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| **1.0** | **OBJECTIVE:** |
|  | To lay down the procedure for preparation of disinfectant and cleaning and disinfections of Microbiology Laboratory. |
| **2.0** | **SCOPE:** |
|  | This SOP is applicable to the preparation of disinfectant and cleaning & disinfection of Microbiology laboratory. |
| **3.0** | **RESPONSIBILITY:** |
|  | Microbiologist: To perform the procedure as per SOP. |
|  | Head – Quality Control: To check the compliance of SOP. |
| **4.0** | **PROCEDURE:** |
| **4.1** | **Safety precautions:** |
| 4.1.1 | Use proper safety apparel such as gowns, rubber hand gloves and safety goggles during preparation and use. |
| 4.1.2 | While preparing disinfectant solutions always add disinfectant to the water. |
| **4.2** | **Disinfectant solutions :** |
|  | 2.5 % Dettol |
|  | 2.5 % Savlon  2.5% Lysol |
|  | 70% Isopropyl Alcohol (For disinfecting the hands and cleaning of LAF) |
|  | Prepare quantities of disinfectant solutions sufficient for one-day use. |
| **4.3** | **Procedure for preparation of disinfectant solution:** |
| A. | **2.5% Dettol (For 1 Liter):** |
|  | Take 500 ml of Purified water in suitable sterile container. Add 25 ml of Dettol and mix. Make-up volume to 1000 ml with purified water. |
| B. | **2.5% Savlon (For 1 Liter):** |
| C. | Take 500 ml of Purified water in suitable sterile container. Add 25 ml of Savlon and mix. Make-up the volume to 1000 ml with purified water.  **2.5% Lysol( For 1 Liter):**  Take 500 ml of Purified water in suitable sterile container. Add 25 ml Lysol and mix make –up the volume to 1000 ml with purified water. |
| D. | **70% IPA (For 1 Liter):** |
|  | Take 300 ml of purified water in suitable sterile container. Add 700 ml of IPA & make-up to 1000 ml. Mix well and filter through 0.45µ sterile membrane filter. |
| **4.4** | **General instructions:** |
| 4.4.1 | Perform the cleaning operation with one of the disinfectant solution in the following order.  1.Microbiology Testing Area and Change Rooms  2.Incubator Rooms  3. Media Preparation Area |
| 4.4.2 | All disinfectant solutions shall be prepared freshly. |
| 4.4.3 | Use sterile non-shedding dusters for cleaning of Microbiology Testing area and its change rooms. |
| 4.4.4 | Rotate the disinfectant solution weekly. |
| 4.4.5 | Record the preparation of disinfectant. |
| 4.4.6 | Label the disinfectant container / bottle. |
| **4.5** | **Daily cleaning procedure:** |
|  | **Frequency:** Once in a day. |
| 4.5.1 | After completion of day work clean the floor using a nylon brush / non-shedding duster. |
| 4.5.2 | Mop the area in uni-direction. |
| 4.5.3 | Subsequently mop the floor using non-shedding wiping mops dipped in the disinfectant. |
| 4.5.4 | Maintain records of daily cleaning in Cleaning record of Microbiology department. |

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| **4.6** | **Weekly cleaning procedure:** |
|  | **Frequency:** Once in a Week. |
| 4.6.1 | Clean the areas in the following order with non-shedding duster. |
|  | 1. Ceiling, fixtures and walls |
| 4.6.2 | Subsequently, mop the area as in the order given above using a non-shedding mop dipped in any one of the disinfectant solutions. |
| 4.6.3 | Maintain records of weekly cleaning in Cleaning record of Microbiology department.  Daily sanitation schedule in Microbiological testing area.  Daily rotate the following three disinfectants for disinfection purpose  2.5% dettol, 2.5% savlon,2.5% Lysol. |
|  | If unavailability of any one disinfectant, any one among the three can be used. |