1. **PURPOSE:**

To provide a procedure to avoid cross contamination.

1. **SCOPE:**

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

1. **RESPONSIBILITY:**

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

1. **Definitions:** Nil.
2. **PROCEDURE :**
   1. No Raw materials/intermediates shall be used without Approval from QC.
   2. Make sure the container, used for handling any material to shall be cleaned & dry.
   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.
   4. Before shifting containers to other area, each & every container / bags shall labelled.
   5. At production area, all materials shall be placed in a defined area.
   6. Status board or identification label shall be displayed at every raw material stocking area.
   7. **During Execution Of Batches at Production Area:**
      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.
      2. Do not use any used polyethylene covers for stocking of other intermediates.
      3. All intermediates shall be stocked in clean containers and they should be properly labeled.
      4. Before using any equipment for the process/operation, it should be cleaned as per cleaning procedure.
      5. If raw material is charging in a reactor, other side and opposite side reactor Man holes should be close for avoiding cross contamination.
      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.
      7. Both the ends of flexible hose pipes shall be closed with polythene covers.
      8. After usage of Recoveries/Spent solvent drums deface the labels and send to spent solvent disposal area.
3. **Formats / Annexure(S):** Nil
4. **Change History:**

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| **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 |