



# PHARMA DEVILS

## MICROBIOLOGY DEPARTMENT

### STANDARD OPERATING PROCEDURE

**Title:** SOP for Entry & Exit procedure in Aseptic Area in Microbiology Lab

<b>SOP No.:</b>		<b>Department:</b>	Microbiology
		<b>Effective Date:</b>	
<b>Revision No.:</b>	00	<b>Revision Date:</b>	
<b>Supersede Revision No.:</b>	Nil	<b>Page No.:</b>	1 of 2

#### 1.0 PURPOSE:

To lay down the Entry and Exit procedure into Aseptic area.

#### 2.0 SCOPE

This Standard Operating Procedure is applicable at Quality Control department.

#### 3.0 RESPONSIBILITY

##### 3.1 Microbiologist / Executive

3.1.1 Responsible for Entry and Exit procedure into Aseptic area

##### 3.2 HOD/Designee

3.2.1 Ensure proper control and compliance of the SOP.

#### 4.0 DEFINITION

4.1 NA

#### 5.0 PROCEDURE

##### 5.1 Aseptic Area Entry Procedure

- 5.1.1 Open the Door of Air Lock I by pushing the door release Button and enter it.
- 5.1.2 Take out the Apron, Cap & sleeper/shoes and place it on the Air-Lock-I
- 5.1.3 Clean the hands up to the elbow with the disinfectant provided in the Air Lock I.
- 5.1.4 Open the Door of Air Lock II by pushing the door release Button and Enter into Air Lock II.
- 5.1.5 Take the pair of sterile gloves very cautiously and wear it.
- 5.1.6 Disinfect the hands with the help of the disinfectant placed in the Air Lock-II
- 5.1.7 Open the garment fresh sterile pack which comprises of Boiler suit and headgear and place it on the S.S. bench provided in the Air Lock-II
- 5.1.8 Take out the headgear holding from the folded position.
- 5.1.9 Wear it on the head taking care not to touch any other part of the headgear.
- 5.1.10 Take out the Boiler suit from the pack and hold it a height preventing not to touch the floor.
- 5.1.11 While holding the Boiler suit care should be taken not to touch the inner portion of the suit.



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5.1.12 Wear it over the shoulders taking care that the frock portion of the head gear should be beneath the boiler suit.

5.1.13 Wear the sleeper provide in the air lock II.

5.1.14 Push the door of the Aseptic area by pushing the door release Button and enter into Aseptic area and buffer area.

#### 5.2 EXIT PROCEDURE

5.2.1 Place all the unwanted material in the waste bin.

5.2.2 Keep all the materials in the pass box.

5.2.3 Open the door of the aseptic room and enter into Air Lock II.

5.2.4 Remove the sleeper and place it.

5.2.5 Open the door and enter into Air Lock I.

5.2.6 Remove the sterile area garments & hand gloves and place it in the defined place into the Airlock I.

5.2.7 Wear the apron & cap and sleeper/shoes and exit the area.

#### 6.0 ANNEXURES

NA

#### 7.0 ABBREVIATION

7.1 **SOP** : Standard Operating Procedure

7.2 **QC** : Quality Control

7.3 **SS** : Stainless Steel

7.4 **No.** : Number

7.5 **NA** : Not Applicable

7.6 **CC** : Change Control

7.7 **HOD** : Head of Department

#### 8.0 REFERENCE

NA