POLICY:	**Transportation of Clean and Sterile Supplies**
Program Area:	**Medical Device Reprocessing**
Section:	**General**
Reference Number:	**CLI.5510.PL.002**
Approved by:	**Regional Lead - Acute Care and Chief Nursing Officer**
Date:	Issued 2019/May/08 Revised 2024/Sept/23

PURPOSE:

- To provide direction to all facilities and programs for transportation of devices that meets current best practice in Medical Device Reprocessing (MDR) and Infection Prevention and Control (IPC), and current standards for transportation of medical devices as outlined by Canadian Standards Association (CSA) and Accreditation Canada (AC).
- The complexity of medical devices and the processes required to reprocess them has led to increased centralization of MDR into a limited number of facilities with Southern Health-Santé Sud, with a resulting increase in the need to transport devices between sites for reprocessing.

BOARD POLICY REFERENCE:

Executive Limitation (EL-02) Treatment of Clients
Executive Limitation (EL-07) Asset Protection and Risk Management

POLICY:

All Southern Health-Santé Sud facilities or programs transport clean and sterile supplies in a manner that protects the items from microbial contamination or damage in accordance with the CSA Z314:23 and AC.

DEFINITIONS:

Clean - refers to an item that is free from soil but has not been disinfected or sterilized.

Contaminated - refers to any medical devices or equipment that have, or have potentially been, in contact with soil or viable micro-organisms. Includes items which have been cleaned to remove visible soil but have not been disinfected or sterilized.

Decontamination - is a cleaning process, followed by the inactivation of pathogenic microorganisms to render an object safe for handling.

Disinfectant - a chemical agent that kills most disease-producing microorganisms, but not necessarily resistant bacterial spores. Disinfectants are used on inanimate objects, including medical devices.

Disinfection - a process that kills or destroys nearly all disease-producing microorganisms, except bacterial spores; disinfectants are used on inanimate objects; antiseptics are used only on living tissue. Disinfection usually involves chemicals, heat or ultraviolet light. Levels of chemical disinfection vary with the type of product used.

Medical Device - any instrument, apparatus, appliance, material, or other article, whether used alone or in combination with software necessary for its application, intended by the manufacturer to be used for human beings

Reprocessing - the process of rendering a potentially contaminated medical device safe and effective for use on a patient. This includes cleaning, disinfecting, packaging, and sterilizing the medical device as required, and can include sharpening, repairing, re-lubricating, and recalibrating, CSA Z314:23.

Sterile Device - a device that is free from viable micro-organisms.

Transportation - the movement of medical devices and equipment between an off-site facility and a health care facility where reprocessing occurs, including between health care facilities.

PROCEDURE:

1. Processes for preparing used medical devices for transport by the sending site including cleaning to remove all visible soil, occur in accordance with manufacturer's instructions, and are selected in consideration of the anticipated time until reprocessing.
   - For specific steps in the process of decontamination of reusable items prior to transfer to a facility with a MDR refer to CLI.5510.PL.002.FORM.01 Reprocessing Transportation Inventory List, and/or CLI.5510.PL.002.FORM.02 MDR Interdepartmental Instrument Tracking, and/or CLI.5510.PL.002.SG.01 Inter MDR Transportation of Instrumentation Guide.
2. The facility MDR Department receiving clean supplies will:
   - 2.1 Identify that supplies received have been cleaned.
   - 2.2 Disinfect/Sterilize supplies according to appropriate Southern Health-Santé Sud policies.
   - 2.3 Package sterile devices for transport ensuring packages are not crushed or damaged by overcrowding.
   - 2.4 Verify the Transportation Inventory List and place inside the container outside of the plastic bag.
3. The container(s) used for transport consist of a rigid plastic, durable container with a snap lock lid with secure tie on either side. Size and weight do not exceed 9.97kg (22lb) limit.
4. Transport containers are disinfected using a hospital approved disinfectant prior to use including:
   - 4.1 Each time clean supplies are placed in the container for transport, and
   - 4.2 Each time sterile supplies are placed in the container for transport.
5. Medical devices are covered during transportation to protect from moisture and dust and placed in containers adequate to protect them from contamination, damage, and tampering.
   - 5.1 The clear plastic bag used for transport of sterile supplies must be NEW (never been used). The clear plastic bag used to cover the sterile supplies may be reused to cover the clean/contaminated non-sterile supplies provided it is not visibly soiled.
   - 5.2 Place the supplies in a clear plastic bag and close securely.
   - 5.3 Place the secured plastic bag into a designated transport container.
6. Due to the risk of cross-contamination, clean supplies and sterile supplies are not transported within the same container or stored together. The designated transport container is clearly labelled to indicate:
   - 6.1 "Clean Supplies" (along with a large red BioHazard label on the lid) or "Sterile Supplies".
   - 6.2 Facility/site name where the clean items originated, i.e. MacGregor Health Centre.

6.3 Destination of supplies.

7. The appropriate MDR is notified of supplies to be delivered to them and the return date by which the sterile supplies are required.
8. The Southern Health-Santé Sud Courier transporting the clean and sterile supplies:
   - 8.1 Pick up transport containers containing clean or sterile supplies.
   - 8.2 Ensure the transport container lid is snapped on securely and has secure ties to prevent entry into the container.
   - 8.3 Ensure the container is labelled appropriately.
   - 8.4 Ensure transport container remains upright at all times and handle with extreme care.
   - 8.5 In the event of spilling sterile contents of the transport container, notify the receiving department.
   - 8.6 Deliver the supplies to the intended facility or program.
   - 8.7 Ensure environmental conditions are controlled inside the vehicle to a temperature of 15-30°C and a relative humidity of 30-60%.
   - 8.8 Ensure the inside of the transporting vehicle is cleaned at regular intervals, i.e. weekly and as required. This includes vacuuming and wiping all surfaces.
   - 8.9 Document weekly cleaning and maintain records as per Policy Document weekly cleaning and maintain records as per ORG.1410.PL.202.FORM.01 Record of Destruction Log Non Client.
   - 8.10 Personnel handling contaminated or sterile medical devices, including off-site transport personnel, are trained and have documented competencies in the following as applicable:
     - 8.10.1 Infection Prevention and Control,
     - 8.10.2 Handling of sterile medical devices,
     - 8.10.3 Distribution and transportation,
     - 8.10.4 Record-keeping, and
     - 8.10.5 Quality assurance.
   - 8.11 The receiving facility verifies that transportation conditions have met point 8.2. Instances where standards have not been met are documented on an ORG.1810.PL.001.FORM.01 Safety Event Report, with remedial reprocessing completed as necessary.

EQUIPMENT/SUPPLIES:

- Transport container of a size and weight that does not exceed a 9.97kg (22lb) limit, made of durable plastic and a snap lock lid
- Labels for top of transport containers including BioHazard, status of instruments, and address of Health Care Facility
- Clear plastic bag with twist tie or mechanism for closure (i.e. heat sealer)
- Transportation Inventory List
- Two secure ties – one tie with a tracking number

SUPPORTING DOCUMENTS:

CLI.5510.PL.002.FORM.01	Reprocessing Transportation Inventory List
CLI.5510.PL.002.FORM 02	MDR Interdepartmental Instrument Tracking
CLI.5510.PL.002.SD.01	Inter MDR Transportation of Instrumentation Guide
ORG.1810.PL.001.FORM.01	Safety Event Report
ORG.1410.PL.202.FORM.01	Record of Destruction Log Non Client

REFERENCES:

Canadian Standards Association. Z314:23– *Warehousing, storage, and transportation of clean and sterile medical devices. 11.3*