

| STANDARD OPERATING PROCEDURE | | | | |
|---|-----|-------------------|------------|--|
| SOP No.: SOP-QC-052-00 Effective Date: 09.04.2017 | | | | |
| Supersedes: | NIL | Next Review Date: | 08.04.2020 | |
| Department: Quality Control Page: 1 of 10 | | | | |

1.0 PURPOSE:

To describe the operation and Calibration procedure for the pH Meter.

2.0 SCOPE:

This procedure is applicable to the digital pH Meter of Laboratory.

Make : Polmon

Model : LP-139SA

Instrument No.: DIPL/QC/INS/pH/004

3.0 RESPONSIBILITY:

- 3.1 Analyst-QC shall be responsible to follow this SOP.
- 3.2 Head-QC/Designee shall be responsible for ensuring implementation of this SOP.
- 3.3 Head-QA/Designee shall be responsible for monitoring overall compliance of this SOP.

4.0 **DEFINITIONS:**

Nil.

5.0 PROCEDURE:

5.1 **DISPLAY:**

- 5.1.1 LCD display will show Temp (AUTO/MAN) corresponding to mode indicator.
- 5.1.2 Seven segment LED display will show pH/mV &offset values corresponding to mode indicator.

5.2 Key Pad:

Instrument has 8 Keys. ▲ Increment Key, ▼ Decrement Key ▲ /Save Save / Right shift Key, Recall/▲ Recall/Left shift Key, ESC/PRINT ESC/PRINT Key, PGR/CAL Program / Calibration key, MODE MODE Key & OK/HOLD OK/HOLD Key.

| | Prepared by | Reviewed by | Approved by |
|-------------|-----------------|-----------------|-------------------|
| Sign & Date | | | |
| Name | P.Gayathri | S.Prasad | K.Nagarjuna |
| Department | Quality Control | Quality Control | Quality Assurance |



| STANDARD OPERATING PROCEDURE | | | | |
|---|-----|-------------------|------------|--|
| SOP No.: SOP-QC-052-00 Effective Date: 09.04.2017 | | | | |
| Supersedes: | NIL | Next Review Date: | 08.04.2020 | |
| Department: Quality Control Page: 2 of 10 | | | | |

5.3 **OPERATION:**

5.3.1 MEASURE MODE:

In the Measure mode instrument automatically displays the measured value, corresponding to mode Indicator.

Manual Temperature Compensation (Auto Temperature Compensation disabled) is achieved by pressing the AUTO/MAN key, default temperature is displayed. Press Temperature \triangle/∇ keys to get required temperature of the sample.

5.3.2 **HOLD MODE:**

In HOLD mode the pH/mV display will blink with offset value obtained in the previous calibration.

5.4 **CALIBRATION:**

CALIBRATION mode is used to calibrate the measuring function i.e pH, ORP & Temp of the instrument.

5.4.1 Press **PRG/CAL** key to enter into program mode PASSWORD menu is displayed.

PRG

1. Calib

PASSWORD XXX

Using \triangle or ∇ keys to set PASS WORD (100) and use 5.4.2

OK/HOLD

Key.

5.4.3 The LCD display shows

Del Last

Then press OK key. The LCD display shows 5.4.4

Cal Rept

5.4.5 **OK/HOLD** Press Key (it implies the deletion of previously calibrated report)

| | Prepared by | Reviewed by | Approved by |
|-------------|-----------------|-----------------|-------------------|
| Sign & Date | | | |
| Name | P.Gayathri | S.Prasad | K.Nagarjuna |
| Department | Quality Control | Quality Control | Quality Assurance |



| STANDARD OPERATING PROCEDURE | | | | |
|---|-----|-------------------|------------|--|
| SOP No.: SOP-QC-052-00 Effective Date: 09.04.2017 | | | | |
| Supersedes: | NIL | Next Review Date: | 08.04.2020 | |
| Department: Quality Control Page: 3 of 10 | | | | |

| 5.4.6 | The LCD display shows. By using ▲ key Auto Temp Calib | Auto Temp Calib | Man Temp Calib |
|--------|---|---------------------------------|-------------------|
| | | Auto Cal | Man Cal |
| 5.4.7 | The LCD display shows | Calib | Calib . |
| 5.4.8 | By using ▲ key | | |
| 5.4.9 | Select Auto Cal Calib Then LCD display shows | And pre OK/HOI 1 pt Cal Calib | ∆ D key. |
| | Press ▲ key to choose diff | ferent type of calibrat | ion |
| | i.e.,1pt Calibration, | | |
| | 2 pt Calibration, | | |
| | 3 pt Calibration,4 pt Calibration, | | |
| | 5 pt Calibration, and th | en press OK/HOL | D key. |
| 5.4.10 | Then LCD display shows, | NIST | |
| | Press ▲key to choose diff | Gerent standard Buffer | set |

