

STERILE PROCESSING PROCEDURE DECONTAMINATION

Procedure SP2-1: Decontamination area



Policy Number Superseded:

Responsibility: Operations Manager,
Sterile Processing

Effective Date:
December 2025

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

Initial Effective Date:
1983

Procedure:

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

- (A) The decontamination room is an area physically separated from other sterile processing areas for decontaminating supplies, instruments, power equipment and patient care equipment.
- (B) Proper PPE is to be worn at all times during processing.
- (C) All items entering decontamination for processing are considered contaminated.
- (D) Sterile processing receives contaminated items by one of three methods.
 - (1) Central service pickup.
 - (a) Personnel from the central service department will pick-up items for decontamination from each nursing unit dirty utility room at least once per shift. Pick-ups will occur at approximately 10:30am, 6:00pm, and 2:00am. Additional pick-ups may be required based on requests from nursing units.

- (b) Pick-up 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 this purpose. Completely cover all picked up goods with drapes. Make additional trips as necessary to complete the scheduled pick-up. Proper attire for conducting pick-up is:
 - (i) Cover gown (over work uniform).
 - (ii) Gloves (vinyl).
- (2) Surgery case carts.
 - (a) Receive items from surgery via the dirty surgery elevator and from OPS. Most items will be on case carts.
 - (b) 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.
- (3) Department/clinic delivery.
 - (a) A representative from a department, clinic or outside source may bring items to decontamination through the rear hallway door.
 - (b) 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. Additional forms (form #13913) can be ordered from storefront ordering at [UT Copy Center | Login](#).
 - (c) After processing the item(s) in decontamination, the aide will sign the control sheet verifying that the item(s) have been properly processed and accounted for.
 - (d) All items will be sorted and cleaned according to their specific requirements as specified in IFU.

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Approved by:
Christopher Lehnert
Operations Supervisor, Sterile Processing

Initial effective date:
1983

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Operations Supervisor, Sterile Processing

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