



# PHARMA DEVILS

## QUALITY CONTROL DEPARTMENT

### STANDARD OPERATING PROCEDURE

<b>Department:</b> Quality Control	<b>SOP No.:</b>
<b>Title:</b> Handling of Spillages in laboratory	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

#### 1.0 OBJECTIVE:

To lay down the procedure for Handling of the Spillages in the laboratory to make laboratory neat and clean.

#### 2.0 SCOPE:

This procedure is applicable for all areas of Quality Control Laboratory.

#### 3.0 RESPONSIBILITY – Execution - Executive QC Checking - Assistant Manager QC

#### 4.0 ACCOUNTABILITY - Manager Quality Control

#### 5.0 PROCEDURE:

5.1. Personnel working in the Laboratory shall be trained on SOP “Handling of Hazardous, poisonous and restricted chemicals to avoid spillage and also accidents due to spillage.

5.2. On spillage immediately inform to all persons in the laboratory to take care and instruct the worker to clean the spillage.

5.3. If spillage occurs due to liquids like acids or solvents add sufficient quantity of pre acclimated silica granules or absorbent silica and let stand for few minutes, collect the material using hand gloves in to plastic bag & is then send to Scrap Management Department.

5.4. For spillage of solids, remove and discard in the dust bin and then clean the area.

5.5. For spillage of organic solvents, inform the worker to put on the goggles and mask during cleaning.

5.6. For spillage of liquids like alkali add sufficient quantity of water to dilute it, mop with dry cloth finally wipe with wet cloth.

5.7. While cleaning the area where spillage of poisonous & hazardous chemicals, take precautions as per MSDS of respective chemicals

5.8. For water spillage, only mop with dry cloth

#### 6.0 SAFETY & PRECAUTIONS:

Not Applicable



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#### 7.0 REVISION HISTORY:

Revision No.	Reason for Revision	Superseded from & Date

#### 8.0 DISTRIBUTION:

Copy No.	Issuance Record				Withdrawal Record		Destruction Record	
	Date	Dept. issued	Name / Signature of receiver	Issued By Name / Signature	By	Sign/Date	By	Sign/Date

#### 9.0 REFERENCES:

“Handling of Hazardous, poisonous and restricted chemicals SOP:

#### 10.0 ABBREVIATIONS & ANNEXURES:

SOP : Standard Operating Procedure

QA : Quality Assurance

No. : Number

QC : Quality Control

MSDS : Material Safety Data Sheet

**Annexures : Not Applicable**