



# PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Microbiology	<b>SOP No.:</b>
<b>Title:</b> Procedure for Hygiene and Personnel Behavior in Microbiology Laboratory	<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 Hygiene and Personnel Behavior in Microbiology Laboratory.

### 2.0 Scope

This Standard Operating Procedure is applicable at Quality Control department.

### 3.0 Responsibility

Executive/Sr. Executive-QC : Shall be responsible to follow the standard operating procedure for Hygiene and Personnel Behavior in Microbiology Laboratory.

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

No : Number

% : Percentage

### 5.0 Procedure

5.1 Before entering in Microbiology Laboratory sanitize your hands with validated disinfectant.

5.2 Enter in the Microbiology area as per SOP "Entry and Exit procedure in Microbiology Laboratory".

5.2 Ensure that the garments shall be properly sterilized as per SOP "Procedure for Sterilization and De-contamination of Garments".

5.3 Ensure that the area shall be cleaned properly, wear the sterilized garments as used in the aseptic area.

5.4 Maintain the silence and ensure that there shall not be extra movement to and from the microbiology laboratory.

5.5 A person suffering from communicable diseases like Upper Respiratory Infection, Cold Cough, Wound and any other Skin Disease shall not be allowed to enter in the Microbiology Laboratory.

5.6 Nails and hairs shall be trimmed regularly.



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- 5.7 Eating material are strictly prohibited in the Microbiology Laboratory.
- 5.8 Do not touch any items related to microbiology without the permission of authorized person.

**6.0 Forms and Records**

Nil

**7.0 References**

- 7.1 SOP “Entry and Exit procedure in Microbiology Lab”.
- 7.2 SOP “Procedure for Sterilization and Decontamination of garments”.

**8.0 Distribution**

- 8.1 Master Copy : Documentation Cell (Quality Assurance)
- 8.2 Controlled Copies : Quality Control, Quality Assurance

**9.0 History**

Date	Revision Number	Reason for Revision
	00	New SOP