**Procedure SP3-2**: **Assembly and sterilization of instrument sets**

**Policy Number Superseded**:

**Responsibility:**  Operations Manager, Sterile Processing

**Purpose of Procedure**:  To establish uniformity in the set up of instrument sets and trays and to ensure sterility of the product.

**Effective Date:**
December 2025

**Initial Effective Date**:
2010

**Procedure**:

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: 2017, AAMI ST58:2013, ANSI/AAMI/ISO 15882:2008(R)2013**

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.

(A)     Set up.

   (1)     Instruments for a selected set will be gathered together, and set out in an organized fashion onto the instrument setup table.

   (2)     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.

   (3)     If a replacement is unavailable, the missing instrument will be logged into SPM. The missing amount will be circled with pencil on the count sheet. A

missing instrument label will be printed out for placement on the instrument wrapper.

(4)     As each instrument is placed, the amount will be entered into SPM.

(5)     When the count sheet is complete, it is folded, print side facing inward and placed in a count sheet holder which is also folded and sealed. A chemical indicator is taped to the outside of the count sheet holder.

*(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.)*

(6)      A tray liner will be placed on the bottom of the tray, paper for steam sterilization and *special foam for STERRAD sterilization.*

(7)     Instrument will be placed in the tray and arranged as to their sequence of use, right to left.

(8)     Needle and stylets will be protected from damage by threading each though a piece of foam.

(9)     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.

(B)     Wrapping.

(1)     A double wrapper of appropriate size will be set out to wrap the tray.

(2)     For steam sterilization, foam padding strips will be placed along the right and left sides of the tray if necessary. (Heavier trays require the foam strips.)

(3)     The tray is placed on the strips and wrapped using an envelope pattern. *Foam strips are not used for STERRAD trays.*

(4)     The tray is sealed with either steam or STERRAD sterilization tape.

(5)     Bar code and missing instrument labels are placed on the wrapped tray in designated locations.

(6)     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 set up variations for the many different instrument trays based on their specialty, but the above procedure is standard for all.

Approved by:                                                      Initial effective date:
   *Christopher Lehnert*                                           2010
   *Operations Supervisor, Sterile Processing*


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