



Veterinary Health Center

A T K A N S A S S T A T E U N I V E R S I T Y

OFFICIAL PROTOCOL

CENTRAL PREPARATION AND STERILIZATION PROCEDURES

The Central Preparation area is a center for cleaning, sterilization and distribution of specialized medical instrumentation and supplies. To facilitate that function and in consideration of the limited number of staff assigned to this important service, it is incumbent on the students, house officers and faculty to adhere to this protocol.

I. General Guidelines

- A. Central Preparation is a closed area. Requests for assistance should be tendered at the countered windows. **Please do not enter the Central Preparation area unless invited to do so by the staff.** Please ring doorbell by the door for assistance.
- B. All items must be free of dirt, blood, tissue, hair or other contaminants prior to returning them to Central Preparation. Stall bedding must be removed from linens.
 - Clipper blades should be returned promptly in a clean and acceptable condition for sharpening.
 - Instruments must be cleaned or spray with enzymatic foam and returned promptly to Central Preparation. If not clean, they will be returned to you for cleaning.
 - When returning contaminated/dirty instruments to Central Preparation, please return to the back door, C107, and ring the doorbell. Please wait for assistance.
- C. If equipment is defective or broken, please notify the Central Preparation staff and the supervisor when the equipment is returned so corrective action may be taken.
- D. Spent sharps (e.g. scalpel blades, needles) **must be disposed of prior to returning surgical packs to Central Preparation.** PLEASE take care to remove and dispose of blades and needles. These objects present substantial risks to persons cleaning instruments.
- E. Shoe covers are **not** permitted to be worn in the central preparation department
- F. Students do not have access to central prep after hours

II. Sterile Packaging & Storage

- A. Items are considered to be sterile unless:
 - A manufacturer's Date of Expiration is noted on the package, and/or the packaging is compromised in some way
 - In house self-seal/ peel packs or wrapped packs are compromised or exceed sterilization date
 - (1) Peel packs/self-seal 3yrs of sterilization date
 - (2) Wrapped items 2 years of sterilization date
- B. Examples of when sterile packaging would be considered "compromised" are:
 - Evidence of moisture is noted on or within the package, this includes blood present on the package
 - Evidence of tampering or damage to sterile wrap or package, seal or tape
 - Any noted discoloration or deterioration of the packaging
 - Excessive handling or bending of packages indicated by numerous creases in paper
 - Dust being evident on packages
- C. Compromised or expired, items should be returned to central prep to be reprocessed
- D. Any questions to packaging and the need for re-sterilization should be directed to the central prep health care staff.
- E. Sterile items should be stored in clean, dry, well ventilated area without wide temperature fluctuations

III. Surgery Guidelines

- A. Point of care cleaning needs to be completed of surgical instruments and surgical laundry:
 - Instruments need to be cleaned with enzymatic wash or sprayed with ready to use enzymatic foam at point of use and returned promptly to CP. Instruments being returned after 5:00pm or on weekends need to be completely cleaned and placed on the counter inside C107.
 - Instruments and/or laundry should not be left in surgical areas overnight
 - Rinse linens to remove excess blood, urine, feces or other debris before returning them to central prep
- B. Do not leave instruments laying in wet pans or in water, they will rust. Flush suction hoses to clear as much debris as possible
- C. Packs should be returned on racks, or in the proper pan. Every instrument should be accounted for.
 - Please make sure that there are no instruments, blades or needles left in laundry cart before returning

- D. Scalpel blades **must** to be removed from the handle and disposed of, penetrating towel clamps and Gelpi retractors need to be closed and laying point down, if not on rack.
- E. Remove dull or damaged instruments from packs and replace with sharp or working instruments from surgery inventory. Return dull or damaged instruments to CP for sharpening or repair. Instruments should have appropriate tag (sharpen or repair) attached
- F. Do not leave instruments or linens in areas that are not designated for such items. The decontamination area of the Central Preparation department is the only place these items should be left. (Not the door knobs of various Central Preparation Department doors, laundry receptacles in locker rooms, and ESPECIALLY not in the area outside of Central Preparation that is designated for departments to pick up processed packs/instruments/linens) this area is on the east side of CP in the hallway.
- G. Always ring the doorbell when dropping off instruments, laundry or other supplies to be reprocessed

IV. **Biohazard/ Isolation**

There are yellow gowns available throughout the hospital and in isolation to be worn in assistance to reduce exposure to zoonotic or contagious agents. Recommendation is to don PPE prior to handling a potential infectious patient.

