



PHARMA DEVILS

MICROBIOLOGY DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Washing and cleaning procedure for Glassware in Microbiology Laboratory

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 (Standard Operating Procedure) is to describe the procedure for washing and cleaning of glassware used in Microbiological lab.
2. **Scope:** This procedure is applicable for cleaning of all glassware used exclusively for Microbiological analysis.
3. **References, Attachments & Annexures:**
 - 3.1. **Reference:**
 - 3.1.1. In – house
 - 3.2. **Attachment:** 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 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 system as per 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. Quality Control (Microbiology)
6. **Abbreviations & Definition of Terms :**
 - 6.1. **Abbreviations:**
 - 6.1.1. IPA : Isopropyl alcohol
 - 6.1.2. SS : Stainless steel
 - 6.2. **Definition of Terms :**None



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7. Procedure:

7.1. Petridish, Volumetric Flasks, Conical Flasks and Beakers.

- 7.1.1. Remove any ink markings with IPA or Acetone or methanol.
- 7.1.2. Decontaminate petridish or glassware by autoclaving for 30 minutes at $121 \pm 1^\circ\text{C}$ and 15 lbs.
- 7.1.3. After decontamination fill up the container or bucket with about 5% v/v of dettol solution and keep all glassware's dipped in the container.
- 7.1.4. After 1 to 2 hours; remove the used petri-plates and other used glassware from the container and wash with 2% liquid soap with potable water several time and finally rinse with purified water and allow to dry.
- 7.1.5. Prior to use sterilize by autoclaving for 15 minutes at $121 \pm 1^\circ\text{C}$ and 15 lbs.

8. History

Version No.	Effective Date