

SAMPLE REPROCESSING DOCUMENTATION AND TRACKING

Logging each autoclave load and tracking the instruments used would allow you to confirm that the instruments used on a client were properly sterilized. The intention is not to track a specific instrument through its lifetime, but instead to be able to retrospectively provide documentation that shows the instruments passed their biological indicator, chemical indicator and physical indicator. There is no one specific way that this must be documented, as details will vary according to how you use and package instruments at your practice. Here are some examples.

AUTOCLAVE LOG (SAMPLE)

LOAD #: 2016-1		CONTENTS	STERILIZATION CYCLE	CHEMICAL INDICATOR	WAS BI USED FOR THIS LOAD?		AFTER INCUBATION	SAFE TO RELEASE
Date: Jan 2, 16	Ali's needle driver A	Ali's kocher A	Duration: 5 min	Internal:	Yes No (Also incubate a control BI if this is the first BI of the day)		BI (if applicable):	INSTRUMENTS?
Time load began: 0930 Loaded by: AM ✓ Daily maintenance log checked	Ali's snap A	Ali's kocher B	Temperature: 132°C	▼ALL PASS			Growth NO GROWTH	YES No
	Ali's scissors A	Ali's cord scissors A	Temperature. 1920	External:	Lot#	Expiry	Control BI (if applicable):	Initials: AM Date: Jan 4, 2016
	Ali's tissue forceps A		Pressure: 27.1 psi	✓ ALL PASS	54321	2016/11	GROWTH No Growth	Time: 1200
LOAD #: 2016-2		CONTENTS	STERILIZATION CYCLE	CHEMICAL INDICATOR	WAS BI USED F	OR THIS LOAD?	AFTER INCUBATION	SAFE TO RELEASE
LOAD #: 2016-2 Date: Jan 4, 16	Jan's kocher A	CONTENTS	STERILIZATION CYCLE Duration: 5 min				AFTER INCUBATION BI (if applicable):	INSTRUMENTS?
Date: Jan 4, 16 Time load began: 1200	Jan's kocher A Jan's kocher B	CONTENTS	Duration: 5 min	CHEMICAL INDICATOR Internal: ALL PASS Any Fail	✓Yes (Also incubate	☐ No a control BI if		
Date: Jan 4, 16		CONTENTS		Internal:	✓Yes (Also incubate	□No	BI (if applicable):	INSTRUMENTS?

PACKAGE LABEL (SAMPLE)

Note the load number, date and package contents on the pouch or wrap label.

2016-1 Ali's cord scissors A Ali's kocher A	Jan, 2/2016
2016-2 Clinic speculum A	Jan, 4/2016
2016-1 Ali's needle driver A Ali's scissors A	Jan, 2/2016

CHARTING (SAMPLE)

Using the same details on the package label, chart what instruments were used in addition to typical documention of assessments, findings, discussions and plans.

09:37

TIME	NARRATIVE NOTES
22:10	Sterile spec exam for ?PROM with 2016-2 Clinic Speculum A
	1
TIME	NARRATIVE NOTES

TIME	NARRATIVE NOTES
13:32	Cord clamped and cut (2016-1 cord scissors and kocher A; &
	disposable clamp)

Sutured with 2016-1 Ali's needle driver and scissors A



AUTOCLAVE LOG

LOAD #:	CONTENTS	STERILIZATION CYCLE	CHEMICAL INDICATOR	WAS BI USED FOR THIS LOAD?		AFTER INCUBATION	SAFE TO RELEASE INSTRUMENTS?
Date: Time load began: Loaded by: Daily maintenance log checked		Duration: Temperature: Pressure:	Internal: ALL PASS Any Fail External:	Yes [(Also incubate a this is the first B	control BI if	BI (if applicable): Growth NO GROWTH Control BI (if applicable): GROWTH No Growth	YES No Initials: Date:
log checked		Tressure.	ALL PASS Any Fail				Time:
LOAD #:	CONTENTS	STERILIZATION CYCLE	CHEMICAL INDICATOR	WAS BI USED FOR THIS LOAD?		AFTER INCUBATION	SAFE TO RELEASE
Date:		Duration:	Internal:	☐ Yes [□No	BI (if applicable):	INSTRUMENTS?
Time load began: Loaded by:		- Temperature:	ALL PASS Any Fail	(Also incubate a this is the first B		Growth NO GROWTH	
Daily maintenance log checked		Pressure:	External: ALL PASS Any Fail	Lot#	Expiry	Control BI (if applicable):	Initials: Date: Time:
LOAD #:	CONTENTS	STERILIZATION CYCLE	CHEMICAL INDICATOR	WAS BI USED FO	R THIS LOAD?	AFTER INCUBATION	SAFE TO RELEASE
Date: Time load began: Loaded by: Daily maintenance log checked		Duration: Temperature: Pressure:	Internal: ALL PASS Any Fail External: ALL PASS Any Fail	Yes [(Also incubate a this is the first B	control BI if	BI (if applicable): Growth NO GROWTH Control BI (if applicable): GROWTH No Growth	INSTRUMENTS? Yes No Initials: Date: Time:
LOAD #:	CONTENTS	STERILIZATION CYCLE	CHEMICAL INDICATOR	WAS BI USED FO	R THIS LOAD?	AFTER INCUBATION	SAFE TO RELEASE
Date: Time load began: Loaded by: Daily maintenance log checked		Duration: Temperature: Pressure:	Internal: ALL PASS Any Fail External: ALL PASS Any Fail	☐ Yes [(Also incubate a this is the first B Lot#	No control BI if	BI (if applicable): Growth NO GROWTH Control BI (if applicable): GROWTH No Growth	INSTRUMENTS? Yes No Initials: Date: Time:
LOAD #:	CONTENTS	STERILIZATION CYCLE	CHEMICAL INDICATOR	WAS BI USED FO	R THIS LOAD?	AFTER INCUBATION	SAFE TO RELEASE
Date: Time load began: Loaded by: Daily maintenance		Duration: Temperature:	Internal: ALL PASS Any Fail External:	Yes [(Also incubate a this is the first B	control BI if	BI (if applicable): Growth NO GROWTH Control BI (if applicable):	INSTRUMENTS? Yes No Initials:
log checked		Pressure:	ALL PASS Any Fail	LOU#	<i>L</i> лрпу	GROWTH No Growth	Date: Time:



