

Inter MDR Transportation of Instrumentation Guide

Shipping and Receiving of Pre-Cleaned Instrumentation

Shipping Facility: Transportation of Pre-Cleaned Instrumentation.

1. Manually clean all instrumentation obtained from OR and all in-house departments.
2. Using Inventory Transport Sheet, document all instrumentation to be sent for reprocessing.
3. Place pre-washed instrumentation into transport bags and seal with tape.
 - a. Do not overload each bag.
 - b. OR instrumentation remains separate from departmental instrumentation.
4. Place closed bags into biohazard transport bins.
5. Weight each bin and mark weight on the exterior of the transport bin.
 - a. Bins will remain less than 22lbs, when possible.
6. Place Inventory Transport Sheet into a plastic envelope and place in a biohazard transport bin.
7. Secure biohazard transport bin lid with zip ties.
8. Place filled biohazard transport bins and empty clean bins onto MDR dedicated transport cart.
9. Fill out regional shipping request form and secure to the exterior of a bin.
10. Leave MDR dedicated transport cart at designated pick-up zone for next scheduled courier.

Receiving Facility: Receiving of Pre-Cleaned Instrumentation.

1. Obtain MDR dedicated transport cart from designated drop-off zone and transport to MDR.
2. Off-load biohazard transport bins into MDR Decontamination Room and proceed with reprocessing procedure.
3. Off-load clean transport bins outside MDR Assembly and Packaging Room.
4. Using a lint-free cloth and Oxivir, wipe the inside and outside of the transport bins and lids.

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Shipping and Receiving of Sterile Instrumentation

Shipping Facility: Transportation of Sterile Instrumentation

1. Using Inventory Transport Sheet, obtain instrumentation on the list in preparation for packaging for transport
2. Place sterile instrumentation in Sterility Maintenance Cover and seal using self-seal strip
 - a. Do not overload each bag
 - b. Do not mix different departments instruments in the same Sterility Maintenance Cover
3. Place sealed bags into clean transport bins
4. Weight each bin and mark the weight on the exterior of the transport bin
 - a. Bins will remain less than 22lbs, when possible
5. Place Inventory Transport Sheet into a plastic envelope and place in clean transport bins
6. Secure clean transport bin lid with zip ties
7. Place filled clean transport bins and reprocessed empty biohazard transport bins onto MDR dedicated transport cart
8. Fill out regional shipping request form and secure to the exterior of a bin
9. Transport MDR dedicated transport cart to designated pick-up zone for next scheduled courier

Receiving Facility: Receiving of Sterile Instrumentation

1. At designated drop-off zone, unload sterile transport bins onto cleaned supply cart
2. Distribute sterile instrumentation to appropriate locations
3. Transport clean bins to MDR dedicated transport cart in the designated pick-up zone
4. Using lint-free cloth and Oxivir, wipe the inside and outside of the transport bins and lids