



PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: SOP for Cleaning and Disinfection of Aseptic area, MLT room, BET room, Media preparation room and Autoclave room

| | | | |
|--------------------------------|-----|------------------------|--------------|
| SOP No.: | | Department: | Microbiology |
| | | Effective Date: | |
| Revision No.: | 00 | Revision Date: | |
| Supersede Revision No.: | Nil | Page No.: | 1 of 4 |

1.0 OBJECTIVE:

To lay down the procedure for the cleaning and disinfections of aseptic area and microbiology lab.

2.0 RESPONSIBILITY:

Microbiologist./ Q.C Executive

3.0 ACCOUNTABILITY:

Quality Control Manager

4.0 PROCEDURE:

4.1 INTRODUCTION:

4.1.1 Working areas require regular and frequent cleaning and disinfection .This two operations are performed in order to Create and maintain a tidy and safe working environment.

4.1.2 Remove dirt to minimize the risk of cross contamination .

4.1.3 Reduces the level of contaminating micro organism.

4.2 PRECUATIONS:

4.2.1 Cleaning agents and disinfectants should be handled with care ,as they are potent and often hazardous.

4.2.2 Cleaning agents and disinfectants should not be mixed which can result in drastic reduction in anti microbial activity.

4.2.3 Care should be taken to ensure that the disinfectant does not cause corrosion or discoloration of paint work or flooring.

4.2.4 Two or more disinfectants are used at regular intervals to obviate the proliferation of resistant strains of micro organisms and for that disinfectants used should be of different chemical type and with different spectrum of anti microbial activity.

4.2.5 Disinfectants and cleaning agents should not be stored more than 24 hrs as organisms can grow on storage.

4.2.6 Disinfectants are available as concentrated solutions and hence they should be diluted.Dilutions should be made with freshly collected distilled water. Used solutions of cleaning agents and disinfectants must be discarded and the empty containers must be washed at the end of the day



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4.3 METHOD

- 4.3.1 After completion of day work remove dirt and waste materials by using plastic broom stick from the area shown in Annexure-1
- 4.3.2 Prepare 1% soap solution with distilled water and clean the areas mentioned in Annexure –1.
- 4.3.3 Make the disinfectant solution with distilled water in clean S.S container.
- 4.3.4 Take a lint free sponge mop of squeeze type, dip in the solution and disinfect the areas mentioned in Annexure–1.
- 4.3.5 Change the disinfectant on every seventh day.
- 4.3.6 After every moping, subsequently spraying with cidex.

4.3 SCHEDULE FOR CLEANING AND DISINFECTION:

- 4.4.1 I WEEK : Dettol solution (2.5%)
- 4.4.2 II WEEK : Iteol solution (1.0%)
- 4.4.3 III WEEK : Savlon Solution (1.0%)
- 4.4.4 IV WEEK : Virosol solution (5.0%)
- 4.4.5 Record the activity in Annexure-I

4.5 ABBREVIATIONS:

S-S = Stainless steel
IPA = Isopropyl alcohol

5.0 REASON FOR REVISION:

Harmonization of format.

6.0 TRAINING:

Trainer -- Head – Quality Control
Trainees -- Microbiologist & Assistants
Period -- One day



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7.0 DISTRIBUTION:

Certified Copy No. 1 : Head of Department – Quality Control
Certified Copy No. 2 : For Microbiology Dept.
Reference Copy No. 3 : For Display in Media Preparation Room
Original Copy : Head – QUALITY ASSURANCE.

8.0 ANNEXURES:

Annexure 1 Format for Cleaning & Disinfection Record

9.0 REFERENCES:

Nil



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ANNEXURE-I FORMAT FOR CLEANING & DISINFECTION RECORD

| | | |
|----------------------------|-------------------------|-------------------------|
| REF. SOP No.: | Revision No.: 00 | Page No.: 1 of 1 |
| | Effective Date: | |

| Date | Disinfectant Used | Sterile Area of Microbiology Laboratories | | | Microbiology Laboratories | | | | Done by | Checked by |
|------|-------------------|---|-----------------|------------------|---------------------------|------------------------------------|--------------------|---------------|---------|------------|
| | | Change Room-I | Change Room -II | Change Room -III | Sterility Testing Room | Autoclave & Media Preparation Room | M.L.T & B.E.T Room | Micro Passage | | |
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