THE CENTRAL STERILIZATION UNIT
OPERATING PROCEDURES AND GENERAL INFORMATION

The Central Sterilization Unit is committed to continuous quality improvement while supporting the UNC Adam School of Dentistry by providing timely and efficient sterilization services. In order to better serve the Dental School community the following procedures are being posted:

Central Sterilization Unit Hours of Operation:

- 7:30am – 7:00 pm Monday through Friday.

Ordering Guidelines for Stock Items:

Orders may be placed via the on-line order form. The order form may be accessed from the UNC Adams School of Dentistry’s web page or by entering the following address in the address bar: http://www.dentistry.unc.edu/units/service/clinicalaffairs/orderform.cfm. Orders placed before 4:00pm will be filled and ready for pick-up the following day.

Sterile Materials Pick-Up Schedule:

Sterile Items are placed on departmental transport carts and staged for pick-up in the Issue area in the basement of the Tarrson Hall building room #B0007.

- Graduate Clinics: 9:00 am Pick-Up
- Undergraduate Student Clinics: Are handled by the Material Management Division.
- Dental Faculty Practice: 6:45 pm cart delivery (1 location) each evening for the next day’s clinical production needs. Previous PM day’s peel pouches sent from DFP, will be sterilized and delivered back in the early AM of the next business day.

Return Soiled Materials:

- All soiled items will be brought to the Central Sterilization Unit receiving area in the basement of Tarrson Hall room #B0016 at the end of each clinical period and should be brought to Central Sterilization Unit no later than 5:30pm each business day.
- All instruments should be placed in the proper order safely in the instrument holders within the cassettes. After removing all trash, blades, and anesthetic, securely latch while ensuring no instruments are sticking out of the cassette.
- Divisions and Units must accurately scan the cassettes to the correct providers and patient charts.
- **Graduate Clinics:** Will place soiled cassettes on the carts in the receiving area. The transport cart will then be wiped with disinfectant and transported to the clean pick-up area for filling.

- **Undergraduate Student Clinics:** Are handled by the Material Management of Clinical Operations Division.

- **Dental Faculty Practice:** Are handled by the Central Sterilization Unit of Clinical Operations Division.

**Pre-Packaged STEAM Items:**

Items to be autoclaved must be cleaned, packaged, and clearly marked with the Unit name as well as steam tape. After the items are sterilized, they are placed on the Unit cart in the Issue area of the Central Sterilization Unit and are ready for pick-up the following business day.

**Pre-Packaged ETO - Ethylene Oxide Items:**

Items to be sterilized using Ethylene Oxide Gas must be cleaned, packaged and clearly marked with the Unit name as well as Gas tape. **Note:** the ETO sterilization process requires 72 hours to process. Items will be placed on the Unit carts in the Issue area of the Central Sterilization Unit for pick up.

**Hand pieces and Motors:**

- **High Speed Hand pieces:** High Speed hand pieces are the responsibility of each clinical area and are color coded according to the clinic to which they are assigned. The Central Sterilization Unit requires at least 24 hours to disinfect, lubricate, package, and sterilize hand pieces. After sterilization, high speed hand pieces are placed on their respective clinical carts according to the color code tape.

- **Low Speed Motors:** The Central Sterilization Unit requires at least 24 hours to disinfect, lubricate, package, and sterilize hand pieces. After sterilization, Low speed hand pieces are placed on their respective clinical carts according to the color code tape.

**Broken Items:**

- **Broken High Speed Hand pieces:** The repairs for High Speed hand pieces are the responsibility of each clinical area.

- **Broken high speed hand pieces and low speed motors that are from CSU Inventory:** Should be returned to the Central Sterilization Unit in a peel pack marked broken. The Central Sterilization Unit will arrange to have them repaired.
• Broken Instruments that are from CSU Inventory: Broken instruments must be taped and left in the cassette instrument holder. The Central Sterilization Unit replaces all taped instruments and return the broken ones to the vendor for a discount on future purchases.

• Broken Instruments from Clinical Unit’s Inventory: The replacement of these broken instruments is the responsibility of each clinical area.

Missing instruments, cassettes, bur blocks, hand pieces and attachments:

The cost of items not returned to the Central Sterilization Unit are the responsibility of the clinics or the providers they were scanned. Email notifications are sent to providers.

Undergraduate 3rd and 4th floor clinic missing item questions may be directed to Anna Crissman, Materials Management and Student Clinical Dispensary Supervisor. Contact information listed below.

Dental Faculty and Graduate Clinic missing item questions may be directed to Lisa Torkewitz, CSU Clinical Operations Support Services Supervisor. Contact information listed below.

Location and General Information:

The Central Sterilization Unit is located in the basement of Tarrson Hall room #B0007.

Email: cs@dentistry.unc.edu
Phone: 919 537-3900

Questions may be directed to:

Karla Santiago, Director of Finance + Operations + Student + Graduate Clinics:
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Email: Karla_Santiago@unc.edu
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Lisa Torkewitz, CSU Clinical Operations Support Services Supervisor:
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Win Naing, CSU Clinical Operations Sterile Processing Supervisor:
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Cathy Gordon, Materials Management Coordinator + Work-Study Supervisor
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Anna Crissman, Materials Management and Student Dispensary Supervisor
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