



# Veterinary Health Center

MANHATTAN, KANSAS

## 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 sprayed with Enzymatic Ready To Use 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 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. Expiration of items:

- A manufacturer's Date of Expiration is noted on the package, and/or the packaging is compromised in some way
  - Wrapped items are sterile for 2 years from the date of sterilization unless the wrap is compromised
  - Self-Sealed items are sterile for 1 year from the date of sterilization unless the package is compromised
- 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 (includes tears in the wrap) or package, seal or tape
  - Any noted discoloration or deterioration of the packaging
- C. Compromised or expired, by the manufacture, items should be returned to central prep to be determined if it can be repackaged and re-sterilized
- D. Sterile items should be stored in clean, dust free area, dry, well ventilated area without wide temperature fluctuations
- E. Any questions to packaging and the need for re-sterilization should be directed to the central prep health care staff.

### 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, remove any tissue or hair, and returned promptly to CP.  
**Instruments being returned after 5:30pm or on weekends need to be completely cleaned and placed on the counter inside C107.** (not the center island) Do not leave instruments laying in wet pans or in water, they will rust.
  - 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. Flush suction hoses and stomach tubes 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** 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. Remove suture needles.
- 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. Requirement is to don PPE prior to handling a potential or suspected 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
  - **ALL ITEMS MUST BE DRY**
  - Delivered to central prep for termination (please ring doorbell and communicate with a team member regarding the bags) Trash is handled through Central Supply, please contact 532-4173 for assistance.
- B. Items must be placed in biohazard bags according to materials
  - Steam Sterilization:
    - (1) Stainless Steel instruments
    - (2) Surgical linens, (pan covers, blue towels, pack wraps)
    - (3) Towels
    - (4) Do not stick bowls or buckets inside one another as the steam will permanently affix them together.
    - (5) Bipolar cautery tips and cable – please place then in separate bag

- Disposed of
  - (1) Suction tubing, (without metal needle adapter), bulb syringes, monopolar cautery should be disposed of in the trash
- Do not mix bedding, surgical linens, instruments, tubing, trash, etc.
- Central Supply, room G112 or 532-4173, needs to be contacted for disposal of biohazard trash
- **Biohazard bags cannot be filled over 2/3 full**
- C. **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
  - Bags and zip ties can be obtained from central prep
- D. 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. **Do Not clean instruments with Rescue or Invention**
- E. All items used on non-human primates must be presumed potentially infectious and treated as biohazard.
  - Instruments will need to be at point of use prior to being placed in biohazard bags
- F. In the event of contact with a zoonotic disease white coats/ 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.
- 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** routinely 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. Students wanting their white coats laundered, need to drop off their coat by 6:00pm on Tuesday or Thursday at Central Prep door C107. When dropping off your white coat, you may check out a coat. Student white coats will be hanging by 12:00pm on Wednesday or Friday outside of Central Prep. Please drop off the replacement coat that was checked out back to a Central Prep staff member.
- 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
  - If the coat is wrinkled after termination, it is the responsibility of the student to iron it.

## ISOLATION GUIDELINES

ANY contaminated items from Isolation or a department must be:

- ✓ Cleaned/rinsed/dry at point of care,
- ✓ Placed in Biohazard Bags,
- ✓ Secured with appropriate Biohazard Tie,
- ✓ Labeled with contaminant, then
- ✓ Taken to Central Preparation for termination.



### 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 2/3<sup>rd</sup> full.

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

Trash is handled through Central Supply please contact 532-4173 or Room G112 for collection

**ALL BAGS MUST BE TIED AT THE POINT OF USE!**