

Control Sheet Template for Cleaning and Disinfection of Flexible Endoscopes Manually*

Date: _____

Instrument code number or identifier: _____

Endoscope processed (time): _____

I.D. Number of soaking container if more than one container is used for disinfection: _____

Comments: _____

Signature of person reprocessing scope: _____

- Ensure water-resistant cap is on
- Perform leak test
- Wash exterior of scope
- Brush valves and piston
- Brush all channels
- Suction biopsy port with cleaning adapter
- Aspirate enzymatic solution through biopsy channel
- Connect appropriate adaptors for instrument
- Inject enzymatic product in all channels
- Soak in enzymatic solution for a minimum of ____ minutes (see enzymatic instructions)
- Rinse scope and flush all channels with fresh tap water
- Dry exterior of scope and flush remaining water from channels
- Completely immerse scope, valves and cleaning brushes in HLD
- Inject HLD into all channels of the scope using appropriate clean channel adaptors
- Ensure all channels are filled with HLD and no air pockets remain
- Ensure temperature of room is not less than _____ degrees (see HLD instructions)
- Set timer for _____ (see HLD instructions)
- When disinfection time is complete, purge all channels with air to remove HLD
- Rinse scope and flush channels with three separate rinses of clean tap water (with sterile or submicron filtered water)
- Dry channels with compressed medical grade air @ ____ psi. (check manufacturer pressure limit)
- Flush all channels with 70% isopropyl alcohol
- Repeat dry channels with air
- Hang/lay scope with all valves and water-resistant cap removed

* Adapted from CSA Z314.8-08. Decontamination of reusable medical devices.