



**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Quality Assurance	<b>SOP No.:</b>
<b>Title:</b> Cleaning, Decontamination & Destruction of Filters	<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 the procedure for Cleaning, Decontamination & Destruction of Filters.

**2.0 APPLICABLE:**

This SOP is applicable for Cleaning, Decontamination & Destruction of Filters.

**3.0 RESPONSIBILITY:**

Head- Engineering  
Head-Production

**4.0 ACCOUNTABILITY:**

HOD – QA

**5.0 PROCEDURE:**

**5.1 DECONTAMINATION & CLEANING OF FILTER:**

- 5.1.1 Clean the all removed filters from AHU Units and Area with Vacuum Cleaner.
- 5.1.2 Take 100 Liters 3% Sodium Hydroxide Solution in 200 Liters HDPE Drum.
- 5.1.3 Take out the Pre Filters, Fine Filters, & HEPA Filters from Black Polythene bag.
- 5.1.4 Dip the filters for decontamination in 3% NaOH Solution for 60 minutes.
- 5.1.5 After decontamination dip the filters in purified water to remove Sodium Hydroxide residue.
- 5.1.6 Record the detail in Filters Decontamination & Cleaning Record as per Annexure-I.
- 5.1.7 Pack the all Filters in to Black Polythene Bag & affix the label on polythene “Filters for Destruction” and send for destruction.
- 5.1.8 Filters shall be damaged through hammer.
- 5.1.9 Record the detail in Filters Destruction Record as per Annexure-II.
- 5.1.10 Damage Filters shall be sent for Incineration to Enviro Engineers outside agency.



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**6.0 REFERENCE:**  
Not Applicable

**7.0 ANNEXURES:**

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Filters Decontamination & Cleaning Record	
Annexure-II	Filters Destruction Record	

**8.0 ABBREVIATION:**

SOP            Standard Operating Procedure  
QA             Quality Assurance  
NaOH         Sodium Hydroxide

Revision No.	Reason for Revision
00	New Document