

PHARMA DEVILS

QUALITY CONTROL DEPARTMENT

STANDARD OPERATING PROCEDURE		
Department: Quality Control	SOP No.:	
Title: Manual cleaning procedure for glassware.	Effective Date:	
Supersedes: Nil	Review Date:	
Issue Date:	Page No.:	

1.0 OBJECTIVE:

To lay down a procedure to clean the glassware manually in order to avoid any contamination during analysis.

2.0 SCOPE:

This SOP shall be applicable to clean the glassware in Quality Control Laboratory.

3.0 RESPONSIBILITY - Execution – Lab Attendant QC

Checking - Executives & Assistant Manager QC

4.0 ACCOUNTABILITY - Manager Quality Control

5.0 PROCEDURE

- 5.1 Wear goggles and hand gloves before cleaning of glassware
- 5.2 Drain out the left-over solutions of the glassware into the sink in washing area.
- 5.3 Clean the glassware such as flasks, beakers, pipettes, burettes, bottles, gooch crucible and silica crucible etc. in the following manner:
- 5.3.1 First wash the used glassware properly with tap water.
- 5.3.2 Then scrub the glassware with 0.1% detergent solution. (1 ml Teepol in 1000 ml purified water)
- 5.3.3 Rinse the glassware properly with tap water.
- 5.3.4 Again rinse 3 to 4 times with Purified water.
- 5.3.5 Drain the water from glassware.
- 5.3.6 Keep in oven, use dried glassware for analysis.

5.4 Cleaning with nitric acid (Wherever necessary).

- 5.4.1 Transfer Laboratory grade nitric acid in beaker and heat it on burner under fuming hood.
- 5.4.2 Rinse the glassware with above Hot Nitric acid.
- 5.4.3 Allow it to stand overnight & rinse with tap water 3 to 4 times.
- 5.4.4 Finally rinse with Purified water 3 to 4 times.



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5.4.5 Drain the water & dry it in the oven.

5.5 Clean the Gooch crucible/Sintered glass funnel as per following manner:

- 5.5.1 Fill the Gooch crucible or Sintered glass funnel with Hot Nitric acid.
- 5.5.2 Allow it to stand overnight & rinse it with tap water 3-4 times.
- 5.5.3 Apply vacuum and wash the crucible with tap water.
- 5.5.4 Then wash 3 to 4 times with Purified water & dry it in oven.

5.6 Clean the Silica crucible as per following procedure:

- 5.6.1 Fill the silica crucible with Nitric acid and heat it over the burner under fuming hood.
- 5.6.2 Wash the silica crucible 3-4 times with tap water & finally wash it with purified water.
- 5.6.3 Ignite the crucible at 800° C temperature in a muffle furnace.
- 5.6.4 Cool in a dessicator and keep in respective place.

6.0 SAFETY & PRECAUTIONS:

- 6.1 Always wear the safety goggles & hand gloves while cleaning the glassware.
- 6.2 Do not try to clean the broken glassware.

7.0 REVISION HISTORY:

Revision No.	Reason for Revision	Superseded from & date

8.0 DISTRIBUTION:

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



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9.0 REFERENCES:

Not Applicable

9.0 ABBREVIATIONS & ANNEXURES:

SOP: Standard Operating Procedure

No.: Number

QC : Quality Control

% : percent

ml : millilitre

⁰C : Degree Celsius

Annexures : Not Applicable