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1.0 OBJECTIVE

To lay down the procedure for cleaning of laboratory glassware and other accessories used in Microbiology laboratory.

2.0 SCOPE

This procedure is applicable for cleaning of laboratory glassware and other accessories used in Microbiology laboratory of pharma micro hub Pvt Ltd.

3.0 RESPONSIBILITY

- 3.1 Housekeeping personnel is responsible to perform the cleaning of laboratory glassware and other accessories used in Microbiology laboratory.
- 3.2 Microbiologist is responsible to ensure the proper cleaning of laboratory glassware and other accessories.

4.0 ACCOUNTABILITY

- 4.1 Head- Microbiology or his designee is accountable for overall compliance of this SOP.

5.0 PROCEDURE

5.1 Precautions:

- 5.1.1 Trained housekeeping persons should perform the cleaning activity.
- 5.1.2 Laboratory glassware and other accessories cleaning should be performed as early as possible after usage.
- 5.1.3 Wear the PPE equipments like gloves, nose mask and goggles before cleaning the glassware.
- 5.1.4 Ensure the prepared cleaning solution expiry date before usage.
- 5.1.5 Always segregate the cleaned glass ware and uncleaned glassware in designated place with proper labeling.
- 5.1.6 Before cleaning of the glassware, check for the crack / breakages on the glassware. If found inform to immediate supervisor and discard with proper glassware crusher machine.
- 5.1.7 Glassware used for preparation of hazardous chemicals like HCL should be rinsed with purified water before cleaning.
- 5.1.8 Ensure glassware used for microbial media and cultures shall cleaned after decontamination.

5.2 Preparation of Cleaning Solutions :

- 5.2.1 Dedicated glassware/PP bottle shall be used for preparation of cleaning solutions.



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5.2.2 Quantity of the solutions shall be prepared as per the requirement of use and adhere to defined concentration.

5.2.3 Following cleaning solution are used in Microbiology laboratory.

Name of the solution	Preparation	Used for
1% v/v Labolene*	Dilute 1.0 ml of commercially available Labolene to 99 ml with purified water.	Glassware washing
Dilute Nitric Acid Solution	Dilute 106 ml of Concentrated Nitric acid to 894 ml with Purified water.	For Soaking of new glassware/ apparatus before use
2% v/v Nitric acid	Dilute 1.0ml Concentrated Nitric acid to 98 ml with purified water.	Cleaning of Glassware / apparatus observed with stubborn stains/material
1% v/v Labolene*	Dilute 1.0 ml of commercially available Labolene to 99 ml with purified water.	Laboratory shoe cleaning

5.2.4 Prepared cleaning solutions shall be used within 24hrs from the time of preparation and label the solution container as per the Annexure-I.

5.2.5 Enter the details of cleaning solution details like, date of preparation and other details in Annexure-II.

5.3 Microbiology accessories include the glassware, plastic ware and SS items.

5.4 Cleaning procedure for glassware:

5.4.1 Sampling bottles and used media bottles, Scissors and Spatulas are sent to the wash area /decontamination area after analysis.


5.4.2 After analysis, incubation completion and Expired media tubes are transfer in to the decontamination area and after decontamination send to wash area.

5.4.3 Remaining water sample from sampling bottles are discarded in the drain and left over media bottles and media containing tubes are decontaminated by using decontamination autoclave.

5.4.4 Microbial hazardous glassware shall be sent to decontamination.

5.4.5 Dispose the left over Hazardous and Toxic materials in the dedicated bins and send the glassware to wash area for cleaning.

5.4.6 After completion decontamination, media from the glassware shall be collected in the dedicated bins and the glassware, Scissors, spatulas, tubes shall be placed at the designated place meant for "Glassware to be washed "in the wash area.

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- 5.4.7 In case Labels hard to remove, soak the glass bottles in purified water for until the sticker removal and if required use the solvents such as Methanol and Acetone.
- 5.4.8 Wash all the glassware/apparatus thoroughly with cleaning solutions as mentioned in step no. 5.2.
- 5.4.9 Brush the inner surface of bottles and tubes by using suitable size nylon brush.
- 5.4.10 After brushing rinse the glassware/apparatus with at least two container volumes of soft water, then rinse the glassware/apparatus with five container volume of purified water (If the glassware volume is more than 500 mL then half of the container volume shall be taken for rinsing).
- 5.4.11 Glassware/apparatus observed with stubborn stains/material shall be cleaned by dipping the glassware in dilute nitric acid and wash with at least five container volume of purified water and follow the steps 5.4.8 to 5.4.10.
- 5.4.12 Dry the glassware and after drying arrange the dried glassware at designated place meant for “Washed glass ware “in the wash area closed cabinet.
- 5.4.13 In case of new glassware/apparatus, it shall be soaked for 4 to 5 hours in 2 % v/v nitric acid solution before washing and follow the steps 5.4.8 to 5.4.10.

5.5 **Cleaning procedure for accessories (other than glassware):**

- 5.5.1 Filtration funnels, plastic caps, spray guns, test tube racks, goggles, silicon tubes, templates, etc. shall be cleaned with cleaning solution as mentioned in step no. 5.2 and rinse with Soft water then followed by Purified water.
- 5.5.2 Check the visibility of the goggle lens before cleaning. If vision is not clear, replace the goggle lens with the new one.
- 5.5.3 S.S items like Manifold and Air sampler sieve and are rinsed purified water.

5.6 **Cleaning procedure for laboratory shoes:**

- 5.6.1 Soak the used laboratory shoes in prepared cleaning solution as mentioned under point no. 5.2.3.
- 5.6.2 After soaking remove the shoe and clean with the brush.
- 5.6.3 Wash with the purified water and allow to air dry.

6.0 **ABBREVIATIONS**

- 6.1 SOP : Standard Operating Procedure
- 6.2 MB : Microbiology
- 6.3 mL : Milli liter
- 6.4 PPE : Personal protective equipments



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7.0 ANNEXURE (S)

7.1 Annexure-I : Cleaning solution label.

7.2 Annexure-II : Preparation Record For Cleaning Solution

8.0 REFERENCES

8.1 NA

9.0 CHANGE HISTORY

9.1 New SOP

END OF DOCUMENT

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**ANNEXURE-I
CLEANING SOLUTION LABEL**

CLEANING SOLUTION LABEL	
Name of Solution:	
Prepared on date:	
Use before date:	
Prepared By: Sign/date	
Checked By: Sign/date	

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**ANNEXURE-II
PREPARATION RECORD FOR CLEANING SOLUTION**

Date	Name of the solution	Volume of cleaning solution taken	Volume of purified water taken	Total quantity prepared	Quantity used for cleaning	Use before date	Left over quantity discarded	Prepared by	Checked by

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