 Discovery Labs	<b>STANDARD OPERATING PROCEDURE</b>			
	SOP No.:	SOP-QC-009-04	Effective Date:	01.01.2017
	Supersedes:	SOP-QC-009-03	Next Review Date:	31.12.2019
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<b>TITLE: HOUSEKEEPING/PERSONNEL HYGEIENE/SAFETY</b>				

## 1.0 PURPOSE:

To provide a procedure for the Housekeeping, personnel Hygiene & Safety to be followed in the laboratory.

## 2.0 SCOPE:

The procedure applies to all laboratory operations performed on day-to-day basis at Discovery

## 3.0 RESPONSIBILITY:

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

## 4.0 DEFINITIONS:

- 4.1 House Keeping: Keeping the work premises clean and tidy and items in the work place and discard them. Arrange necessary items in good logical order with proper labeling so that they can be easily picked for use. Clean your work place completely so that there is no dust on floor and instrument

## 5.0 PROCEDURE:

### 5.1 House keeping

5.1.1 Perform the house keeping activities as per the procedure mentioned below daily :


Frequency	Actions to be performed
Daily	Moping of entire floor and Removing of waste containers and bags
Daily	Cleaning the surface of the instruments
weekly	Cleaning of wall and wall corners

5.1.2 Keep the chemicals/Reagent bottles/samples in the designated place only.

5.1.3 Always clear spills on laboratory benches before proceeding the analysis.

5.1.4 Ensure that the reagent and unused apparatus are returned to the designated location.

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5.1.5 Use 2% disinfect solution (Dettol or Savlon) for sanitization and keep the cleaning agents and utensils at specified places only.

5.1.6 Spillage of any sort, liquid or solid should be cleaned up immediately and then neutralize with ammonia solution or dilute acetic acid as appropriate. Do not walk through the area until is completely dry. If toxic solvents are split, ventilate the area and evacuate until the air is free of solvent vapor.

## 5.2 Personnel Hygiene:

5.2.1 Have regular bath.

5.2.2 Avoid growing long hair, moustache, beard, keep the nails trim free from nail polish.

5.2.3 Wash hands frequently with proper disinfectants. Always wash in the lab before going to lunch or break. Avoid putting fingers to your face or in your mouth especially while working with toxic chemicals.

5.2.4 Any sudden illness should be informed to the Shift-In charge and abstain from duties.

## 5.3 Safety:

5.3.1 Safety Handling: Ensure the system for regular checks on the proper functioning of the safety appliances.

5.3.2 Transportation: Never carry flasks/bottles by the neck or pickup any bottle cap. For transporting use specific trolleys available in the factory.


5.3.3 Storage : Never store the large amount of flammable solvents in the laboratory. Store big container outside the laboratory, inside the marked storage area and draw the required quantity of use. Store the bottles of corrosive chemicals in PVC Trays.

## 5.4 Opening and Closing Containers:

5.4.1 Always open the container with care.

5.4.2 Protect yourself with personnel protective appliances against the spray.

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5.4.3 Do not touch unlabelled containers, refer to the Supervisor.

5.4.4 Close all containers as soon as possible after use. Do not leave the bottle un-stoppered or Uncapped

5.4.5 Use plastic stoppers for caustic solutions.

5.4.6 Replace the damaged or defective stoppers.

#### 5.5 Pouring from the container:

5.5.1 Heavy containers are to be supported by both hands while poring.

5.5.2 For toxic chemicals, use fume cupboard.

#### 5.6 Split chemicals:

5.6.1 If highly flammable substances are split, immediate precautions against the fire must be taken.

5.6.2 Split strong acids should be covered with soda ash and collected in dust bin. Area shall be mopped with sodium bicarbonate solution and then with water.

5.6.3 In case of spillage of chemicals on the body, wash immediately with plenty of water under emergency shower for at least 15-20 minutes. Remove the contaminated clothing, if chemicals are splashed into the eyes; wash under eye fountain for 15 minutes. Get medical attention.

#### 5.7 Mixing Chemicals:

5.7.1 When diluting concentrated mineral acids, always add acid to water-slowly.


5.7.2 Chemicals should never be mixed without knowledge of nature of possible reaction.

5.7.3 Unknown or unfamiliar substances must be treated with almost care, under supervision of the supervisor.

#### 5.8 Inflammable solvents:

5.8.1 Bottles should be filled to the bottom of the shoulder and to be stored in cool place away from the light.

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5.8.2 Proper care to prevent the ignition or fire to be taken.

#### 5.9 Water disposal:

5.9.1 Solvents not miscible with water must not be thrown down the drains. Waste solvents should be collected in a properly labeled container and sent for incineration.

5.9.2 Do not pour the Halogenated solvents into the drains since very small concentration can Seriously interfere with sewage treatment.

5.9.3 Water soluble solids or small quantities of water miscible liquids, may be poured down the sinks if well flushed.

5.9.4 Solvent soaked rugs should be put into the dustbins containing water.

#### 6.0 FORMATS / ANNEXURE(S):

6.1 Quality control Area cleaning record : QC009-FM042

#### 7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref CCF No.
00	1.06.2007	New SOP "Housekeeping /personnel hygiene / safety" for using reagents and lab.	--
01	1.08.2009	In this SOP Formats Change with more clear and clarity.	--
02	01.06.2014	Formats are the part of SOP. So prepared Separately.	--
03	01.01.2017	1. SOP format changed make to in line with SOP-QA-001-04 2. Altogether procedure has been changed for better clarity.	QC-CRF-025/16

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