



PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Preparation of Cleaning and Sanitization solution for Cleaning and Sanitization of Microbiology Laboratory

SOP No.:		Department:	Microbiology
		Effective Date:	
Revision No.:	00	Revision Date:	
Supersede Revision No.:	Nil	Page No.:	1 of 8

1. **Purpose:** The purpose of this SOP (Standard Operating Procedure) is to define the procedure for preparation and usage of cleaning and sanitization solution in Microbiological laboratory.
2. **Scope:** This procedure is applicable to the microbiology laboratory.
3. **References, Attachments & Annexures:**
 - 3.1 **References:**
 - 3.1.1 In – house
 - 3.2 **Attachments:**
 - 3.2.1 Attachment 1: Daily Cleaning and Sanitization log
 - 3.2.2 Attachment 2: Weekly Cleaning and Sanitization log
 - 3.2.3 Attachment 3: Status label
 - 3.3 **Annexures:** None
4. **Responsibilities:**
 - 4.1 **Microbiologist:**
 - 4.1.1 To perform the activity as per SOP.
 - 4.1.2 To maintain the records as per SOP.
 - 4.2 **QC Head:**
 - 4.2.1 To check the SOP.
 - 4.2.2 To give the training to all concern persons..
 - 4.3 **Quality Assurance:**
 - 4.3.1 To check the SOP.
 - 4.3.2 To ensure the implementation of SOP.
 - 4.4 **Regulatory Affairs, Quality Head , Plant Head:**
 - 4.4.1 To review and approve the SOP.
5. **Distribution:**
 - 5.1 Quality Assurance
 - 5.2 Microbiological section



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6. Abbreviations & Definition of Terms :

6.1 **Abbreviations :** None

6.2 **Definition of Terms :**

6.2.1 **Sanitization:** Sanitization is the procedure to reduce microbial contaminants to levels acceptable for intended use of the surfaces and / or area, which is sanitized.

7. Procedure:

7.1 **General Guidelines:**

7.1.1 The area should be maintained clean.

7.1.2 There shall not be any visual contamination in the area.

7.1.3 Disinfectants shall be used alternatively.

7.1.4 Avoid any fibrous or unsuitable material in the clean area.

7.1.5 Clean the hands with 70% Isopropyl Alcohol prior to start of work and after completion the work.

7.1.6 Perform the sanitation exercise as per procedure and schedule Table - 1.

7.1.7 Clean the mop with fresh water before and after use.

7.2 **Preparation of sanitization solution:**

7.2.1 Wear goggles and hand gloves while preparing sanitization and cleaning solution.

7.2.2 Wash the container thoroughly with purified water before use.

7.2.3 Use all sanitization and cleaning solution within 24 hours.

7.2.4 Quantity of solution preparation can be varied according to the requirement.

7.2.5 **Preparation of 2.5% Dettol solution:** Measure 25 ml Dettol with clean measuring cylinder and add into container containing 975 ml purified water.

7.2.6 Use: For sanitization of hands, doors, wall, floor, ceiling, instruments, and HEPA filter frame.

7.2.7 **Preparation of 10% Hemac-4 solution:** Measure 100 ml Hemac-4 solution and add it to container containing 900ml purified water, stir it well.

7.2.8 Use: Cleaning and sanitization of floor, doors, ceiling, wall, HEPA filter frame.

7.2.9 **Preparation of 70% IPA solution:** Measure 700 ml Isopropyl Alcohol with clean measuring cylinder and add in to container containing 300 ml purified water.

7.2.10 Use: Sanitization of wall, ceiling, hand gloves, machine surfaces, platforms, Shoe racks, Roof, and tube light fixtures and instruments.

7.3 **Mopping procedure for microbiology lab:**



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- 7.3.1 Sanitize the Microbiological Laboratory as below Schedule given in table-1 by using disinfectant solution for sanitization.
- 7.3.2 Sanitization should be done after cleaning.
- 7.3.3 Gently wipe the floor with using mop soaked in the disinfectant solution.
- 7.3.4 Ensure that sanitization solution is completely wiped off.
- 7.3.5 Record the sanitization in sanitization log (Attachment 1 & 2).

Table No. 1

Area	Disinfectant	Method of use	Frequency
Wall, Shoe racks	70% IPA, 2.5% Dettol, Hemec-4 10%	Spraying/ Mopping	Weekly
Glass view panel	Colin	Mopping	Daily
Floor, Door	Dettol solution 2.5% Hemec-4 10%	Mopping	Daily
Table top, trolley and other equipment's surface area	70% IPA	Spraying/ Mopping	Daily / on requirements.
Return air grill, Tube light fixtures	70% IPA	Spraying/ Mopping	Weekly
Ceiling / HEPA filter frame	70% IPA	Spraying/ Mopping	Weekly

7.4 Cleaning procedure for Doors, Glass view panels, Platforms :

7.4.1 Frequency: Daily

7.4.2 Clean doors, table and platform with clean moist cloth followed by cleaning with dry cloth

7.4.3 Sanitization should be done as per table no. 1

7.5 Cleaning procedure for Return air grill, Tube light fixtures, Ceiling and HEPA filter frame:

7.5.1 Frequency: Weekly

7.5.2 Clean the Return air grill, Tube light fixtures, Ceiling and HEPA filter frame with clean moist cloth followed by cleaning with dry cloth

7.5.3 Sanitization should be done as per table no. 1.

7.6 Riser cleaning

7.6.1 Affix the label on the respective riser as " UNDER CLEANING " as per



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Attachment No.-3

- 7.6.2 Remove the filters from filter housing and keep out from the respective riser.
- 7.6.3 Cover the set of filters with polybag and carry out into the cleaning room.
- 7.6.4 Filter cleaned with dry compressed air in the direction from cleaned side to opposite side.
- 7.6.5 After dry cleaning, clean the filter with potable water.
- 7.6.6 Dry the filter by applying dry compressed air.
- 7.6.7 Inspect the filter visually for cleanliness. Repeat the cleaning if required.
- 7.6.8 Inspect the filter visually after the cleaning any damage inform to engineering department.
- 7.6.9 Cover the clean set of filter with cleaned polybag and transfer to respective riser.
- 7.6.10 Re-fix the filters to its proper position.
- 7.6.11 Remove the " UNDER CLEANING " label from the equipment.
- 7.6.12 Update the filter cleaning records, status label and schedule as per Attachment No.-2



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Attachment – 1 Daily Cleaning and Sanitization log

Month:

Location:

Date	Time	Area cleaned *				Disinfectant used	Cleaned by	Checked by
		1	2	3	4			

Note: “√” mark indicates done and “X” mark indicates not done

***Area cleaned**

- 1) Floor 2) Glass view panel 3) Doors 4) Platform



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Attachment-2 Weekly Cleaning and Sanitization log

Month:

Date	Time	*Area cleaned						Disinfectant used	Cleaned by	Checked by
		1	2	3	4	5	6			

Note: “√” mark indicates done and “X” mark indicates not done
***Area cleaned**
 1) Walls 2)Return air grill 3) Tube light fixtures 4) Ceiling 5) HEPA filter frame 6) Riser



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Attachment-3 Status label

UNDER CLEANING

DATE:

SIGN:



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8. History:

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