

THE UNIVERSITY OF TOLEDO MEDICAL CENTER STERILE PROCESSING DEPARTMENT PROCEDURE

**SUBJECT: ASSEMBLY AND STERILIZATION OF
INSTRUMENT SETS**

PROCEDURE NO: SP3-2

PROCEDURE STATEMENT

Instrument sets whether they be individual instruments or complex sets will be set up in a specific manner as specified by the appropriate instrument tray count sheet and in accordance with the following standards: **AAMI ST79: 2010/A4:2013, AAMI ST58:2013, ANSI/AAMI/ISO 15882:2008(R)2013**

PURPOSE OF PROCEDURE

To establish uniformity in the setup of instrument sets and trays and to ensure sterility of the product.

PROCEDURE

Upon receipt of instruments and sets into the Prep and Pack area from Decontamination, the "Set for Prep & Pack" bar code will be scanned for that set. An instrument count sheet along with bar code ID labels will be printed from the computerized surgical instrument management system (SPM.) Instrument sets will be sterilized either by steam sterilization or Gas Plasma (STERRAD) sterilization according to manufacturer recommendations.

SETUP

- Instruments for a selected set will be gathered together, set out in an organized fashion onto the instrument setup table.
- Each instrument will be checked for cleanliness and function and dried. Soiled instruments will be sent back to Decontamination for re-cleaning. Missing or damaged instruments will be replaced if available.
- If a replacement is unavailable, the missing instrument will be logged into SPM. A missing instrument label will be printed out for placement on the instrument wrapper.
- As each instrument is placed, the amount will be written on the tray count sheet in pencil.
- When the count sheet is complete, it is folded (print side facing inward.) A chemical indicator is taped to the center of the sheet using steam sterilizer tape.
(For STERRAD sterilization, the count sheet is left out of the tray. It will be placed on the outside of the wrapped tray after sterilization.)
- A tray liner will be placed on the bottom of the tray, paper for steam sterilization and special foam for STERRAD sterilization.
- Instrument will be placed in the tray and arranged as to their sequence of use, right to left.
- Needle and stylets will be protected from damage by threading each through a piece of foam.
- A chemical indicator will be placed in the bottom of the tray. For multilevel trays, an indicator will be placed in the center of each level.
- The count sheet is placed on the top of the instruments in the tray with the chemical indicator facing up for steam sterilization.

WRAPPING

- A double wrapper of appropriate size will be set out to wrap the tray.
- For steam sterilization, a surgical towel will be placed on the wrapper where the tray will set along with foam padding strips along the right and left sides of the tray if necessary. (Heavier trays require the foam strips.)
- The tray is placed on the strips and towel and wrapped using an envelope pattern. (*For STERRAD sterilization towels and foam padding strips are left out.*)
- The tray is sealed with either steam or STERRAD sterilization tape.
- Bar code and missing instrument labels are placed on the wrapped tray in designated locations.
- Special instruction labels may also be placed on the wrappers as well.

The completed tray is ready for sterilization.

After sterilization and cooling, floor and clinic trays will be sealed in a plastic dust cover.

Some floor trays will have disposable supplies bagged and attached to the outside of the tray, underneath the dust cover.

There are additional setup variations for the many different instrument trays based on their specialty but the above procedure is standard for all.

Reviewed/Revised:

2010

1/2014