

# Standard Operating Procedure (SOP)

## Manual cleaning and disinfection of general instruments in cleaning and disinfection bath



Instruments and accessories for general, preventive, restorative, orthodontic (non-invasive) treatments as well as surgical, periodontal or endodontic (invasive) treatments.

WHAT	WHEN	HOW	BY MEANS OF
Cleaning and disinfection of the disinfection tray for instruments	Prior to preparation of a new solution for instruments	<p>Wear protective gloves, an apron impermeable to water + protective glasses!</p> <ul style="list-style-type: none"> <li>➤ empty the tray</li> <li>➤ rinse the tray with water</li> <li>➤ if necessary clean with a suitable brush</li> <li>➤ wipe out the tray completely with a disinfection wipe</li> </ul>	<p>- plastic brush (sterilizable)</p> <p>- <b>MinutenWipes, PlastiSept-Wipes eco</b></p> <p>- <b>MaxiWipes soaked with MinutenSpray-classic or PlastiSept eco</b></p>
<p>Preparation of cleaning solution for instruments</p> <p>labelling of the tray: product name, indication of the volume of the tray in litres, date of preparation, concentration</p>	Per workday	<p>Wear protective gloves, an apron impermeable to water + protective glasses!</p> <p>The cleaning solution for instruments is prepared at a concentration of 0.5 % from the granulate with warm water.</p>	<p>- suitable tray</p> <p>- warm tap water</p> <p>- <b>AlproZyme</b> (mix 1 sachet with 2 Ltr. warm water)</p>
<p>Preparation of disinfection solution for instruments</p> <p>labelling of the tray: product name, indication of the volume of the tray in litres, date of preparation, concentration</p>	<p>Per workday</p> <ul style="list-style-type: none"> <li>➤ e. g. 1 x per week, if manufacturer confirms by expertises (<b>BIB forte eco</b>)</li> <li>➤ at visible contamination (e. g. clouding, coagulation, streaking)</li> </ul>	<p>The disinfection solution for instruments is made of the concentrate with water at a 0.5 – 2 % concentration *</p> <p><b><u>Fill in water first, then concentrate!</u></b></p> <ul style="list-style-type: none"> <li>➤ use cold water (max. 20°C)</li> <li>➤ add the measured quantity of disinfection solution</li> <li>➤ cover the tray</li> <li>➤ mark the tray with the date of preparation of the solution (for durability of more than 1 day)</li> </ul>	<p>- disinfectant for instruments and burrs BIB forte eco (see below)</p>
* BIB forte eco 0,5% $\triangleq$ 5 ml / 995 ml cold tap water (60 min.)		BIB forte eco 2% $\triangleq$ 20 ml / 980 ml cold tap water (30 min.)	

WHAT	WHEN	HOW	BY MEANS OF
Preparation	Immediately after each treatment	Wear protective gloves, an apron impermeable to water + protective glasses!  Contamination-protected transport to the sterilization area.	- suitable disinfection tray - tray with lid
Pre-cleaning  Cleaning	After each treatment	Wear protective gloves, an apron impermeable to water + protective glasses!  <ul style="list-style-type: none"> <li>➤ if necessary remove gross soilings</li> <li>➤ ultrasonic device (see note)</li> <li>➤ deposit instruments bubble-free (respect max. contact time)</li> <li>➤ foaming / complete wetting of the instruments</li> </ul> <p>Note: Prior to disinfection rinse with suitable water</p>	- plastic brush (sterilizable)  - <b>AlproZyme</b>  - <b>IC-100</b>
Disinfection	After the cleaning	Wear protective gloves, an apron impermeable to water + protective glasses!  <ul style="list-style-type: none"> <li>➤ bubble-free deposit</li> <li>➤ instruments have to be covered completely with solution</li> <li>➤ contact time x min. * ultrasonic device (see note)</li> </ul>	- suitable disinfection tray  - tap water  - disinfectant for instruments and burrs <b>BIB forte eco</b> (see below)
* BIB forte eco 0,5% $\triangleq$ 5 ml / 995 ml cold tap water (60 min.)		BIB forte eco 2% $\triangleq$ 20 ml / 980 ml cold tap water (30 min.)	

WHAT	WHEN	HOW	BY MEANS OF
Rinsing off the disinfectant	After the disinfection	Wear protective gloves, an apron impermeable to water + protective glasses! <ul style="list-style-type: none"> <li>➤ rinse with suitable water</li> <li>➤ if necessary clean again</li> </ul>	<ul style="list-style-type: none"> <li>- suitable water (deionized water)</li> <li>- plastic brush (sterilizable)</li> </ul>
Check	After rinsing off the disinfectant	Wear protective gloves, an apron impermeable to water + protective glasses! <ul style="list-style-type: none"> <li>➤ check the cleanliness and function</li> <li>➤ in case of insufficiencies restart with step „pre-cleaning“</li> </ul>	
Drying	After the check	Wear protective gloves, an apron impermeable to water + protective glasses! <ul style="list-style-type: none"> <li>➤ drying with compressed air or lint-free disposable cloths</li> </ul>	<ul style="list-style-type: none"> <li>- compressed air WL-Blow or</li> <li>- lint-free disposable cloths</li> </ul>
Maintenance	Prior to the steam sterilization	Wear protective gloves! <ul style="list-style-type: none"> <li>➤ according to manufacturer's instructions</li> </ul>	According to manufacturer's instructions
Classification	Prior to the steam sterilization	Wear protective gloves! <ul style="list-style-type: none"> <li>➤ according to risk classification table               <ul style="list-style-type: none"> <li>○ semi-critical unpacked</li> <li>○ critical packed</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- suitable sterilization pouch</li> <li>- suitable pouch sealer</li> </ul>

WHAT	WHEN	HOW	BY MEANS OF
Labelling	Prior to the steam sterilization	<ul style="list-style-type: none"> <li>➤ lot number</li> <li>➤ expiry date / date of sterilization</li> <li>➤ name or personnel number</li> </ul>	- sticker
Steam sterilization	After the processing	<ul style="list-style-type: none"> <li>➤ loading of the steam sterilizer according to manufacturer's instructions (possibly Helixtest)</li> </ul>	- suitable steam sterilizer
Control and approval	After the steam sterilization	<ul style="list-style-type: none"> <li>➤ check on humidity and intactness of the wrapping</li> <li>➤ check of Helixtest</li> <li>➤ process parameters</li> <li>➤ thermal indicator</li> </ul> <p><b>Please note:</b> hygienic hand disinfection and protective gloves are essential!!</p>	<p>- <b>AlproSept-HD</b> (30 sec.)</p> <p>- suitable perforation-resistant gloves</p>

**Note:** The cleaning and disinfection can also be performed with suitable products in an ultrasonic device. (BIB forte eco 4 % - 5 min). Afterwards continue as specified in the table above. (Cleaning: AlproZyme, 1 sachet 2 ltr. – 5 - 15 min)

**Instruction by:**

Practice operator \_\_\_\_\_

**taken note of:**

Staff \_\_\_\_\_