



**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Warehouse	<b>SOP No.:</b>
<b>Title:</b> Decontamination, Cleaning & Drying of Sampling, Dispensing Tools & Garments Used for Sampling & Dispensing of Cyclosporine	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

**1.0 OBJECTIVE:**

To lay down a procedure for Decontamination, Cleaning & Drying of Sampling, Dispensing Tools & Garments used for Sampling & Dispensing of Cyclosporine.

**2.0 SCOPE:**

This SOP is applicable for Decontamination, Cleaning & Drying of Sampling, Dispensing Tools & Garments used for Sampling & Dispensing of Cyclosporine in Raw Material store Injection Section

**3.0 RESPONSIBILITY:**

Officer / Executive –Warehouse & House Keeping

**4.0 ACCOUNTABILITY:**

Head-Warehouse

**5.0 ABBREVIATIONS:**

Ltd.            Limited  
No.            Number  
Pvt.            Private  
QA            Quality Assurance  
SOP            Standard Operating Procedure  
WH            Warehouse

**6.0 PROCEDURE:**

**6.1 PRECAUTIONS:**

**6.1.1** Do not mix sampling & dispensing tools used for Cyclosporine with other sampling & dispensing tools.

**6.2 DECONTAMINATION, CLEANING & DRYING OF SAMPLING / DISPENSING TOOLS:**

**6.2.1** Warehouse Staff shall Wear the hand gloves and transfer the containers labeled as “**TO BE CLEANED**” as per the “**Status Labeling**” to Equipment Washing Area in Warehouse through dynamic pass box.

**6.2.2** Dip the sampling & dispensing tools in a beaker containing 2.5 % solution of Sodium hypochlorite for 30 minutes.

**6.2.3** After 30 minutes drain out the sodium hypochlorite solution and Wash the Sampling/Dispensing Tools three times with Purified Water and clean by Scrubbing with plenty of Purified water.



# PHARMA DEVILS

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<b>Issue Date:</b>	<b>Page No.:</b>

**6.2.4** Finally rinse the tools with Purified Water.

**6.2.5** Record the Sodium Hypochlorite Preparation in “**Preparation & Consumption Record of Sodium Hypochlorite Solution**” as **Annexure-I** of SOP.

**6.2.6** Decontamination details shall be recorded in **Annexure-I**, Titled “**Decontamination Record of Item Used for Cyclosporine**”.

**6.2.7** Wipe the washed Sampling / Dispensing Tools with Lint Free Cloth.

**6.2.8** Cyclosporine Sampling / Dispensing tools shall be kept in an Oven at temperature 110°C for 60 min.

**6.2.9** Wrap the cleaned and dried tools in aluminum foil, keep in closed SS container and affix the ‘**CLEANED**’ as per the “**Status Labeling**” SOP.

**6.2.10** Used dedicated sampling & dispensing tools shall be cleaned on daily basis after use within 12 hrs.

**6.2.11** Unused sampling and dispensing tools shall be cleaned within 48 hrs.

**6.2.12** Warehouse staff shall record the cleaning & Drying details in “**Sampling / Dispensing Tools Cleaning and Drying Record**” as **Annexure-II** of SOP.

### **6.3 DECONTAMINATION OF GARMENTS USED IN SAMPLING & DISPENSING OF CYCLOSPORINE:**

**6.3.1** Warehouse Staff shall handover the used garments with status label as “**Gowns for Decontamination and Cleaning**” to housekeeping for decontamination & Cleaning of garments.

**6.3.2** Garments shall be dipped in 2.5% solution of Sodium hypochlorite for 30 minutes.

**6.3.3** After 30 minutes drain out the sodium hypochlorite solution and rinse the garments with sufficient quantity of purified water.

**6.3.4** After decontamination and rinsing of garments, same shall be cleaned as per **SOP**.

**6.3.5** Decontamination activity shall be performed in the presence of warehouse personnel.



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**6.3.6** Record the Sodium Hypochlorite Preparation in “**Preparation & Consumption Record of Sodium Hypochlorite Solution**”, **Annexure-I** of SOP.

**6.3.7** Decontamination details shall be recorded in **Annexure-I**, Titled “**Decontamination Record of Item used for Cyclosporine**”.

**6.3.8** Housekeeping personnel Record the Cleaning details in “**Garment Cleaning Record**” as per SOP.

### 7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Decontamination Record of Item Used for Cyclosporine	

**ENCLOSURES:** SOP Training Record

### 8.0 DISTRIBUTION:

- Controlled Copy No.01            Quality Assurance
- Controlled Copy No.02            Warehouse
- Master Copy                        Quality Assurance

### 9.0 REFERENCES:

Not Applicable

### 10.0 REVISION HISTORY:

#### CHANGE HISTORY LOG

Revision No.	Change Control No.	Details of Changes	Reason for Change	Effective Date	Updated By

