1. **PURPOSE:**

To explain how to handle Leaf Filter.

1. **SCOPE:**

This procedure is applicable during the operation of Leaf Filter in manufacturing process at Discovery.

1. **RESPONSIBILITY:**

It is the responsibility of the person operating to follow this procedure as written in this SOP.

1. **Definitions:** Nil.
2. **PROCEDURE :**
   1. Connect pump suction to reactor bottom valve with hose pipe with proper clamping.
   2. Clamp the outlet nozzle of the leaf filter with one end of flexible hose pipe and insert other end into the same reactor.
   3. Open the bottom valve of the reactor and pump discharge and leaf outlet valve.
   4. Switch on the pump and release the air locks from the leaf vent.
   5. Allow to circulate for 10 minutes and check the clarity of the filtrate.
   6. If the filtrate is free from particles, keep the pipe in to the clean carboy and shift the pipe and carboy near the collection reactor and insert the hosepipe into reactor.
   7. If there is no powder distribution, check filtrate clarity.
   8. After completion of the filtration flush the leaf with same media.
   9. Remove the leaf hold ups by applying nitrogen gas pressure collect into separate carboys if required.
   10. Check the clarity of the filtrate from carboys and charge into the reactor if Satisfactory.
   11. If satisfactory set aside for further processing
3. **Formats / Annexure(S):** Nil
4. **Change History:**

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| **Revision No.** | **Effective Date** | **Details of Revision** | **Ref. CCF No.** |
| 00 | 01.01.2011 | New SOP is introduced | ---- |
| 01 | 01.06.2014 | Revised as per current SOP No system & more clear and clarity | ---- |
| 02 | 01.01.2017 | Procedure elaborated and SOP format changed. | PD-CRF-024/16 |
| 03 | 01.01.2018 | SOP format changed make to inline with SOP-QA-001-05. | CCF/GEN/  17035 |