 Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-PD-041-05	Effective Date:	01.01.2018
	Supersedes:	SOP-PD-041-04	Next Review Date:	31.12.2020
	Department:	Production	Page:	1 of 2
TITLE: AVOIDING CROSS CONTAMINATION				

1.0 PURPOSE:

To provide a procedure to avoid cross contamination.

2.0 SCOPE:

This procedure is applicable for avoid cross contamination during various products manufactured at Discovery.

3.0 RESPONSIBILITY:


It is the responsibility of production department to follow the procedure.

4.0 DEFINITIONS: Nil.

5.0 PROCEDURE :

- 5.1 No Raw materials/intermediates shall be used without Approval from QC.
- 5.2 Make sure the container, used for handling any material to shall be cleaned & dry.
- 5.3 Pack solid raw materials in new polyethylene bag covers and store them in fiber/HDPE drums and in case of liquids, use dedicated drums or transfer material through dedicated receivers followed by dedicated lines.
- 5.4 Before shifting containers to other area, each & every container / bags shall labelled.
- 5.5 At production area, all materials shall be placed in a defined area.
- 5.6 Status board or identification label shall be displayed at every raw material stocking area.
- 5.7 **During Execution Of Batches at Production Area:**
 - 5.7.1 All the materials positioned at production area shall have tag with complete Details like Material Name, Qty, Batch no. issued for, Container No., total batch quantity.
 - 5.7.2 Do not use any used polyethylene covers for stocking of other intermediates.
 - 5.7.3 All intermediates shall be stocked in clean containers and they should be properly labeled.
 - 5.7.4 Before using any equipment for the process/operation, it should be cleaned as per cleaning procedure.

	Prepared by	Reviewed by	Approved by
Sign & Date			
Name	T. SudhaMadhuri	G. Venkatesham	Ch .Mahendar Reddy
Department	Production	Production	Quality Assurance

 Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-PD-041-05	Effective Date:	01.01.2018
	Supersedes:	SOP-PD-041-04	Next Review Date:	31.12.2020
	Department:	Production	Page:	2 of 2
TITLE: AVOIDING CROSS CONTAMINATION				

5.7.5 If raw material is charging in a reactor, other side and opposite side reactor Man holes should be close for avoiding cross contamination.

5.7.6 All flexible hose pipes shall be dedicated to any particular stage / operation. After usage, flexible pipes shall be cleaned and kept in a defined area.

5.7.7 Both the ends of flexible hose pipes shall be closed with polythene covers.

5.7.8 After usage of Recoveries/Spent solvent drums deface the labels and send to spent solvent disposal area.

6.0 FORMATS / ANNEXURE(S): Nil

7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	13.07.2011	New SOP is introduced	----
01	17.12.2012	For more clarity	----
02	01.06.2014	Revised as per current SOP No system & more clear and clarity	----
03	01.07.2015	Recovery/spent solvent procedure included.	----
04	01.01.2017	Procedure elaborated and SOP format changed	PD-CRF-024/16
05	01.01.2018	SOP format changed make to inline with SOP-QA-001-05.	CCF/GEN/17035

	Prepared by	Reviewed by	Approved by
Sign & Date			
Name	T. SudhaMadhuri	G. Venkatesham	Ch .Mahendar Reddy
Department	Production	Production	Quality Assurance

QA001-FM139-01