



PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Cleaning, Sanitization, Monitoring and Operation of Bacteriological Incubators

SOP No.:		Department:	Microbiology
		Effective Date:	
Revision No.:	00	Revision Date:	
Supersede Revision No.:	Nil	Page No.:	1 of 5

1.0 OBJECTIVE

To lay down procedure for cleaning, sanitization, monitoring and operation of Bacteriological incubators.

2.0 SCOPE

This SOP is applicable for Bacteriological Incubators, Make - Equichem Model - ORION in microbiology laboratory.

3.0 RESPONSIBILITY

Prepared by - Executive Microbiology

Checked by - Assistant Manager Microbiology / QC

Approved by - Head QA, QC

4.0 PROCEDURE

4.1 Switching on the Machine

4.1.1 Insert the incubator plug in to the main power socket.

4.1.2 Press the Mains power switch.

4.1.3 Switch on the incubator by pressing its power key, provided on the front panel of the machine.

4.1.4 After pressing the power key red light will glow which indicates incubator has started.

4.1.5 The Digital temperature controller of the incubator, on the front panel, displays the last set temperature as green colour and actual temperature as red colour.

4.2 Setting the Incubation Temperature

4.2.1 The temperature controller has Set, ◀, ▼ and ▲ keys.

4.2.2 Gently press the ◀ key and the digit will start blinking.

4.2.3 With the help of ▼ and ▲ arrow keys set the desired temperature.

4.2.4 Gently press the SET key to save the changes.

4.2.5 Set temperature starts displaying on the lower display.



PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

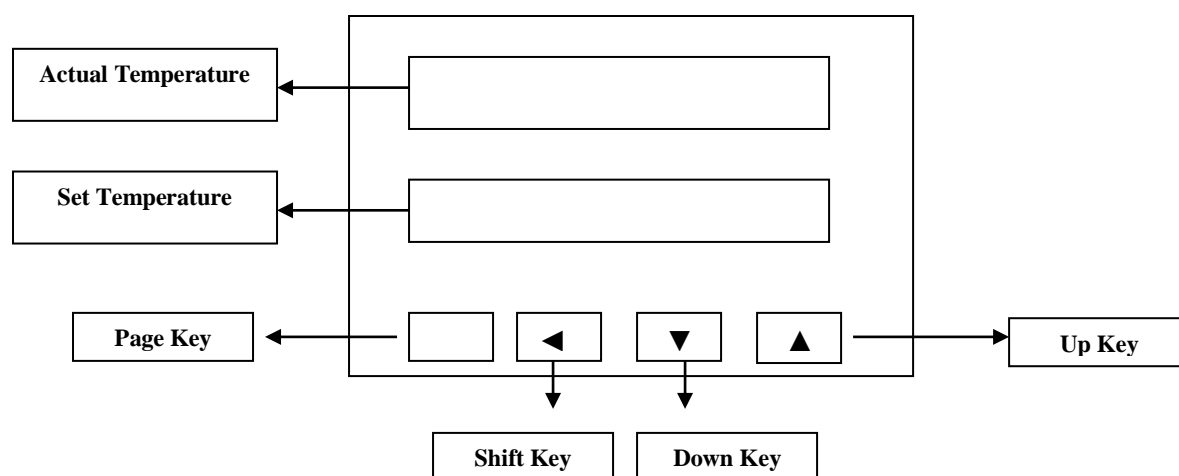
STANDARD OPERATING PROCEDURE

Title: Cleaning, Sanitization, Monitoring and Operation of Bacteriological Incubators

SOP No.:		Department:	Microbiology
		Effective Date:	
Revision No.:	00	Revision Date:	
Supersede Revision No.:	Nil	Page No.:	2 of 5

4.3 Description of Digital Temperature Controller

Digital temperature controller contains following buttons.



4.4 Cleaning

- 4.4.1 Switch off the incubator.
- 4.4.2 Remove incubator plug from the main socket.
- 4.4.3 Carefully transfer all the materials from the incubator to another incubator having same temperature conditions.
- 4.4.4 Clean the incubator, internally and externally, by lint free cloth soaked in 70 % IPA or any other approved disinfectant.
- 4.4.5 After cleaning let the disinfectant to evaporate or dry for about 30 min.
- 4.4.6 Switch on the incubator and set the desired temperature as per section 4.1 and 4.2.
- 4.4.7 After the desired temperature achieving carefully transfer all the materials.
- 4.4.8 Cleaning should be done on once in a week basis.
- 4.4.9 Maintain the Bacteriological incubator cleaning record as per Annexure - II.

4.5 Calibration

Calibration of pt 100 temperature sensors and digital temperature controller is to be done every six months.

4.6 Monitoring

4.6.1 Daily Monitoring

Manual temperature monitoring of BOD incubators is to be carried out twice a day i.e. morning and in the evening and record the reading as per Annexure - I.



PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Cleaning, Sanitization, Monitoring and Operation of Bacteriological Incubators

SOP No.:		Department:	Microbiology
		Effective Date:	
Revision No.:	00	Revision Date:	
Supersede Revision No.:	Nil	Page No.:	3 of 5

5.0 SAFETY & PRECAUTIONS

- 5.1 Ensure that electrical connections are removed before any maintenance or cleaning.
- 5.2 The incubator should be installed in a room, which should be as dust free as possible.

6.0 REVISION HISTORY

Revision No.	Reason for Revision	Superseded from & date
00	First Issue	-----

7.0 REFERENCES

Not applicable.

8.0 ABBREVIATIONS

SOP : Standard Operating Procedure

% : Percentage

IPA : Iso Propyl Alcohol

9.0 ANNEXURES

Annexure - I : Temperature monitoring record of bacteriological incubator

Annexure - II : Cleaning record of bacteriological incubator



PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Cleaning, Sanitization, Monitoring and Operation of Bacteriological Incubators

SOP No.:		Department:	Microbiology
		Effective Date:	
Revision No.:	00	Revision Date:	
Supersede Revision No.:	Nil	Page No.:	5 of 5

ANNEXURE - II

CLEANING RECORD OF BACTERIOLOGICAL INCUBATOR

Date of Cleaning	Bacteriological Incubator ID			Done By	Checked By	Remarks
	Cleaning Status (Done/Not done)					

√ : Cleaning done