


Name of Policy: Sterilization Records for Sterile Processing			
Policy Number: 3364-139-1-01			
Approving Officer: Chief Nursing Officer, Chief Executive Officer			
Responsible Agent: Operations Manager, Sterile Processing			
Scope: The University of Toledo Medical Center Sterile Processing Department		Effective date: Original effective date: June 1, 1996	
Key words: Sterilization, Records, Sterile Processing, Sterilization Loads, Record Management System			
	New policy proposal		Minor/technical revision of existing policy
	Major revision of existing policy	X	Reaffirmation of existing policy

(A) Policy statement

A sterilization record will be created and maintained for all sterilization loads run in the Sterile Processing department.

Sterile Processing records will be maintained utilizing a computerized record management system.

(B) Purpose of policy

To ensure the proper operation of sterilizers and maintain a record of all sterilization cycles within the Sterile Processing department.

(C) Procedure

(1) The sterilization record will include the following:

A list of items sterilized, cycle parameters, a list of cycle verification tests run, whether the cycle met the sterilization parameters of the cycle, whether the cycle passed or failed all verification tests, the cycle operator and all persons reading, verifying, and logging the test data with a signature and date.

Sterilization Records for Sterile Processing, the O.R. and Dental Clinic

- (2) In the event of any sterilization cycle failure, parameters and/or tests, the results and follow up actions will be logged into the record.

<p>Approved by:</p> <p>_____</p> <p>Daniel Barbee Chief Executive Officer</p> <p>_____</p> <p>Date</p> <p>_____</p> <p>Kurt Kless Chief Nursing Officer</p> <p>_____</p> <p>Date</p> <p>_____</p> <p>Christopher Lehnert Operations Supervisor, Sterile Processing</p> <p>_____</p> <p>Date</p> <p><i>Review/Revision Completed by:</i> Operations Supervisor, Sterile Processing</p>	<p>Policies Superseded by this Policy:</p> <ul style="list-style-type: none"> • SP-1-05 and 3364-139-6-16 <p>Initial effective date: June 1, 1996</p> <p>Review/Revision Date:</p> <p>July 2002 July 2005 June 2008 August 2011 January 2014 March 1, 2017 February 20, 2020 August 15, 2023 6/2026</p> <p>Next review date:</p>
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