

# Individual Operating Procedure (IOP)

## Manual cleaning and disinfection of transmission instruments (TI)



WHERE	WHAT	WHEN	HOW	BY MEANS OF
<b>Workplace/ Dental unit</b>	Flushing of the used transmission instruments	After end of treatment	Wear protective gloves + surgical face mask + protective glasses! (PPE) <ul style="list-style-type: none"> <li>➤ TI with abrasive instruments at the instrument tube</li> <li>➤ Into the spittoon bowl</li> <li>➤ Flush at least for 20 seconds</li> </ul>	<ul style="list-style-type: none"> <li>• PPE (Personal Protective Equipment)</li> <li>• Procedural water from the dental unit</li> <li>• Timer</li> </ul>
	Completely remove heavy soiling from the transmission instrument	After 20 seconds flushing	<ul style="list-style-type: none"> <li>➤ Wipe with a suitable pre-soaked, non protein fixing cleaning wipe</li> <li>➤ Remove the abrasive instrument</li> <li>➤ Remove the abrasive instrument (burrs) from the collet chuck using tweezers to protect against injury</li> </ul>	<ul style="list-style-type: none"> <li>• PlastiSept eco Wipes, ALPRO MEDICAL GMBH</li> <li>• MinutenWipes, ALPRO MEDICAL GMBH</li> <li>• Gripping tweezers</li> </ul>
	Contamination-protected transport from the dental unit to the processing area (unclean)	After external pre-cleaning!		<ul style="list-style-type: none"> <li>• Container with lid e.g. closed tray or suitable disinfection tray with lid</li> </ul>

WHERE	WHAT	WHEN	HOW	BY MEANS OF
Processing room/ Unclean area	Hygienic hand disinfectant	After transport	<ul style="list-style-type: none"> <li>➤ AlproSept-HDE-dispenser according to manufacturer's instructions</li> </ul>	<ul style="list-style-type: none"> <li>• AlproSept-HDE, ALPRO MEDICAL GMBH</li> </ul>
	Pre-treatment	Immediately after hygienic hand disinfectant	<p>Wear protective gloves + waterproof apron + protective glasses! (PPE)</p> <ul style="list-style-type: none"> <li>➤ Lather the TI generously with IC-100 in a suitable tray</li> <li>➤ 1 minute – contact time</li> <li>➤ TI under cold, running drinking water for at least 10 seconds with a suitable plastic brush to remove visible contamination/soiling</li> </ul>	<ul style="list-style-type: none"> <li>• PPE (Personal Protective Equipment)</li> <li>• Gripping tweezers</li> <li>• IC-100*, ALPRO MEDICAL GMBH</li> <li>• Water + suitable, processable plastic brush</li> </ul>
	External cleaning	After pre-treatment	<p>Wear protective gloves + waterproof apron + protective glasses! (PPE)</p> <ul style="list-style-type: none"> <li>➤ TI wipe outside with suitable soaked, non-protein fixing cleaning wipes</li> <li>➤ Control</li> </ul>	<ul style="list-style-type: none"> <li>• PPE (Personal Protective Equipment)</li> <li>• E. g. CleanWipes, PlastiSept eco Wipes, AlproVir-Wipes or MaxiWipes <i>reel</i>, ALPRO MEDICAL GMBH</li> <li>• If necessary, magnifying glasses</li> </ul>

WHERE	WHAT	WHEN	HOW	BY MEANS OF
Processing room/ Unclean area	Internal cleaning	After external cleaning	<p>Wear protective gloves + waterproof apron + protective glasses! (PPE)</p> <ul style="list-style-type: none"> <li>➤ Rinse TI with cleaning solution (WL-clean) via suitable adapter for 3 x 2 seconds under running drinking water, place TI into an absorbent, lint-free, non-soaked wipe, e. g. ALPRO MaxiWipes <i>reel</i> or Tork wipe, Premium Special (according to Association for Applied Hygiene)</li> <li>➤ 1 minute – contact time</li> </ul> <p>Please note: Solution must emerge visibly without residue. Please note: At first use extension of the contact time to 10 minutes, see instruction for use.</p>	<ul style="list-style-type: none"> <li>• PPE (Personal Protective Equipment)</li> <li>• WL-clean*, ALPRO MEDICAL GMBH</li> <li>• Suitable ALPRO-Adapter</li> <li>• Drinking water</li> <li>• Timer</li> </ul> <p>Please note: Do not point at persons or open flames!</p>
	Drying and removal of residues of cleaning agents*	After internal cleaning	<p>Wear protective gloves + waterproof apron + protective glasses! (PPE)</p> <ul style="list-style-type: none"> <li>➤ Blow suitable compressed air via suitable adapter through the TI into an absorbent, lint-free, non-soaked wipe</li> <li>➤ Dry until no visible residues are blown out anymore</li> <li>➤ Duration: at least 2 x 3 seconds</li> <li>➤ Control</li> </ul>	<ul style="list-style-type: none"> <li>• PPE (Personal Protective Equipment)</li> <li>• WL-dry, ALPRO MEDICAL GMBH</li> <li>• WL-Blow, ALPRO MEDICAL GMBH</li> <li>• Suitable ALPRO-Adapter</li> <li>• MaxiWipes <i>reel</i> -L <i>reel</i>, ALPRO MEDICAL GMBH</li> <li>• Timer</li> </ul> <p>Please note: Do not point at persons or open flames!</p>
	*Attention: keep the spray can upright during the application			

