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**Owner:** *Roshelle Satterthwait: Dir  
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**Applicability:** *WA - Kadlec Regional Medical  
 Center*

## Sterilization Logs and Biological Indicator Records, 32.14.03

**Document Type:** Policy

### **PURPOSE:**

Establish the requirements for keeping an accurate recording of Steam and Vaporized Hydrogen Peroxide sterilization, as well as biological indicators (BI).

### **POLICY:**

Paper logs are kept in the department for six months and electronic records are kept indefinitely. All logs are checked monthly for compliance and recorded. The Sterile Processing staff is responsible for all sterilization and biological records in the Operating Room and Sterile Processing Department.

### **Load Logs:**

1. Load log books, for all forms of sterilization, are kept at the sterilization desk within SPD. (with the exception of IUSS Logs)
  1. Log books are only necessary in the case that the records can not be stored within the tracking system.
2. Logs will include the following:
  - a. Load date
  - b. Machine number
  - c. Load number
  - d. Item description
  - e. Number of items
  - f. Read-out tape from sterilizer
3. All items put in sterilizer will be accounted for on the log book and or scanned into the tracking system.
4. The read-out tape from each sterilizer will be scanned into the tracking system or taped in the log book next to its corresponding load.

5. Paper logs will be kept in the department for the period of six months. After six months, logs will be stored in the hospital designated storage area.

**Biological indicator Logs:**

1. Biological indicator logs, with the records of Steam and Vaporized Hydrogen Peroxide BI results, are kept in the tracking system or written manually inside the load log book.

**Biological indicator Logs:**

1. Logs will include the following:
  - a. Load date
  - b. Machine number
  - c. Load number
  - d. Date and time BI was placed in incubator
  - e. Operator Initials
  - f. BI results
  - g. Date and time BI results were read

For further information, reference the Standard Work and Competencies for SPD

## Attachments

No Attachments

## Approval Signatures

Approver	Date
Kirk Harper: CNO	01/2020
Heather Shipman: Executive Assistant	01/2020
Roshelle Satterthwait: Dir Perioperative Svcs	12/2019

## Applicability

WA - Kadlec Regional Medical Center