LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER -
SHREVEPORT

HANDLING SOILED SUPPLIES &
SUPPLIES EXPIRATION

Purpose:

To assure that all soiled supplies from patient care areas are handled in a
manner consistent with proper infection control practices so that
opportunities for cross contamination are reduced.

Definition:

Soiled supplies are items that have been used on patients.

Policy:

1. HANDLING SOILED SUPPLIES BY HEALTH CARE WORKERS

   A. Health care workers must wear gloves when handling soiled
      supplies. All soiled items are considered contaminated.

   B. Employees are not to rinse soiled items before returning them to
      CMS since this can lead to environmental contamination.

   C. Disposable items are used only once and then discarded in the
      appropriate trash container.

   D. Disposable items are not opened until actually needed in order to
      avoid unnecessary waste.

   E. Disposable sharps such as needles and scalpel blades are
      removed and discarded in the sharps container before sending the
      tray and/or supplies back to CMS. Failure to remove sharps is a
      serious threat to healthcare workers and will result in a variance
      report.

   F. Soiled reusable items, excluding moisture sensitive items, i.e.,
      electrical items, etc., that are returned to Central Medical Supply
      (CMS) must be placed in a plastic bag with a moist 3 x 3 or a paper
      towel, sealed with a twist-tie closure, and returned by unit
      personnel to the CMS decontamination room.
2. CMS PICK UP ROUNDS

   A. Each department works with CMS supervisors and staff to assure appropriate time for sending soiled supplies to CMS and for picking up items.

   B. All soiled supplies are returned to the decontamination door in CMS. These must be checked in by a CMS staff member and initialed. A copy of the transaction will be given to the unit for later retrieval of the item. Unused supplies returned for patient credit are cleared with the shift supervisor before they are returned. Instructions for handling are given at that time.

3. EQUIPMENT RETURN

   A. Discontinued use of Equipment – Health care workers must return items no longer needed by patient care to CMS as quickly as possible.

   B. Large used items are covered with large plastic bags and returned to the CMS equipment room. The equipment tag remains attached to the item in order for CMS to discontinue the patient charge associated with its use.

   C. Disposable pieces or pads are discarded before returning the equipment to CMS.

   D. In-use equipment that malfunctions or breaks is returned to CMS with a note attached stating the source of the trouble. A replacement is issued, and the equipment tag is stamped with the same patient name.

4. LINEN

   Linen from CMS trays, sets, and single items are placed in the unit laundry hamper.

5. DEFECTIVE STERILE SUPPLIES

   A. **Non-sterile** – An item is considered non-sterile when:

      1. The package has been opened or broken.
      2. The sterile indicator tape has not changed appropriately.
      3. The internal indicator has not changed appropriately.
      4. The integrity of plastic or wrappers is damaged.
B. **Out-of-Date Supplies**

1. These items are not to be used but returned to CMS. A variance report should be generated to document this occurrence.

2. It is the responsibility of the health care worker to check for expiration dates on all supplies.

6. **DISINFECTION AND STERILIZATION**

Routine disinfection and sterilization procedures occurring on the unit must be approved by the Infection Control Committee.

7. **PROCESSING LISTS**

A. Information on new items is submitted to CMS to determine manufacturer recommendations for cleaning and disinfection or sterilization. If no information is available, the manufacturer is notified before any item is processed.

B. The requested sterilization system is entered on the sterilization requisition when unit-owned items are submitted for sterilization. That is, the unit states of preferences for steam, ethylene oxide, or hydrogen peroxide sterilization any special packaging instructions.

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Administrator

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Date

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