

# THE UNIVERSITY OF TOLEDO MEDICAL CENTER STERILE PROCESSING DEPARTMENT PROCEDURE

**SUBJECT: DECONTAMINATION**

**PROCEDURE NO: SP2-1**

## **PROCEDURE STATEMENT**

The Sterile Processing Department will receive and render all soiled / contaminated items safe for handling and to maintain an area separate from a clean area for the processing of these items.

## **PURPOSE OF PROCEDURE**

To properly clean and decontaminate instrument sets and medical devices and to prepare items for safe reuse and/or sterilization.

## **PROCEDURE**

1. The decontamination room is an area physically separated from other Sterile Processing areas for decontaminating supplies; instruments, power equipment and patient care equipment.
2. All items entering Decontamination for processing are considered contaminated.
3. Sterile Processing receives contaminated items by one of four methods:
  - a. Central Service pickup**
    1. Personnel from the Central Service department will pickup items for decontamination from each nursing unit dirty utility room at least once per shift. Pickups will occur at 10:30 AM, 3:30PM, and at 3:00 AM. Additional pickups may be required based on requests from nursing units.
    2. Pickup will begin on the sixth floor and proceed down, stopping at each nursing unit, Rehab, Hemodialysis and the Emergency Room. Use a cart designated for that purpose. Completely cover all picked up goods with drapes. Make additional trips as necessary, to complete the scheduled pickup. Proper attire for conducting pickup is:
      - a. Cover gown (over work uniform)
      - b. Gloves (vinyl)
    3. Sterile Processing personnel will scan all items into decontamination on SPM. At the end of each shift, this sheet will be sent through to the Sterile Processing Prep and Pack area. All soiled items are brought into the decontamination room through the rear door only.
  - b. Sterile Processing Pickup**
    1. The Sterile Processing Aide assigned to the decontamination room will pickup contaminated instruments from the Cath Lab, Monday through Friday at approximately 8PM. Cath Lab will place the dirty Instrument cart on the dirty elevator if possible.
    2. Protective gear will be worn.
  - c. Surgery Case Carts**
    1. Receive items from Surgery via the Dirty Surgery Elevator and from OPS. Most items will be on case carts.
    2. Case carts and other items will be removed from the elevator, brought into the decontamination room through the side access door and processed according to department procedures. Scan into SPM.

**d. Department/Clinic delivery**

1. A representative from a department, clinic or outside source may bring items to Decontamination through the rear hallway door.
2. A Sterile Processing Control sheet will be properly filled out by the delivery source. All items on the sheet will be carefully checked in by Sterile Processing Aide on duty and then signed for on the sheet. The Aide will ensure the requesting department has properly completed the control sheet before accepting the items in decontamination. A copy of the sheet will be provided to the delivery department (See Procedure 3364-139-7-02) if necessary, the Shift Supervisor will assist the Aide in the inventory of the decontaminated goods.
3. After processing the item(s) in Decontamination, the Aide will sign the control sheet verifying that indeed the item(s) have been properly processed and accounted for.
4. All items will be sorted and cleaned according to their specific requirements as specified in this manual.

Reviewed/Revised

1983, 1986, 1989, 1991, 1993, 1996

2002, 2005, 2007, 2010, 2013, 6/2014