- A. Any contaminated items removed from isolation or a department must be:
 - Placed in Biohazard Bags
 - Secured with appropriate Biohazard Tie
 - **MUST** be labeled with suspected/known contaminant and place of origin
 - Biohazardous trash/medical waste must be bagged separately from surgical instruments
 - (1) Central supply needs to be contacted for collection
 - Surgical instruments are delivered to central prep for termination (please ring doorbell and communicate with a team member regarding the bags)
- B. **Bags must be zip tied shut at the point of origin.** Bags folded over and taped will not be accepted by the central prep department
 - **Biohazard bags cannot be filled over 2/3 full**
 - Bags and zip ties can be obtained from central prep
 - Items must be placed in biohazard bags according to materials, reprocess able and biomedical waste
- C. Reprocessed items- must be bagged by separate sub categories

- Stainless Steel instruments
 - Surgical linens, (pan covers, blue towels, pack wraps)
 - Towels
 - (1) Do not mix bedding or towels with surgical linens,
 - Do not stick bowls or buckets inside one another as the steam will permanently affix them together.
 - Bipolar cautery tips and cable
- D. Biohazardous Waste/Trash
- (1) Suction tubing,
 - (2) Suction tubing with metal needle adapter- metal adapter needs to be removed and sent through steam
 - (3) bulb syringes
 - (4) monopolar cautery
- E. Do not take surgery carts to isolation. If the situation warrants, a pack and individually wrapped instruments can be prepared to go to isolation. After use, all items should be cleaned, dried and placed in biohazard bags.
- F. All items used on non-human primates must be presumed potentially infectious and treated as biohazard.
- G. Contact Central Prep staff with questions concerning proper bagging procedures for isolation or contaminated items.
- H. Please communicate if patient is remaining in the hospital and biohazard items will be reoccurring on a regular basis.

V. Necropsy Guidelines

- A. Students or staff can never enter the Central Preparation department in coveralls/boots worn in necropsy
- B. Surgery packs cannot be taken to necropsy

VI. Scrubs/White/Lab Coats

- A. VHC supplies scrubs for faculty and staff and laundered in central prep. VHC does NOT provide students with white coats, scrubs or coveralls.
- B. In the event of an emergency, or if students' scrubs become soiled or deemed unfit by faculty/staff personnel, scrubs may be checked out from central prep and then returned the following day. This would include blood, urine, anal gland secretions, excessive hair, or ink, etc, that would deem unfit for public attire.
- C. In the event of contact with a zoonotic disease the scrubs should be:
 - Placed in biohazard bag at place of origin. (Generally, it is better to loosely roll the scrubs before placing in bag. Steam will permanently set all folds and creases)
 - Secured with appropriate closure and labeled appropriately

- Delivered to central prep for termination
- D. VHC supplies white coats to faculty and house officers and laundered in central prep
- E. In the event of an emergency or if students' white coat become soiled or deemed unfit by faculty/staff personnel, a white coat may be checked out from central prep and then returned the following day. This would include blood, urine, anal gland secretions, or ink, etc, that would deem unfit for public attire.
- F. In the event of contact with a zoonotic or contagious disease the scrubs/ white coat should be:
 - Placed in biohazard bag at place of origin. (Generally, it is better to loosely roll the coat before placing in bag. Steam will permanently set all folds and creases)
 - Secured with appropriate closure and labeled appropriately
 - Delivered to central prep for termination
 - Steam will permanently set all folds and creases

ISOLATION GUIDELINES

ANY contaminated items from Isolation or a department must be:

- ✓ Cleaned/rinsed/dried at point of care,
- ✓ Placed in Biohazard Bags,
- ✓ Secured with appropriate Biohazard Tie,
- ✓ Labeled with contaminant, then
- ✓ Instruments are taken to Central Preparation for termination.
- ✓ Trash/waste- Central Supply needs to be contacted for collection



Biohazard Bag Handling



Items should be placed in bags according to materials. Do not mix bedding, cloth, instruments, tubing, trash, etc.

Biohazard bags must be marked with contamination identification (type of contaminant) BEFORE returning to Central Preparation.

Do **Not** fill Biohazard Bags over 2/3rd full.

Biohazard Bags and Biohazard Zip Ties are stocked in Central Prep. Contact Central Prep Staff with questions concerning proper bagging procedures for isolation/contaminated items.

ALL BAGS MUST BE TIED AT THE POINT OF USE!