| | Prepared by | Reviewed by | Approved by |
|-------------|-----------------|-----------------|-------------------|
| Sign & Date | | | |
| Name | P.Gayathri | S.Prasad | K.Nagarjuna |
| Department | Quality Control | Quality Control | Quality Assurance |

i.e., NIST,



| STANDARD OPERATING PROCEDURE | | | | |
|---|---------------|-------------------|------------|--|
| SOP No.: | SOP-QC-052-00 | Effective Date: | 09.04.2017 | |
| Supersedes: | NIL | Next Review Date: | 08.04.2020 | |
| Department: Quality Control Page: 4 of 10 | | | | |

DIN,

USA,

CUSTOM.

Select USA and press OK/HOLD key.

5.4.11 After that LCD display shows "Buf 1".

Buf 1

Calib

Rinse the electrode with distilled water and remove the excess water with tissue paper.

5.4.12 Dip the electrode in Standard Buffer pH 7.0 and press

OK/HOLD

key.

After that LCD display shows

Wait

After that Done message is displayed in LCD display with Value of the pH as

DoneDoneX.XXFor instance.,7.00

Press OK/HOLD key.

5.4.13 After that LCD display shows "Buf 2".

Buf 2

Calib

Rinse the electrode with distilled water and remove the excess water with tissue paper.

5.4.14 Dip the electrode in Standard Buffer pH 4.0 and press

OK/HOLD

key.

After that LCD display shows

Wait

| | Prepared by | Reviewed by | Approved by |
|-------------|-----------------|-----------------|-------------------|
| Sign & Date | | | |
| Name | P.Gayathri | S.Prasad | K.Nagarjuna |
| Department | Quality Control | Quality Control | Quality Assurance |



| STANDARD OPERATING PROCEDURE | | | | | |
|---|---------------|-------------------|------------|--|--|
| SOP No.: | SOP-QC-052-00 | Effective Date: | 09.04.2017 | | |
| Supersedes: | NIL | Next Review Date: | 08.04.2020 | | |
| Department: Quality Control Page: 5 of 10 | | | | | |

After that Done message is displayed in LCD display with Value of the pH as

Done
X.XX For instance.,

Done
4.00

Press OK/HOLD key.

5.4.15 After that LCD display shows "Buf 3".

Buf 3 Calib

Rinse the electrode with distilled water and remove the excess water with tissue paper.

5.4.16 Dip the electrode in Standard Buffer pH 10.01 and press **OK/HOLD** key.

After that LCD display shows Wait

After that Done message is displayed in LCD display with Value of the pH as

Done
XX.XX For instance., Done
10.01

Press **OK/HOLD** key.

5.4.17 After that LCD display shows "Buf 4".

Buf 4 Calib

Rinse the electrode with distilled water and remove the excess water with tissue paper.

5.4.18 Dip the electrode in Standard Buffer pH 1.68 and press **OK/HOLD** key.

| | Prepared by | Wait d by | Approved by |
|-------------|-----------------|-----------------|-------------------|
| Sign & Date | | | |
| Name | P.Gayathri | S.Prasad | K.Nagarjuna |
| Department | Quality Control | Quality Control | Quality Assurance |

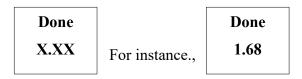
Discovery Labs

| STANDARD OPERATING PROCEDURE | | | | |
|---|---------------|-------------------|------------|--|
| SOP No.: | SOP-QC-052-00 | Effective Date: | 09.04.2017 | |
| Supersedes: | NIL | Next Review Date: | 08.04.2020 | |
| Department: Quality Control Page: 6 of 10 | | | | |

TITLE: OPERATION AND CALIBRATION OF DIGITAL pH METER

After that LCD display shows

After that Done message is displayed in LCD display with Value of the pH as



Press OK/HOLD key.

5.4.19 After that LCD display shows "Buf 5".

Buf 5 Calib

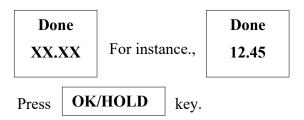
Rinse the electrode with distilled water and remove the excess water with tissue paper.

key.