WHERE	WHAT	WHEN	HOW	BY MEANS OF
Processing room/ Unclean area	Internal disinfection	After internal cleaning	<p>Wear protective gloves + waterproof apron + protective glasses! (PPE)</p> <ul style="list-style-type: none"> <li>➤ Rinse/spray TI with disinfection solution via suitable adapter for 2 x 3 seconds into an absorbent, lint-free, non-soaked wipe, e. g. ALPRO MaxiWipes <i>reel</i> or Tork wipe, Premium Special (according to Association for Applied Hygiene)</li> <li>➤ 5 minutes – contact time</li> </ul> <p>Please note: Solution must emerge visibly without residue. Please note: At first use extension of the contact time to 10 minutes, see instruction for use.</p>	<ul style="list-style-type: none"> <li>• PPE (Personal Protective Equipment)</li> <li>• WL-cid* solution (<b>virucidal</b>), ALPRO MEDICAL GMBH</li> <li>• Suitable ALPRO-Adapter</li> <li>• MaxiWipes <i>reel</i> -L <i>reel</i>, ALPRO MEDICAL GMBH</li> <li>• Timer</li> </ul> <p>Please note: Do not point at persons or open flames!</p>
	*Attention: keep the spray can upright during the application			
	External disinfection	After internal disinfection	<p>Wear protective gloves + waterproof apron + protective glasses! (PPE)</p> <ul style="list-style-type: none"> <li>➤ Wet the outside of the entire TI with a suitable pre-soaked disinfectant wipe and wipe off **</li> <li>➤ 5 minutes – contact time</li> </ul>	<ul style="list-style-type: none"> <li>• PPE (Personal Protective Equipment)</li> <li>• MinutenWipes, ALPRO MEDICAL GMBH</li> <li>• Timer</li> </ul>
			<ul style="list-style-type: none"> <li>➤ Spray the entire TI generously with WL-cid and place TI on a suitable tray</li> <li>➤ 5 minutes – contact time</li> </ul>	<ul style="list-style-type: none"> <li>• WL-cid solution (<b>virucidal</b>), ALPRO MEDICAL GMBH</li> <li>• E. g. ALPRO MaxiWipes <i>reel</i> or Tork wipe, Premium Special (according to Association for Applied Hygiene)</li> <li>• Timer</li> </ul>

WHERE	WHAT	WHEN	HOW	BY MEANS OF
Processing room/ Unclean area	Drying and removal of residues of disinfecting agents*	After external disinfection	Wear protective gloves + waterproof apron + protective glasses! (PPE) <ul style="list-style-type: none"> <li>➤ Blow suitable compressed air via suitable adapter through the TI into an absorbent, lint-free, non-soaked wipe, e. g. ALPRO MaxiWipes <i>reel</i> or Tork wipe (Premium Special according to Association for Applied Hygiene)</li> <li>➤ Dry until no visible residues are blown out anymore</li> <li>➤ Duration: at least 2 x 3 seconds</li> </ul>	<ul style="list-style-type: none"> <li>• PPE (Personal Protective Equipment)</li> <li>• WL-dry, ALPRO MEDICAL GMBH</li> <li>• WL-Blow, ALPRO MEDICAL GMBH</li> <li>• Suitable ALPRO-Adapter</li> <li>• MaxiWipes <i>reel</i>/ -L <i>reel</i>, ALPRO MEDICAL GMBH</li> <li>• Timer</li> </ul> <p>Please note: Red not point at persons or open flames!</p>
	Control	After external disinfection	Wear protective gloves + waterproof apron + protective glasses! (PPE) <ul style="list-style-type: none"> <li>➤ Visual inspection</li> </ul>	<ul style="list-style-type: none"> <li>• PPE (Personal Protective Equipment)</li> <li>• If necessary, magnifying glasses</li> </ul>
	Maintenance	After control	<ul style="list-style-type: none"> <li>➤ Maintenance as according to the manufacturer's instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Suitable maintenance products and maintenance adapter</li> </ul> <p>Please Note: No ALPRO-WL-Adapter</p>
<p>*For the officially required performance verification of cleaning processes by the authorities or ALPRO (ProCheck), a residual protein determination shall be carried out cyclically (OPA or BCA method).</p> <p>**Note:</p> <p>The virucidal external disinfection can be carried out with a suitable wipe soaked with WL-cid solution, e.g. AlproVir-Wipes, ALPRO MaxiWipes reel*** or Tork wipe***, Premium Special (according to Association for Applied Hygiene).</p> <p>***Note: soaked with WL-cid solution.</p>				

