



PHARMA DEVILS

QUALITY CONTROL DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Quality Control	SOP No.:
Title: Storage & use of Reagents and Chemicals	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for Storage and Use of Reagents & Chemicals in Quality Control Laboratory.

2.0 SCOPE:

This SOP shall be applicable for all Chemicals & Reagents received in Quality Control Department.

3.0 RESPONSIBILITY - Execution - Executive QC .
Checking - Assistant Manager QC.

4.0 ACCOUNTABILITY - Manager Quality Control

5.0 PROCEDURE:

- 5.1 On the receipt of Reagent and Chemicals inspect the each container for its integrity and expiry date, if mentioned on the labels; otherwise assign a shelf life for a period of 5 years. Label each container with Receipt date, Exp. date and maintain the status.
- 5.2 Store the material as recommended by manufacturer if not recommended store in laboratory at ambient condition. Separately store all poisonous, toxic, and inflammable chemicals by taking all safety precautions as per their Material Safety Data Sheet. (MSDS)
- 5.3 Issue the intact container of material as per requirement.
- 5.4 Maintain the status of Reagents and Chemicals in the Laboratory as per the Annexure-I.
- 5.5 At the time of opening mention the date of opening and use before on the label.
- 5.6 Use the open material container within 2 years after the date of opening or before expiry date mentioned by manufacture, whichever is earlier.
- 5.7 During use if any physical discrepancies and / or contamination observed in any Reagent/
Chemical discontinue the use of that Reagent /Chemical.
- 5.8 After expiry date destroy the material as per SOP "Disposal of Expired Chemicals, Reagents, Solvents and Microbiological Medium."



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6.0 SAFETY & PRECAUTIONS:

Not Applicable

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Revision No.	Reason for Revision	Superseded from & Date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:

“Disposal of Expired Chemicals, Reagents, Solvents and Microbiological Medium”

10.0 ABBREVIATIONS & ANNEXURES:

SOP : Standard Operating Procedure

No. : Number

Dept. : Department

Exp. : Expiry

QC : Quality Control

MSDS : Material Safety Data Sheet

Annexure I: Log Card for Storage and Issuance of Reagents and Chemicals

