

SOP – “brings out the Best” in Workplaces Stand out as “Exceptional and Shining”

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(Formats, Findings and Views in this article are that of the Author)

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In a classroom each student experiences - the same school, same teachers, same books, same classmates; but only one student shines out as “topper”. Ever thought, why so.....

It is because the topper would see “everything different in the sameness”. That is called – “*Standing out and Shining*”. Believe me and believe in yourself. *You will be standing out exceptional and shining, only if you follow the same differently.* It is that simple.

Every day we do routine activities, some are simple and some are complex. But if we do these activities in a particular sequence then life becomes easier, systematic, less stressful, and more productive. Basically, doing actions in a particular manner and sequence is called “standard procedure”. When the same standard procedures are applied to work places, these evolve as “Standard (Safe) Operating Procedure” or “SOP”. It is therefore found those workplaces following SOPs are more approachable, pleasant, customer friendly and last but the most important – most profitable. Customers love such systematic workplaces.

When employees follow the SOP for a particular job, they produce a product or deliver a service that is *consistent and predictable*. When we enter in to the reception of the Marriot or for that matter any other good hotel, the lady behind the desk greets us with a smile and sweet voice - “*how can I help you sir*”. This is the SOP for the receptionist on the desk, and we feel good. Such is the importance of SOPs.

Technically defined, SOP is a set of step-by-step instructions compiled by an organization to help doers (workers, employees and managers, all inclusive) carry out routine operations. SOPs aim to achieve efficiency, quality output and uniformity of performance, while reducing miscommunication and failure to comply with industry regulations.

Keeping respect for your valuable time, the author here will deliberate one simple SOP to be followed in chemical laboratory.

Laboratory is a place where chemicals and equipments are kept for use. Chemicals are to be kept keeping their chemical characteristics and compatibility in views. Incompatible chemicals are not to be stored adjacent to each other. For example, Ammonium Nitrate and Sodium Nitrite should be kept in separate shelves. Now, a sample SOP for following the practice of storage of chemicals in a laboratory may be the one - like the following one:

**ABC Limited
XYZ Laboratory**

| | | | | | |
|--------------------|---|--|--------------------|---|-----------|
| Document No | : | ABC/XYZ/LAB OPRN (00) | Page 2 of 3 | | |
| Title | : | SOP for storage of laboratory chemicals | Revision | : | 00 |

INTRODUCTION:

SOP for the job stated in the title is as under:

RESPONSIBILITY:

Ensuring proper and safe storage of laboratory chemicals is the job of the HOD (Laboratory).

PRE-REQUISITE:

Every chemist and laboratory assistant is required to be familiar with the procedure and enforce it during the job.

STEPS TO BE FOLLOWED:

1. Do not accept any chemical without identification label affixed on its container.
2. General Instruction for storage of chemicals is as under:
 - a) Receive the chemical through HOD (QC).
 - b) Ensure that Safety Data Sheet is available for the chemical.
 - c) Go through the literature and find out its incompatibility with other chemicals.
 - d) Ensure its storage condition, such as, "to be kept away from sunlight" or "to be kept at 15 °C" or "to be kept under lock and key", and so on and so forth.
 - e) Identify the container as under :

| | | |
|------------------------|---|--|
| Name | : | |
| Quantity | : | |
| Received on date | : | |
| Received and stored by | : | |
 - f) Update the chemical compatibility display note in the laboratory.

DOCUMENTATION and RECORDS:

Update the Chemical Available Register, entitled "XYZ:Chemicals:R _".

| | Prepared by | Approved by |
|--------------------|-------------------------|--------------------------|
| Name | Dddddd | gggggg |
| Signature | | |
| Designation | HOD (Laboratory) | Organization Head |
| Date | 00.00.0000 | 00.00.0000 |

SOPs, those better are available, in a typical chemical or pharmaceutical or clinical laboratory:

- SOP to carry out Agitation, Dissolving and Stirring Operations
- SOP to carry out Filtration job
- SOP to carry out Cleaning of Glass-wares
- SOP to carry out Heating, Boiling and Cooling Operations
- SOP to carry out pH Determination
- SOP to carry out Specific gravity Determination
- SOP to carry out Weighing in Electronic Balance
- SOP to carry out Weighing in Triple Beam Balance
- SOP to carry out Determination on Loss of Drying
- SOP to carry out Determination of Water Content
- SOP to carry out Determination of Moisture Content
- SOP to carry out Stability Storage and Testing and Accelerated Ageing Studies
- SOP to carry out Extractables and Leachables
- SOP to carry out Method Development and Validation
- SOP to carry out QC (batch release) and Raw Materials Testing
- SOP to carry out Residual Solvent Testing
- SOP to carry out Water Analysis
- SOP to carry out Heavy Metals Testing
- SOP to carry out Sterility Testing
- SOP to carry out Antimicrobial Efficacy Testing (AET)
- SOP to carry out Microbial Limits Testing
- SOP to carry out Bioburden Determination
- SOP to carry out Endotoxin Testing
- SOP to carry out Environmental Monitoring and Identification

So, when such smaller activities, along with all other complex activities, are captured in the form of SOP, the organization gets and grows better than its counter parts that will not have proper SOPs in place.

Organizations and workplaces and laboratories [may contact us](#) for preparing SOPs for each and every activity carried out by them; and our members will help them to come out with outstanding results.

All the Best.....