AUTOCLAVE LOG

LOAD #:	CONTENTS	STERILIZATION CYCLE	CHEMICAL INDICATOR	WAS BI USED FOR THIS LOAD?		AFTER INCUBATION	SAFE TO RELEASE INSTRUMENTS?
Date: Time load began: Loaded by: Daily maintenance log checked		Duration:	Internal:	Yes No (Also incubate a control BI if		BI (if applicable): ☐ Growth ☐ NO GROWTH	YES No
		Temperature:	ALL PASS Any Fail	this is the first BI of the day)	_	Initials:	
		Pressure:	External: ALL PASS Any Fail	Lot#	Expiry	Control BI (if applicable): GROWTH No Growth	Date: Time:
		1		<u> </u>			
LOAD #:	CONTENTS	STERILIZATION CYCLE	CHEMICAL INDICATOR	1	OR THIS LOAD?	AFTER INCUBATION	SAFE TO RELEASE INSTRUMENTS?
Date: Time load began:		Duration:	Internal:	☐ Yes	☐ No a control BI if	BI (if applicable): Growth NO GROWTH	Yes No
Loaded by:		Temperature:	ALL PASS Any Fail		BI of the day)		Initials:
Daily maintenance log checked		Pressure:	External: ALL PASS Any Fail	Lot#	Expiry	Control BI (if applicable): GROWTH No Growth	Date: Time:
LOAD #:	CONTENTS	STERILIZATION CYCLE	CHEMICAL INDICATOR	WAS BI USED FOR THIS LOAD?		AFTER INCUBATION	SAFE TO RELEASE
Date:		Duration:	Internal:	☐Yes ☐No		BI (if applicable):	INSTRUMENTS?
Time load began: Loaded by: Daily maintenance log checked		- Temperature:	ALL PASS Any Fail	(Also incubate this is the first	a control BI if BI of the day)	Growth NO GROWTH	☐ Yes ☐ No
		Pressure:	External:	Lot#	Expiry	Control BI (if applicable): GROWTH No Growth	Initials: Date:
log checked		Flessule.	ALL PASS Any Fail				Time:
LOAD #:	CONTENTS	STERILIZATION CYCLE	CHEMICAL INDICATOR	WAS BI USED FOR THIS LOAD?		AFTER INCUBATION	SAFE TO RELEASE
Date: Time load began: Loaded by: Daily maintenance log checked		Duration:	Internal:	Yes No (Also incubate a control BI if this is the first BI of the day) Lot# Expiry		BI (if applicable):	INSTRUMENTS?
		Temperature:	ALL PASS Any Fail			Growth NO GROWTH	Yes No
			External:			Control BI (if applicable):	Initials: Date:
		Pressure:	ALL PASS Any Fail		. ,	GROWTH No Growth	Time:
LOAD #:	CONTENTS	STERILIZATION CYCLE	CHEMICAL INDICATOR	WAS BI USED F	OR THIS LOAD?	AFTER INCUBATION	SAFE TO RELEASE
Date: Time load began: Loaded by: Daily maintenance log checked		Duration:	Internal:	Yes		BI (if applicable):	INSTRUMENTS?
		Temperature:	ALL PASS Any Fail	(Also incubate a control BI if this is the first BI of the day)		Growth NO GROWTH	Yes No
			External:	Lot# Expiry		Control BI (if applicable):	Initials: Date:
		Pressure:	ALL PASS Any Fail			GROWTH No Growth	Time: