

## STERILE PROCESSING PROCEDURE GENERAL

### **Procedure SP1-8: Case cart missing items list**



#### **Policy Number Superseded:**

**Responsibility:** Operations Manager,  
Sterile Processing

**Effective Date:**  
December 2025

**Purpose of Procedure:** To ensure there is a design and method to match case cart supply to demand, maximize case cart accuracy, and prevent stock-outs.

**Initial Effective Date:**  
2023

#### **Procedure:**

Sterile processing will set up surgical case carts for scheduled, trauma and stat cases and acknowledge items that are missing.

- (A) For scheduled cases, case carts are to be assembled on the previous day.
- (B) ASC cases and first cases for the OR are to be pulled as soon as the pick tickets arrive in SPD department.
- (C) If a case cart is missing an item, the item is to be highlighted on the pick ticket and the information completed on the Case Cart Missing Items sheet.
- (D) The Case Cart Missing Items sheet is to be given to a distribution employee in surgical support for replenishment of items.

Approved by:  
*Christopher Lehnert*  
*Operations Supervisor, Sterile Processing*

Initial effective date:  
2023

Review/Revision Date:  
December 2025

*Review/Revision Completed by:*  
Operations Supervisor, Sterile Processing

Next review date:  
December 2028