



**PHARMA DEVILS**  
QUALITY CONTROL DEPARTMENT

**STANDARD OPERATING PROCEDURE**

**Department:** Quality Control

**SOP No.:**

**Title:** Handling and Cleaning Procedure for Sampling Devices

**Effective Date:**

**Supersedes:** Nil

**Review Date:**

**1.0 Objective:**

To lay down a procedure for Handling and cleaning of sampling devices.

**2.0 Scope:**

This procedure is applicable at Quality Control department.

**3.0 Responsibility:**

Lab Assistant / QC Officer : Shall be responsible for cleaning of sampling devices as per this SOP

Head-QC / Designee : Shall be responsible for compliance of this SOP.

**4.0 Abbreviations and Definitions:**

SOP : Standard Operating Procedure

QC : Quality Control

QA : Quality Assurance

IPA : Iso Propyl alcohol

**5.0 Procedure:**

- 5.1 After the sampling, wrap the sampling device with butter paper / polyethylene sheet. Now affix the **“To Be Cleaned”** yellow colored status label and place the devices in the washing area of the Quality control department.
- 5.2 Clean the total surface of sampling devices with running raw water.
- 5.3 Use 0.1% v/v Sodium Lauryl Sulphate to remove any adhering particles and rinse with plenty of tap water.
- 5.4 Finally rinse with Purified water.
- 5.5 Allow to drain the water from the samplers and rinse it with 70% v/v IPA solution. Wipe out with dry lint free cloth / lint free duster.
- 5.6 Check the cleanliness of sampling equipment physically and re-clean it if required.
- 5.7 Wrap the cleaned Sampling devices in butter paper. Keep the sampling devices in a sampling tool box and affix the green colored **“Cleaned & Ready for Use”** status label with next due date for cleaning (in case the sampling aids shall not be used for more than 14 days)
- 5.8 Fill the sampling device cleaning record as per the Annexure-1.
- 5.9 The cleaning validity expires in 14 days after cleaning and requires re-cleaning before use.



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- 5.10 This cleaning procedure for sampling devices shall be followed after sampling of each batch of raw material
- 5.11 Different type of sampling devices shall be used as required for active and inactive raw materials and the numbering shall be followed as: ASS-XXX, ALS-XXX, ISS-XXX and ILS-XXX.
  - 5.11.1 Where ASS stands for : Active solid sampler, ALS : Active liquid sampler, ISS: Inactive solid sampler, ILS: Inactive liquid sampler and XXX-The serial number.  
For example: ASS001, ASS002 and so on.
- 5.12 The same numbering pattern for active and inactive raw material is defined in the Annexure-5 and Annexure-6.

**6.0 Forms and Records:**

- 6.1 Cleaning record : Annexure-1
- 6.2 Usage record : Annexure-2
- 6.3 Status label : Annexure-3
- 6.4 Status label : Annexure-4
- 6.5 List of sampling Devices for Active raw material : Annexure-5
- 6.6 List of sampling Devices for Inactive raw material : Annexure-6

**7.0 Distribution:**

- 7.1 Master Copy : Documentation cell (Quality Assurance)
- 7.2 Controlled Copies : Quality Control, Quality Assurance

**8.0 History**

Date	Revision Number	Reason for Revision





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### ANNEXURE II

### SAMPLING DEVICE USAGES RECORD

Date of Sampling	Material Name	Batch Number	Sampling Tool ID	Cleanliness Status	Usage Time (Hrs)		Sampled By	Checked By
					From	To		



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**ANNEXURE III**

**STATUS LABEL**

<b>Quality Control Department</b>
<b>To Be Cleaned</b>
Sign & Date:
Form No: .....



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**ANNEXURE IV**  
**STATUS LABEL**

<b>Quality Control Department</b>
<b>Cleaned &amp; Ready for Use</b>
Cleaned By & Date:
Due date for cleaning:
Form No: .....



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**ANNEXURE V**

**LIST OF SAMPLING DEVICES FOR ACTIVE RAW MATERIAL**

S.No.	Name of Sampling Accessories	Dimensions	Device ID

Prepared By:  
Date:

Reviewed By:  
Date:



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**ANNEXURE VI**

**LIST OF SAMPLING DEVICES FOR IN-ACTIVE RAW MATERIAL**

S.No.	Name of Sampling Accessories	Dimensions	Device ID

Prepared By:  
Date:

Reviewed By  
Date: