



PHARMA DEVILS

QUALITY CONTROL DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Control	SOP No.:
Title: Disposal of Expired Chemicals, Reagents, Solvents, and Microbiological medium	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for the disposal of chemicals, reagents, solvents, and Microbiological Media after their expiry.

2.0 SCOPE:

This SOP shall be applicable for all Chemicals, Reagents, Solvents, and Microbiological media in Quality Control Laboratory.

3.0 RESPONSIBILITY:

3.1 Execution- Executive QC.

3.2 Checking - Assistant Manager QC.

3.3 Manager QC

4.0 PROCEDURE:

4.1 At the end of month, prepare a list of materials, which have expired in the same month.

4.2 Concerned person must use hand gloves, safety goggles, mask, and other required protective means.

4.3 Dispose off the materials in the following manner: -

S.No.	Type	Procedure for Disposal
1.	Liquid Chemicals	Drain carefully with continuous flow of water into sink.
2.	Solid Chemicals	Collect each solid chemical in poly bag separately & tie its mouth. Hand over all such bags to Scrap Management Dept. for further disposal.
3.	Cyanide and Cyanide contamination waste and Other Toxic/Poisonous chemicals	Treat all such type of waste generated at QC Lab and ensure that it is free from cyanide.
4.	Hazardous chemicals	Pack all such type of waste in poly bag and then hand over to Scrap Management Dept. for further action
5.	Micro Biological Nutrient Media	Collect all such media powder in a polybag from its original container. Tie the mouth of polybag and hand over to Scrap Management Dept. for further disposal.

4.4 Maintain the record duly signed and verified as per Annexure – I.

5.0 SAFETY AND PRECAUTION:

5.1 Always use hand gloves, facemask and other required safety measures.



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6.0 REVISION HISTORY:

Revision No.	Reason for Revision	Superseded from & Date
00	New	

7.0 REFERENCES:

Not Applicable.

8.0 ABBREVIATIONS:

SOP : Standard Operating Procedure

No. : Number

QC : Quality Control

Dept. : Department

9.0 ANNEXURE

Annexure-I : Record for the Disposal of Expired Chemicals



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Annexure-I

RECORD FOR THE DISPOSAL OF EXPIRED CHEMICALS

Name of Chemicals/Media:
'Use before' date of Chemical/Media:
Type of waste (with code No.):
Treatment given: (If any)
Procedure for Destruction:
Remarks, if any:

	Name	Designation	Sign & Date
Material Destroyed by/collected for disposal by (QC dept)			
Checked By (QC Exe. /Asst. Mgr.)			
Disposal of Material Verified by (Safety Officer)			

QC/031/01/00