# Handling and Cleaning of Returned Instruments

## 1. PURPOSE

This procedure provides instructions on how to handle instrumentation returning to UOC that is known to be or suspected of being biologically hazardous material.

## 2. SCOPE

This document applies to all used instrumentation that is returned to UOC for any reason. The potential reasons for returned instruments include, but are not limited to: Quality returns, return of training instruments, and the return of any reusable instrumentation from a clinical case.

## 3. REFERENCES

None

## 4. NONE DEFINITIONS AND ACRONYMS

PPE: Personal Protective Equipment

## 5. RESPONSIBILITIES

5.1 Customer Service Responsible for maintaining, reviewing, approving and following this procedure.

5.2 Quality

- Responsible for oversight and control of this procedure.
- Responsible for reviewing, approving and following this procedure.

5.3 All Personnel performing this activity

- Responsible for understanding and complying with this procedure.

## 6. PROCEDURE

6.1 Upon receipt of used instrumentation or if the cleanliness status is unknown, immediately transport the boxes to the designated cleaning area. If it is not known if the instruments are clean or "dirty," inspector should assume them to be dirty.

6.1.1 Prior to opening the boxes, the inspector should don all PPE. This will consist of, at a minimum, gloves and eye protection.

6.1.2 Take measures to quarantine the area to prevent others from coming into the area while the instruments are being cleaned.

6.1.3 Have red bins ready to hold the instruments during inspection. These bins are designated for the handling of used instrumentation.

6.1.4 If there are any dirty single use instruments or implants, sterilize as instructed below and then discard unless an investigation is required. If an investigation is required-complete the cleaning process as described below, then bag the item, label it, and let the investigator know of its location.

6.2 Sterilization Procedure

6.2.1 Carefully open the instruments. Examine each instrument for signs of tissue or blood and transfer to a waiting red bin. Pay special attention to cannulated instruments such as dilators. Disassemble as much as possible in order to optimize the cleaning process.

6.2.2 Prepare a bath of room temperature chemical sterilant (such as Cidex) and follow the product instructions to sterilize the instruments.

6.2.3 Use brushes or other mechanical means of removing visible debris.

6.2.4 If there is any visible water marks, corrosion, or rust on stainless steel instruments, Surgistain may be used in accordance with the product instructions. Do not use Surgistain on chrome or silver plated instruments

6.2.5 After sterilization remove them from the sterilant bath, they may be cleaned in the instrument washer.

6.2.6 After washing, dry them with disposable or reusable towels and place devices into a clean dry bin (not red).

6.2.7 For all instruments: After sterilization, remove the instruments from the cleaning area and place them in their proper location (i.e. – cadaver bin, quarantine for investigation, etc.).

6.2.8 Clean the work surfaces area with Clorox cleaner or sanitizing wipes. This includes any surfaces that biohazard material may have been in contact with, such as the sink, countertops, bins, floor, walls, etc. Also clean all bins that were used.

6.2.9 All trash, including sterilized returned single use items, generated during inspection and cleaning must be deposited in the trash can in the cleaning station. The trash from this process will be isolated by placement in a closed designated trash can or by sealing in zip-top bags.

6.2.10 When the process is complete the Biohazard sign may be removed.

**END OF PROCEDURE.**