



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Entry and Exit Procedure to be followed in the Microbiology Laboratory

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

1.0 OBJECTIVE

To lay down procedure for entry and exit procedure to be followed in the microbiology laboratory.

2.0 SCOPE

This SOP is applicable for entry and exit in microbiology laboratory.

3.0 RESPONSIBILITY

Prepared by - Executive Microbiology

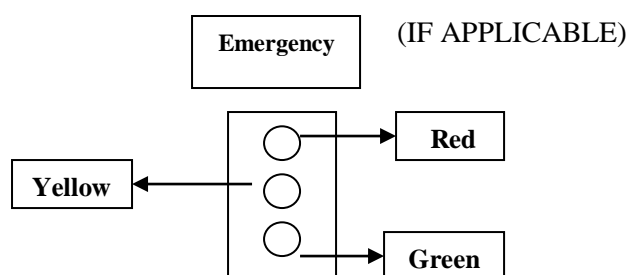
Checked by - Assistant Manager Microbiology / QC

Approved by - Head QA, QC

4.0 PROCEDURE

4.1 Operation of Interlocking System

4.1.1 The interlocking system contains the following press buttons which function as follows.



➤ Red light indicates that the door is not release / closed.

➤ Green light indicates that the door is released / opened.

4.1.2 For entry in the respective areas operate the interlocking system.

4.1.3 Press the yellow button provided on the panel.

4.1.4 The Green light below the yellow button become activates which indicates the door is release for entry.

4.1.5 Open the door and enter in to the respective area.

4.1.6 If one door is open then the other door automatically becomes lock till the first becomes close.

4.1.7 Incase of emergency press the emergency button provided on the top of the panel of the interlocking system, which deactivate the interlocking system.

4.2 Entry and Exit Procedure for Media Preparation Room

4.2.1 Operate the interlocking system as mentioned under section 4.1.



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- 4.2.2 From the corridor enter in to the air lock of media preparation room.
- 4.2.3 Remove the factory shoes in the air lock and keep them in the shelf assigned for it.
- 4.2.4 Wipe the hands with 70% IPA or any other approved disinfectant solution and allow the hands to dry.
- 4.2.5 Wear the laboratory shoes, apron, head cover, hand gloves, nose mask and enter in media preparation area.
- 4.2.6 After completion of work exit from the media preparation area and enter into the air lock by pulling the door.
- 4.2.7 In the air lock remove the hand gloves and put them into the waste bin.
- 4.2.8 Remove the apron, laboratory shoes and nose mask and kept them in the shelf assigned for it.
- 4.2.9 Wear the factory shoes in the air lock and wipe the hands with 70% IPA or any other approved disinfectant solution.
- 4.2.10 Exit from the air lock by pulling the door and enter in to the corridor.

4.3 Entry and Exit Procedure for MLT/BET Room

- 4.3.1 Operate the interlocking system as mentioned under section 4.1.
- 4.3.2 From the corridor enter in to the air lock of MLT/BET room.
- 4.3.3 Remove the factory shoes in the air lock and keep them in the shelf assigned for it.
- 4.3.4 Wipe the hands with 70% IPA or any other approved disinfectant solution and allow the hands to dry.
- 4.3.5 Wear the laboratory shoes, apron, head cover, sterile hand gloves, and nose mask and enter in the respective area i.e. MLT/BET room.
- 4.3.6 After completion of work exit from the MLT/BET room and enter into the air lock by pulling the respective door.
- 4.3.7 In the air lock remove the hand gloves and put them into the waste bin.
- 4.3.8 Remove the apron, laboratory shoes and nose mask and kept them in the shelf assigned for it.
- 4.3.9 Wear the factory shoes in the air lock and wipe the hands with 70% IPA or any other approved disinfectant solution.
- 4.3.10 Exit from the air lock by pulling the door and enter in to the corridor.

4.4 Entry and Exit procedure for Incubator room –I and Incubator room –II.

- 4.4.1 Operate the interlocking system as mentioned above and enter.

4.5 Entry and Exit Procedure for Micro Wash Area

- 4.5.1 From the corridor enter in to the micro wash area.



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4.5.2 Use nose mask apron in the wash area.

4.5.3 After completion of work wipe the hands with 70% IPA or any other approved disinfectant solution.

4.5.4 After completion of work exit from the micro wash area by pulling the door and enter in to the corridor.

5.0 SAFETY & PRECAUTIONS

5.1 Always wear nose mask before entry in the micro wash area.

5.2 Always wipe the hands with 70% IPA or any other approved disinfectant solution before entry and before exit the areas.

5.3 Red button is to be press only in case of emergency.

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 : Isopropyl Alcohol

9.0 ANNEXURES

Not applicable