



**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Microbiology	<b>SOP No.:</b>
<b>Title:</b> Cleaning of Pre filters	<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 of Pre Filters of Laminar Air Flow Work Station.

**2.0 Scope**

This Standard Operating Procedure is applicable for formulation plant.

**3.0 Responsibility**

Executive/Officer - Microbiology : Shall be responsible to follow the procedure for cleaning of prefilters of LAF.

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

**4.0 Abbreviations and Definitions**

- QC : Quality Control
- SOP : Standard Operating Procedure
- LAF : Laminar Air Flow
- IPA : Isopropyl Alcohol
- SS : Stainless Steel
- HEPA : High Efficiency Particulate Air
- μ : Micron

**5.0 Procedure**

- 5.1 Enter the microbiology area for prefilter cleaning as per SOP for Entry and Exit procedure in Microbiology Laboratory along with proper gowning as per SOP of Gowning Procedure.
- 5.2 Switch 'OFF' the mains of LAF, loosen the bolts properly and take out the prefilter slowly, without any jerks from the LAF.
- 5.3 Shift the filter to wash area outside microbiology analysis room where cleaning is to be done.



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- 5.4 The left out opening of the prefilter on the LAF unit shall be covered with butter paper in order to prevent dust as well as the outside air moving inside the LAF unit.
- 5.5 First dedust the filter properly with the help of dry, oil free compressed air. The compressed air shall be forced properly to prefilter of LAF other wise it will damage the filter.
- 5.6 After dedusting, clean the prefilter properly 2 -3 times with Purified water. Allow all the water to drain completely after water cleaning.
- 5.7 Dry the prefilter after proper draining in a clean dry environment free from the dust; otherwise the chances of contamination in the sterile environment may arise or it may decrease the efficiency of the prefilter. Do not dry the prefilters in an open environment.
- 5.8 Spray 70% IPA solution filtered through 0.45 $\mu$  filter and mop SS attachment of the prefilter properly before transferring inside the microbiology analysis area.
- 5.9 Affix the cleaned prefilter properly in appropriate place by removing the butter paper cover and tighten the bolts properly.
- 5.10 Prefilter of the Laminar Air Flow benches shall be cleaned once in a month in order to retain the efficiency of the HEPA filter and proper working of LAF.
- 5.11 After the Prefilter is fixed, the area shall be cleaned properly followed by fumigation as per SOP titled 'Procedure for Fumigation in Microbiology Laboratory', before using the instrument as well as the area for operation.

**6.0 Forms and Records**

- 6.1 Record for cleaning of prefilters of LAF : Annexure-1

**7.0 Distribution**

- 7.1 Master Copy : Documentation Cell (Quality Assurance)
- 7.2 Controlled Copies : Quality Control, Quality Assurance



**PHARMA DEVILS**  
MICROBIOLOGY DEPARTMENT

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**8.0 History**

<b>Date</b>	<b>Revision Number</b>	<b>Reason for Revision</b>