



**Instructions for Use**  
**Preparation of Medical Devices to be Shipped to Green OR Rev 6-23-2020**

**Used Medical Devices**

To achieve the best results for reprocessing medical devices, used devices, should undergo precleaning at the user facility to include removal of blood, tissue, body fluids or other visible contamination. In addition, precleaning should include disinfection of the devices, and devices should be dried prior to shipment in the containers provided by Green OR.

**Open / Unused Devices**

Devices which have been open, but have not been used, should be packaged in a plastic bag along with the device's original packaging and then placed on top of the used devices in the containers provided by Green OR. In order to create a protective barrier between the used devices and the open / unused devices, place a clean disposable gown or other packaging material on top of the used devices and then place the bag containing the open / unused devices on top before closing the container. Open/ Unused Devices can be placed in the same plastic bag containing Expired/Unused Devices, described below.

**Expired / Unused Devices**

Expired / unused devices, which have not been opened, should be packaged in a plastic bag and then placed on top of the used devices in the containers provided by Green OR. In order to create a protective barrier between the used devices and the open / unused devices, place a clean disposable gown or other packaging material on top of the used devices and then place the bag containing the expired devices on top before closing the container. Expired/Unused Devices can be placed in the same plastic bag containing Open/Unused Devices.

**Pulse Oximeters, Sequential Compression Devices, SCDs & Tourniquets**

Used Pulse Oximeters, SCDs and Tourniquets do not require precleaning. Simply collect these devices in the collection bags provided by Green OR and return them in the shipping cartons provided to your facility.

**Warnings and Precautions:**

- a) Careful handling of all medical devices is necessary to avoid damage or breakage.
- b) All medical devices which come in contact with surgical fluid and/or blood should be treated as "potentially infectious materials" after use. Wear appropriate personal protective equipment when handling any potentially infectious material.
- c) All employees who are exposed to "potentially infectious materials" must be offered immunization against hepatitis B by their healthcare facility.
- d) Do not submerge electrical connectors on devices into cleaning solutions or water baths.
- e) The distal tips of electrosurgical devices, such as ablation wands and Coblators, can be submerged in cleaning solution and water; however, the rest of the device should be wiped down with an appropriate cleaning rag.
- f) When using enzymatic cleaners and/or disinfectant solutions, always follow the manufacturer's recommended guidelines for dilution quantities, soak times, temperatures and duration of exposure to such cleaners and disinfectants.

- g) Do not use chlorine bleach or saline to pre-clean used devices as such could damage the device.
- h) Do not soak devices in cleaning baths above 100° F (38° C) as high temperatures above this range could damage the device. When soaking devices in a CaviCide bath, do not soak devices above 75°F.
- i) Extended contact with enzymatic solution and/or disinfectant solutions could cause damage to the device. As such rinse all devices with water prior to drying.
- j) Do not use wire brushes or abrasive pads to pre-clean devices.
- k) Do not wash used devices in an ultrasonic cleaner.
- l) Do not use glutaraldehyde-based products to disinfect devices.
- m) Do not use heat to dry devices.
- n) Do not send Green OR, any drapes, gowns, surgical implants, syringes, batteries, battery powered devices, or devices containing pressure cartridges.
- o) All devices should be visibly clean prior to disinfection.

**Preparation of Devices**

**Used Devices**

**Step 1: Remove Visible Contamination**

- a) Devices which can be disassembled, such as trocars, arthroscopic shavers, abraders & burrs, should be disassembled prior to precleaning.
- b) Using a non-abrasive brush, clean all devices in warm water. An appropriate mild detergent can also be used.
- c) Using a syringe containing warm water or an appropriate mild detergent, flush lumens, crevices and tubing.

**Step 2: Disinfect and Rinse**

- a) Using a mild alcohol-based disinfectant, such as CaviCide, soak devices for 10 minutes in a bath not to exceed 75°F.
- b) Rinse devices with water prior to drying.

**Step 3: Dry Devices**

- a) Devices can be dried using a clean dry cloth or towel or they can be set aside to air dry.
- b) Once devices have been dried, place them in the collection containers provided by Green OR.

**Step 4: Ship to Green OR**

**Used Medical Devices, Open/Unused Medical Devices & Expired Medical Devices:**

- a) To protect the integrity of small, delicate devices, you can package such devices in other containers, such as specimen or denture cups, prior to placing them in the larger collection bin provided by Green OR.
- b) To prevent damage of devices during shipping, pack the top of the collection bin with packaging material, such as bubble wrap, prior to closing the container lid.
- c) Close the lid of the collection container until you hear it snap in place and then lock the lid with the two zip ties provided by Green OR which are taped to the underside of the top lid.
- d) Note that collection containers are provided with shipping labels affixed to the container. When you are ready to ship the collection container, simply alert Green OR and we will arrange to have the container picked up by FedEx.