WHERE	WHAT	WHEN	HOW	BY MEAN OF
Processing room/ Clean area	<b>Classification (semi critical &amp; critical)</b>	After maintenance	Change protective gloves & protective clothing before working in the "Clean area" ➤ According to individual risk classification	<ul style="list-style-type: none"> <li>According to risk classification</li> </ul>
	Approval	After risk classification	➤ Release by authorized person	<ul style="list-style-type: none"> <li>Batch control book or network connection through documentation software</li> </ul>
	Use/Storage of the TI	After classification	<b>Suitable storage depends on classification</b>	
	<b>Use of the TI – Classification critical B</b>			
	<b>CRITICAL B</b> Packing	Prior to steam sterilization	➤ According to manufacturer's instruction	<ul style="list-style-type: none"> <li>Suitable seal pouches</li> <li>Suitable sealing unit</li> </ul>
	<b>CRITICAL B</b> Steam sterilization	After packing	➤ Loading of the steam sterilizer according to manufacturer's instructions (Helix test)	<ul style="list-style-type: none"> <li>Suitable steam sterilizer (Class B)</li> </ul>

WHERE	WHAT	WHEN	HOW	BY MEANS OF
Processing room/ Clean area	<b>CRITICAL B</b> Control and approval	After steam sterilization	<ul style="list-style-type: none"> <li>➤ Control the moisture and the intactness of the packaging</li> <li>➤ Control Helix test</li> <li>➤ Process parameter</li> <li>➤ Thermal indicator</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Visual inspection</b></li> <li>• <b>Unit inspection</b></li> </ul>
	<b>CRITICAL B</b> Documentation	After control and approval	<ul style="list-style-type: none"> <li>➤ Documentation by certifying person</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Batch control book, network connection or documentation software</b> (paper or digital)</li> </ul>
	<b>CRITICAL B</b> Storage	After documentation	<ul style="list-style-type: none"> <li>➤ Dustproof and UV resistant</li> <li>➤ Storage in cupboard or drawer</li> </ul>	
<p>*For the officially required performance verification of cleaning processes by the authorities or ALPRO (ProCheck), a residual protein determination shall be carried out cyclically (OPA or BCA method).</p> <p>**Note:</p> <p>The virucidal external disinfection can be carried out with a suitable wipe soaked with WL-cid solution, e.g. AlproVir-Wipes, ALPRO MaxiWipes reel*** or Tork wipe***, Premium Special (according to Association for Applied Hygiene).</p> <p>***Note: soaked with WL-cid solution.</p>				

Wo	WAS	WANN	WIE	WOMIT
Processing room/ Clean area	Processing of ALPRO-Adapter	Per working day	<ol style="list-style-type: none"> <li>1. Cleaning in immersion bath or ultrasonic device*</li> <li>2. Intermediate flushing</li> <li>3. Disinfection in immersion bath or ultrasonic device*</li> <li>4. Flushing</li> <li>5. Drying</li> </ol> <p>Alternatively: Processing in the washer disinfectant</p> <p>If necessary, sterilization according to risk assessment</p>	<p>AlproZyme, ALPRO MEDICAL GMBH according to SOP to manufacturer's instruction</p> <p>Drinking water</p> <p>BIB forte eco, ALPRO MEDICAL GMBH according to SOP to manufacturer's instruction</p> <p>Drinking water</p> <p>WL-dry/WL-Blow, ALPRO MEDICAL GMBH</p>
Processing room	<b>Cleaning</b> of the WL-Blow-Pistol	After use	<p>➤ Wipe thoroughly with a cleaning wipe</p>	CleanWipes, ALPRO MEDICAL GMBH



WHERE	WHAT	WHEN	HOW	BY MEANS OF
Processing room	Disinfection of the WL-Blow-Pistol	After cleaning	<p>➤ Wipe thoroughly with a soaked disinfection wipe</p> <p>To virucidal disinfection:</p> <p>➤ Rinsing the „WL-cid solution“ around the entire surface of the WL-Blow, take effect of 5 minutes and dry</p>	<ul style="list-style-type: none"> <li>• MinutenWipes, ALPRO MEDICAL GmbH</li> </ul> <p>Alternative to virucidal disinfection:</p> <ul style="list-style-type: none"> <li>• AlproVir-Wipes, ALPRO MEDICAL GmbH</li> <li>• WL-cid, ALPRO MEDICAL GmbH</li> <li>• WL-dry, ALPRO MEDICAL GmbH</li> <li>• MaxiWipes <i>reel</i>, ALPRO MEDICAL GmbH</li> </ul>
*air bubbles have to be avoided by upright positioning				

**Instruction by:**

\_\_\_\_\_  
Date/Signature (Practice operator)

**Taken note of:**

\_\_\_\_\_  
Date/Signature (Staff)

**Created by:**

\_\_\_\_\_  
Date/Signature (Practice operator)

**Updated on:**

\_\_\_\_\_  
Date/Signature (Staff)

