

## Processing Reusable Equipment

- Step One. **Pre-cleaning** (in treatment /consultation room)  
Wipe or Rinse (wash hands, wear heavy duty vinyl gloves)  
Process instruments immediately or soak until they can be processed (within 4 hours).  
Transport of used soiled instruments. (Used instruments can be transported to the processing area in a container dedicated to that purpose).
- Step Two. **Cleaning** (in the re-processing area)  
Personal protective equipment (heavy duty vinyl gloves, apron, eye wear)  
Manual cleaning (Dirty sink, tepid water, appropriate detergent)
- Step Three. **Rinsing and Drying**  
Rinse (Clean sink, hot water)  
Drain on a clean surface  
Dry (Low lint towel, optional use of disposable vinyl gloves for drying – assuming hand hygiene performed after removing PPE)  
Check (Cleanliness) Hand wash at end of procedure also
- Step Four. **Select Packaging**  
Class One Indicator in package (or load if unpacked articles).  
Seal and label packaging (date and load number)  
If required, contents description and signature of person responsible for packing.
- Step Five. **Loading the Steriliser correctly**  
Use of toast rack system to separate packages.  
Hollowware (kidney dishes, gallipots) loaded on their sides.
- Step Six. **Sterilising the Load**  
Check water level Class 6 indicator / Printer check  
Select cycle, start cycle, record details of load (**ensure load/cycle/run number on printer matches the load number in your logging sheet each load**)
- Step Seven. **Unloading the Steriliser**  
Safety, remove trays when cooled  
Check and pass/fail load  
Check bags for moisture and damage  
**Documentation of the Cycle**  
Record results of the cycle (action taken if the cycle failed)  
Check: Class One indicators, Printout / Class 6 indicators,  
Condition of packs, Signature.
- Step Eight. **Storage**  
Store correctly / Rotate stock