5.4.20 Dip the electrode in Standard Buffer pH 12.45 and press **OK/HOLD**

After that LCD display shows Wait

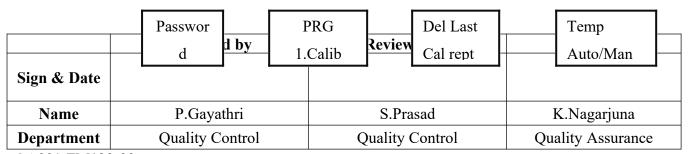
After that Done message is displayed in LCD display with Value of the pH as



5.4.21 **SAMPLE** "Sample" message is displayed in LCD display.

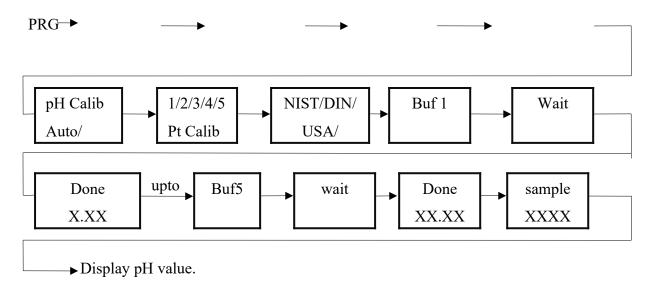
5.4.22 Rinse the electrode with distilled water and remove the excess water with tissue paper. Dip the electrode into the test solution. Press **OK/HOLD** key.

5.4.23 pH Calibration Menu Flow:

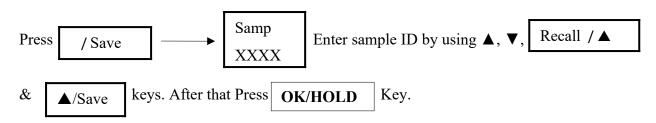




| STANDARD OPERATING PROCEDURE | | | | | |
|---|-----|-------------------|------------|--|--|
| SOP No.: SOP-QC-052-00 Effective Date: 09.04.2017 | | | | | |
| Supersedes: | NIL | Next Review Date: | 08.04.2020 | | |
| Department: Quality Control Page: 7 of 10 | | | | | |



5.5 **SAMPLE STORAGE:**



5.6 ERROR MESSAGES:

| S.No | Error Message | Possible Cause | |
|------|-----------------------------------|--|--|
| 1 | Electrode open /Dip the electorde | i) Check whether electrode is properly connected to the instrumentii) Dip the electrode in the solution, Press ok | |
| 2 | Change the electrode | Change the electrode and press OK Key. | |
| 3 | Do calibration | i) As the calibration status has deviated do calibration by pressing OK key | |
| 4 | ATC Open | i) Plug in the ATC Sensor (Temperature sensor) to the sockets provided. Press Ok | |

| | Prepared by | Reviewed by | Approved by |
|-------------|-----------------|-----------------|-------------------|
| Sign & Date | | | |
| Name | P.Gayathri | S.Prasad | K.Nagarjuna |
| Department | Quality Control | Quality Control | Quality Assurance |



| STANDARD OPERATING PROCEDURE | | | | | |
|---|-----|-------------------|------------|--|--|
| SOP No.: SOP-QC-052-00 Effective Date: 09.04.2017 | | | | | |
| Supersedes: | NIL | Next Review Date: | 08.04.2020 | | |
| Department: Quality Control Page: 8 of 10 | | | | | |

| | | ii) If again it repeats there might be loose contact at the socket, |
|----|-------------------|--|
| | | plug it properly. |
| 5 | Check Buffer | i) Check whether the electrode is dipped in the required buffer. |
| | | ii) Rinse the electrode and remove excess water with tissue paper. |
| | | iii) Dip the electrode in the required buffer & press OK |
| 6 | Change | Rinse the electrode and remove excess water with tissue paper. |
| | Buffer /Electrode | Dip the electrode in the new buffer. Press OK key. If again check |
| | | buffer and change Buffer/Electrode repeats change the electrode. |
| 7 | Temp over Range | The temperature may be out of the specified range of the |
| | | instrument i.e., (-10.0°C to 100.0°C). |
| 8 | ID already exist | If we try to save the existing ID no. the display shows "ID already |
| | | exist". |
| | Wrong Entry | The range is not matching with the existing range the display |
| 9 | Wrong Entry | shows "Wrong Entry". |
| 10 | ID Not Exist | If we want to take a print of specified ID and if doesn't exists the |
| 10 | ID NOT EXIST | display shows "ID Not Exist" |
| 11 | Del last cal rept | Before every new calibration the instrument displays "Del last |
| | | Cal rept"i.e. for every new calibration the instrument asks for the |
| | | deletion of previous calibration details. So if you don't want to |
| | | delete the earlier calibration report press ESC key |
| 12 | Memory full | If the instrument was saved with 100 samples, you want to save |
| | | more than 100 the display shows "memory Full". If we want to |
| | | exit from the menu press ESC key, else press OK key. Then |
| | | display shows delete first sample or all samples. |
| | | |

