



**Title: DECONTAMINATION,
DISPOSAL
OF USED MEDIA AND USED ITEMS**

SOP NUMBER :	SOP/PMH/003-00
EFFECTIVE DATE :	10/02/2026
DEPARTMENT:	Microbiology
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1.0 Objective

- **1.1** To lay down the procedure to describe the decontamination, disposal of used media and used items.

2.0 Scope

- **2.1** This procedure is applicable for all used media, expired media and used items for decontamination process and disposition in Microbiology Department of Pharma micro hub Laboratories .

3.0 Responsibility

- **3.1** Microbiologist / Trained personnel shall be responsible to follow the procedure as per SOP.

4.0 Accountability

- **4.1** Head/designee - Microbiology.

5.0 Procedure

- **5.1** After completion of the incubation and observations, carry the used media and used items to decontamination autoclave room for decontamination and discarding purpose.
- **5.2** While handling used media care should be taken by wearing nose mask and hand gloves.
- **5.3** Used liquid media bottles with growth and containing High potent drug shall be placed as such into the basket of the autoclave for decontamination.
- **5.4** Remove the left-over solidified agar media from the bottles (use spatula to remove solid media from the bottles) into a biohazard bag.
- **5.5** Put the petri-plates containing media (with/without growth) and used Bio ball vials, cryovials, biological indicator ampoules and miscellaneous items which come in contact with microorganisms into biohazard bag.
 - **Note:** Do not fill the bag more than half of its capacity.
- **5.6** Tie all the bags with cable tie or with rubber band and place them into the autoclave for decontamination. Affix chemical indicator to the biohazard bag.
- **5.7** Run the autoclave as per SOP for decontamination (Sterilization) at 121°C - 124°C, 1.2 kg/cm² (15 pounds per square inch/psi) for 60 minutes.



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- **5.8** After completion of the cycle take out the bags from the autoclave and remove the chemical indicator from the poly bag and affix to the printout.
- **5.9** During decontamination cycle process, if any power failure observed same cycle shall be continued after power resume.
- **5.10** Visually check the chemical indicator for colour changes from off-white to dark brown or black; it indicates that the cycle is processed. If no colour change is observed that indicates that the cycle is not processed. Investigate and then restart the cycle by using a new chemical indicator.
- **5.11** Cool the autoclaved liquid media and then transfer the liquid from the glass bottles into biohazard bag.
- **5.12** Open the bags and denature the media by adding 100mL disinfectant solution (daily prepared disinfectant) to each bag and mix by moving the bag slightly and again tie all the bags with cable tie or rubber band.
- **5.13** Then allow the media to cool at room temperature.
- **5.14** After decontamination, place the decontaminated items into yellow colored poly bag and write the date on the bag. Close the bag with cable tie or with rubber band. Place the bags in a labeled 'Used Microbiology Media - Biohazard' drum and close the drum properly.
- **5.15** Decontaminated media should be transferred through Dynamic pass box and stored in Biohazard waste storage room for further proper disposal.
- **5.16** Enter the details of decontaminated media and used items in logbook and send to safety department for safe disposal.
- **5.17** Enter the decontamination operation details in the 'Vertical autoclave logbook.
- **5.18** If any spillages are observed during the handling of decontamination activity, follow the Spillage SOP to clean the spillages.
- **5.19** Wash the glassware with 2% MA Extron solution final rinse with purified water.
- **5.20** Disposable garments, lint free cloths, gloves and miscellaneous items used for handling High-potent drugs shall be packed in double disposable bag and shall be handed over to safety department.
 - **Note:** General waste shall be sent to authorized third party through safety department for incineration.

6.0 Abbreviations



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- **6.1 SOP:** Standard Operating Procedure
- **6.2 MB:** Microbiology

7.0 References

- **7.1 SOP No.:** SOP/PMH/GEN/010 - Title: Operation and cleaning of Vertical autoclave.

8.0 Annexures

- **8.1 Annexure - 01:** Decontaminated media and items handover details logbook .
- **8.2 Annexure – 02:** Vertical autoclave logbook (decontamination operation).
- **8.2 Annexure – 03:** Vertical autoclave load pattern details.

REVISION HISTORY			
Revision No.	Effective Date	Description of Change	Reason for Change
00	NA	New SOP	New document (SOP)prepared

Annexure - 01

Date	Media / Item	Quantity / Batch	Decontamination Cycle No.	Handed Over By	Received By	Remarks
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Bin(Heavy/Liquids)	Glassware	bottles containing High-Potent drugs, and used glassware.	autoclave basket. Ensure caps are slightly loosened to prevent pressure buildup.
Middle Bin (Solid Waste)	Biohazard Bags (Solid Media)	Solidified agar media (removed via spatula), Petri plates (with or without growth).	Place in biohazard bags. Do not fill more than 50%. Tie with cable ties/rubber bands.
Top Bin(Small/Misc Items)	Biohazard Bags (Consumables)	Bio ball vials, cryovials, biological indicator ampoules, and miscellaneous items in contact with microbes.	Place in biohazard bags. Ensure a chemical indicator is affixed to the outside of the bag.
Handling of High-Potent drugs	High-Potent Waste	Disposable garments, lint-free cloths, and gloves used with High-Potent drugs.	Double-bag in disposable bags before placing in the autoclave.
Prepared By:		Checked By:	