fill up the suitable container or bucket with about 5- 10 liter of 2.5% v/v Teepol solution or soap solution and maintain the record as per Annexure-1 and keep all glassware dipped in the container.
  - 5.2.5 After 1 to 2 hours remove the glassware from the container and wash thoroughly with tap water several times from inside and outside.



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5.2.6 Take all washed glassware on the place for clean apparatus, rinse with distilled / purified water

5.2.7 Allow the glassware to drip and dry in lab oven at  $60^{\circ} \pm 5^{\circ}\text{C}$ .

5.2.8 Prior to use, sterilize the articles required for aseptic work by autoclaving in Vertical Autoclave for 30 minutes at  $121^{\circ}\text{C}$  to  $124^{\circ}\text{C}$  and 15 lbs pressure.

**5.3 Petri Dishes and Culture Tubes**

5.3.1 Dispose off the culture medium and growth of microorganisms as per SOP for Disposal of used Microbial Media and Culture.

5.3.2 Remove the Petri Dishes from disinfectant / soap solution and wash thoroughly with tap water.

5.3.3 Brush the inner and outer surface if required with soap solution and wash under tap water. Remove all ink marking with IPA or methanol.

5.3.4 Take all washed glassware on the place for clean apparatus, rinse with distilled / purified water

5.3.5 Allow the glassware to drip and dry in lab oven at  $60^{\circ} \pm 5^{\circ}\text{C}$ .

5.3.6 Prior to use, sterilize the articles required for aseptic work by autoclaving in Vertical Autoclave for 30 minutes at  $121^{\circ}\text{C}$  to  $124^{\circ}\text{C}$  and 15 lbs pressure.

**5.4 Volumetric Flasks, Conical Flasks and Beakers**

5.4.1 Decant the content of flask in the wash basin.

5.4.2 Remove all the markings on the glassware with IPA or methanol.

5.4.3 Wash thoroughly under tap water for several times.

5.4.4 Brush the inner and outer surface of flask and beakers with 2% Teepol or soap solution and wash thoroughly under tap water.

5.4.5 Allow the glassware to drip and dry in lab oven at  $60^{\circ} \pm 5^{\circ}\text{C}$ .

5.4.6 Prior to use, sterilize the articles required for aseptic work by autoclaving in Vertical Autoclave for 30 minutes at  $121^{\circ}\text{C}$  to  $124^{\circ}\text{C}$  and 15 lbs pressure.

**6.0 Forms and Records**

6.1 Cleaning Solution preparation Record: Annexure-1



# PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

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### 7.0 Distribution

7.1 Master Copy : Documentation Cell (Quality Assurance)

7.2 Controlled Copy : Quality Control, Quality Assurance

### 8.0 History

Date	Revision Number	Reason for Revision