5.7 **Printing:**

| | Demand/Specific/A Calib/Range/Foote | | Approved by |
|-------------|-------------------------------------|-----------------|-------------------|
| Sign & Date | | | |
| Name | P.Gayathri | S.Prasad | K.Nagarjuna |
| Department | Quality Control | Quality Control | Quality Assurance |



| STANDARD OPERATING PROCEDURE | | | | | |
|---|-----|-------------------|------------|--|--|
| SOP No.: SOP-QC-052-00 Effective Date: 09.04.2017 | | | | | |
| Supersedes: | NIL | Next Review Date: | 08.04.2020 | | |
| Department: Quality Control Page: 9 of 10 | | | | | |

| Print | \longrightarrow |
|----------|-------------------|
| T I IIII | |

select required menu by using ▲ & ▼ keys,

then Press **OK/HOLD** key.

5.8 SPECIAL INSTRUCTIONS:

- 5.8.1 Put the DUST PROOF COVER on the instrument to protect the enclosure from accidental spillage of solution on to the instrument.
- 5.8.2 For precision measurement use 7.00 buffer for STD adjustment in 1/2/3/4/5 point calibration.
- 5.8.3 Don't keep the electrode in dry condition. To avoid it, place in 7.00/4.00 buffer solution only.
- 5.8.4 After usage keep the electrode in pH electrode storage solution. If storage solution is not available, use 200 mL, pH 7 buffer to which above 1g KCL has been added, as a temporary substitute. Don't store in distilled water, as this will shorten electrode life.
- 5.8.5 Before disconnecting electrode from instrument, keep instrument in HOLD mode.
- 5.8.6 While measuring pH electrode bulb should not touch bottom of the container.
- 5.8.7 Solutions used to clean electrode must be handled with care accorded to toxic of corrosive substances.
- 5.8.8 Do not turn on the power supply until all of the wiring is completed, otherwise electric shock, fire or malfunction may result.
- 5.8.9 Use this instrument within the scope of its specifications otherwise fire or malfunction may result.
- 5.8.10 Do not use this instrument places subject to flammable or explosive gases.
- 5.8.11 Never disassemble, repair or modify the instrument, this may cause electric shock, fire or malfunction may result.
- 5.8.12 Only clean the instrument when power off. Use the provided dust protection cover

5.8.13 Use a soft cloth or cotton paper to clean up the stain on the display/ overlay.

| | Prepared by | Reviewed by | Approved by |
|-------------|-----------------|-----------------|-------------------|
| Sign & Date | | | |
| Name | P.Gayathri | S.Prasad | K.Nagarjuna |
| Department | Quality Control | Quality Control | Quality Assurance |

| Ď |
|----------------|
| Discovery Labs |

| STANDARD OPERATING PROCEDURE | | | | | |
|---|-----|-------------------|------------|--|--|
| SOP No.: SOP-QC-052-00 Effective Date: 09.04.2017 | | | | | |
| Supersedes: | NIL | Next Review Date: | 08.04.2020 | | |
| Department: Quality Control Page: 10 of 10 | | | | | |

5.8.14 Never use sharp and hard matters such as screw drivers or ball pen to touch the panel, which will cause scratch or damage.

5.9 Assigning Buffer Batch Number:

Batch Number : X/pH/NN/MM/YY

X indicates Buffer i.e., 1.68

NN indicates Serial number starting from 1.

MM indicates Month (i.e., 01 for January, 02 for February)

YY indicates last two digits of the Year

For instance: 7.00/pH/01/04/17

6.0 FORMATS / ANNEXURE(S):

6.1 pH meter calibration Record : QC052-FM112

6.2 pH Buffer Preparation Record : QC052-FM113

7.0 CHANGE HISTORY:

| Revision No. | Effective Date | Details of Revision | Ref CCF No. |
|--------------|----------------|---------------------|-------------|
| 00 | 09.04.2017 | New SOP introduced | |

| | Prepared by | Reviewed by | Approved by |
|-------------|-----------------|-----------------|-------------------|
| Sign & Date | | | |
| Name | P.Gayathri | S.Prasad | K.Nagarjuna |
| Department | Quality Control | Quality Control | Quality Assurance |