

# Preparation of Processed Endoscopes for Storage in a Sterile Bag or Pouch

## 1. Purpose

This procedure details the process for preparing high level disinfected endoscopes for packing into sterile bags or pouches.

## 2. Responsibilities

This activity is carried out by competent staff, trained in the inspection and handling of endoscopes, the use of the sterile bag or pouch packing systems, and associated drying cabinet where applicable.

Management should ensure that the endoscope manufacturer's instructions and this procedure are available and followed. Management should ensure that staff are trained on this procedure. Management take any required action when there is a non-conformance confirmed (PRO 179-200).

All staff shall adhere to Standard infection control precautions listed in **National Infection Prevention and Control Manual (NIPCM)** Health Protection Scotland [www.nipcm.hps.scot.nhs.uk/](http://www.nipcm.hps.scot.nhs.uk/)

## 3. Procedure

For processed endoscopes requiring to be packed in a sterile bag or other pouch storage system:

- dry and purge the endoscope as required;
- if required place the endoscope in a validated drying cabinet until it is dry;
- track the endoscope into and out of the drying cabinet if used;
- take the endoscope to the dedicated packaging area;
- track the endoscope into the packaging system;
- place the endoscope in the pouch or bag or packing system ensuring cross contamination is minimised.

Operate packing system according to the manufacturer's instructions:

- check any labels produced to ensure it includes the following and is legible:
  - “clean/decontaminated”;
  - expiry date and time;
  - any specific handling and storage requirements;

- track the endoscope out of the EDU and transport to the customer's storage area in a clean transport tray/container appropriate for the journey (refer to SOP PRO 179-110).