



PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Operation and Calibration of Micropipette

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

1. **Purpose:** The purpose of this SOP is to provide procedure for operation and calibration of micropipette.
2. **Scope:** This SOP is applicable for operation and calibration procedure of micropipette in the microbiological section of quality control department.
3. **References, Attachments & Annexures:**
 - 3.1. **References:**
 - 3.1.1. In-house
 - 3.2. **Attachments:** None
 - 3.3. **Annexures:** None
4. **Responsibilities:**
 - 4.1. **Microbiologist:**
 - 4.1.1. To perform the activity as per SOP.
 - 4.1.2. To maintain all the records as per SOP.
 - 4.2. **QC Head or designee:**
 - 4.2.1. To check the SOP.
 - 4.2.2. To give training to all concerned persons before implementation of SOP.
 - 4.2.3. To maintain the record suggested in the SOP.
 - 4.3. **Quality Assurance:**
 - 4.3.1. To check the SOP.
 - 4.3.2. To ensure the implementation of system as per SOP.
 - 4.4. **Regulatory Affairs, Quality Head , Plant Head:**
 - 4.4.1. To review and approve the SOP.
5. **Distributions:**
 - 5.1. Quality Control
 - 5.2. Microbiology
 - 5.3. Quality Assurance
6. **Abbreviations & Definitions of terms :**
 - 6.1. **Abbreviations :**



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6.1.1. **SOP** : Standard Operating Procedure

6.1.2. **ml** : Milliliter

6.2. **Definitions of terms:** None

7. Procedure:

7.1. General:

7.1.1. If micropipette is fixed volume then delivery volume can not be set.

7.1.2. Set the delivery volume for variable micropipette by using push button on the top of the pipette. If 1ml is require then set at 1.0 ml.

7.1.3. To increase the delivery volume, turn the push button anticlockwise.

7.1.4. To decrease the delivery volume, turn the push button clockwise.

7.1.5. The adjusted delivery volume is clearly indicated in the display on the handle.

7.1.6. Hold the pipette in an upright position while aspirating the liquid.

7.1.7. Dip the tip in the depth of the liquid about 1cm and slowly release the push button.

7.1.8. Deliver the liquid by gently pressing the push button.

7.1.9. Discard the tips after single time use.

7.2. **External calibration frequency** : yearly or as and when required

8. History:

Version No.		Effective Date	