

SOP Template: Instrument Collection, Decontamination, and Waste Disposal Procedures

This SOP details the procedures for **instrument collection, decontamination, and waste disposal**, ensuring the safe and effective handling of medical or laboratory instruments. It covers proper collection techniques, thorough cleaning and sterilization processes to prevent contamination, and the correct disposal methods for hazardous and non-hazardous waste. Adhering to these procedures is essential for maintaining hygiene, preventing infection, and complying with regulatory standards.

1. Purpose

To provide clear procedures for the collection, cleaning, decontamination, sterilization, and disposal of medical or laboratory instruments and associated waste.

2. Scope

This SOP applies to all staff involved in the use, handling, and processing of reusable instruments and the management of waste in [Facility/Laboratory Name].

3. Responsibilities

- All staff** – Follow SOP for collection, decontamination, and proper waste disposal.
- Supervisors/Managers** – Ensure staff compliance and provide necessary training.
- Waste Management Personnel** – Perform regular waste collection and disposal according to regulations.

4. Instrument Collection

- Wear appropriate personal protective equipment (PPE) before handling used instruments.
- Collect instruments as soon as possible after use to prevent drying of contaminants.
- Place used instruments in designated, labeled, leak-proof containers with lids.
- Avoid overfilling containers and handle with care to prevent injuries and spillage.

5. Decontamination & Cleaning

- Transport collected instruments to the decontamination area in closed containers.
- Don appropriate PPE: gloves, gowns, masks, and eye protection.
- Manually or mechanically clean instruments with approved detergents/enzymatic cleansers.
- Thoroughly rinse and inspect for visible debris. Repeat cleaning if necessary.
- Disinfect and/or sterilize as per instrument manufacturer's instructions and facility protocol (autoclave, chemical disinfection, etc.).
- Document decontamination and sterilization cycles where applicable.

6. Waste Disposal

Waste Category	Examples	Disposal Method
Sharps	Needles, blades, glass slides	Dispose in puncture-resistant, labeled sharps containers; do not overfill.
Biohazardous waste	Blood-soaked materials, cultures	Place in approved red biohazard bags; autoclave or incinerate as per regulations.

Non-hazardous/general waste	Paper towels, wrappers	Place in regular trash containers; follow facility recycling protocols where applicable.
Chemical waste	Solvents, fixatives	Segregate in labeled containers; arrange for collection by approved chemical waste handler.

7. Documentation

- Maintain records of instrument processing and waste disposal as per facility policy.
- Report incidents, non-compliance, or exposure events to supervisors immediately.

8. Safety and Compliance

- Always use designated PPE and adhere to facility hygiene protocols.
- Follow local, state, and federal regulations for medical waste disposal.
- **Do not recap or bend sharp instruments. Report all injuries immediately.**

9. References

- [Insert relevant regulatory standards, e.g., OSHA, CDC, WHO]
- [Facility-specific infection control policy]