



PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Do's and Don'ts In Microbiological Laboratory

SOP No.:		Department:	Microbiology
		Effective Date:	
Revision No.:	00	Revision Date:	
Supersede Revision No.:	Nil	Page No.:	1 of 3

1. **Purpose:** The purpose of this SOP (Standard Operating Procedure) is to describe Do's and Don'ts to be followed in Microbiological Laboratory.
 2. **Scope :** This procedure is applicable in Microbiology Laboratory.
 3. **References, Attachments & Annexures:**
 - 3.1. **Reference:** In – house
 - 3.2. **Attachments:** None.
 - 3.3. **Annexures:** None
 4. **Responsibility:**
 - 4.1. **Microbiologist:**
 - 4.1.1.To follow Do's and Don'ts as written in SOP
 - 4.2. **QC Head or designee:**
 - 4.2.1.To check the SOP.
 - 4.2.2.To give the training to all concern persons.
 - 4.3. **Quality Assurance:**
 - 4.3.1.To check the SOP
 - 4.3.2.To ensure proper implementation of SOP.
 - 4.4. **Regulatory Affairs, Quality Head , Plant Head:**
 - 4.4.1.To review and approve the SOP.
 5. **Distribution:**
 - 5.1. Quality Assurance
 - 5.2. All User (Microbiology Section).
 6. **Abbreviations & Definition of Terms:**
 - 6.1. **Abbreviations :**None
 - 6.2. **Definition of Terms :**None
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7. Procedure:

7.1. Do's in Microbiological Laboratory

- 7.1.1. Always wear clean and sterile uniform, gloves, mask, cap and slippers.
- 7.1.2. Always wash and sanitize hands with soap, water and antiseptic solution before and after completion of work.
- 7.1.3. Strictly follow the guidelines and instructions displayed in the appropriate areas.
- 7.1.4. Follow strictly the "Entry Procedure" in the Area".
- 7.1.5. Always use purified water for the preparation of media, assay dilutions and other microbiological work.
- 7.1.6. Always clean the Laminar air flow before and after completion of the work and spray with an approved disinfectant solution.
- 7.1.7. Take precaution and care during handling and performing critical activities to avoid contamination.
- 7.1.8. Maintain cleanliness and hygienic conditions in the laboratory.
- 7.1.9. Maintain personal hygiene and good habits while working in Micro-Lab.

7.2. Don'ts in Microbiological Laboratory

- 7.2.1. Do not bring unclean or any dirty articles in the Micro-Lab.
 - 7.2.2. Never use exposed or contaminated media, reagents, water etc.
 - 7.2.3. Do not bring food or eat or chew or smoke in Micro-Lab.
 - 7.2.4. Avoid coughing and sneezing in the area.
 - 7.2.5. Never pick up any items fallen on the floor in working rooms.
 - 7.2.6. Discard the fallen items in waste bin.
 - 7.2.7. Don't use dirty, unclean or punctured garments, gloves or slippers.
 - 7.2.8. Avoid unnecessary contact with walls and other surface in areas.
 - 7.2.9. Do not expose any cut / wound in Micro Area.
 - 7.2.10. Do not work with bare hands, without, headgear and proper secondary gowning in Micro-Lab.
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8. History:

Version No.		Effective Date	

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