

**Title:** **CLEANING AND HIGH-LEVEL DISINFECTING DAMAGED  
ENDOSCOPE EQUIPMENT TO SEND FOR REPAIR:  
OLYMPUS**

**Responsibility:** OR Nurses and Surgical Technicians

**Purpose of Guidelines:** To explain how to safely prepare and send damaged Olympus endoscopes and equipment to biomedical engineering for repair. Damaged endoscopes must be cleaned AND high-level disinfected or sterilized prior to shipment, and the process must be verified.

**Procedure:**

**ELECTRONIC EQUIPMENT**

Damaged Olympus endoscopic electronic equipment must be wiped completely with PDI Sani-cloth Plus Germicidal Wipes for a 5-minute contact time. \*\*\*\*THESE ARE IN A RED CONTAINER (not purple). \*\*\*

**RIGID ENDOSCOPES**

Reprocess damaged rigid endoscopes according to the product specific manual which includes the steps of cleaning, high-level disinfection and/or sterilization. Rigid endoscopes are reprocessed by the sterile processing department and manufacturers' IFUs are available for sterile processing staff to follow.

**FLEXIBLE ENDOSCOPES**

Damaged flexible endoscopes that are still watertight should be reprocessed according to the manufacturer's IFU.

***GUIDELINES FOR CLEANING FLEXIBLE ENDOSCOPES FAILING LEAK TEST***

1. Keep endoscope connected to leak tester to maintain pressurization and prevent fluid from entering.
2. Before removing the endoscope from water, identify and make note of the leak location.
3. With the leak tester connected, remove endoscope from water.
4. Turn off leak tester and wait 30 seconds for the endoscope to depressurize.

***A. Leaks in the Covering of Insertion Tube***

1. Detach leak tester and thoroughly dry the endoscope at the leak location using alcohol and a lint-free cloth. Apply water-proof tape over the leak location. Do not wrap tape so tightly as to cause damage.
2. Immerse endoscope in fresh enzymatic cleaning solution and continue with process.
3. Keep damaged endoscope apart from operational endoscopes to prevent reuse before repair.

### ***B. Leaks Detected in Other Areas***

1. Fill sink basin with enzymatic solution deep enough to immerse the endoscope.
2. Turn on leak tester.
3. Connect leak tester to the venting connector of the water-resistant cap.
4. Fully immerse the endoscope.
5. Perform manual cleaning according to the provided instruction sheet with each endoscope.
6. Minimize unnecessary flexion of the insertion tube.

### ***GUIDELINES FOR MANUAL HIGH-LEVEL DISINFECTION OF FLEXIBLE ENDOSCOPES FAILING LEAK TEST***

1. Fill a basin deep enough to fully immerse endoscope with Recert disinfectant solution according to the Recert manufacturer's IFU.
2. Turn on leak tester and connect to the venting connector of the water-resistant cap.
3. Immerse endoscope in Recert disinfectant solution for eight minutes according to manufacturer's IFU.
4. Perform manual high-level disinfection according to instruction sheet provided with the endoscope.
6. Minimize unnecessary flexion of the insertion tube.

For additional questions, call Olympus Technical Assistance Center at 1-800-848-9024 or contact your local Olympus rep.

Reviewed by: Tammy Helle, BSN, RN, Lead Nurse OR

Approved: 8/2017

Reviewed: 8/2020

Revised:

Reviewed by: Policy & Standard Committee, 8/2017, 8/2020