

## Example Policy for the Healthmark Transportation Identification Tag

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NOTE: This document is an example policy that may be instituted in a healthcare facility to identify clean supplies and dirty instruments. The actual policy in a facility must be based on variables, logistics, and risk-assessments that are specific to your facility.

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**Subject:** Transportation Identification Tag

**Department:** Central Service Department

**Approved By:** [Approved by Dept Supervisor/Manager]

**Effective:** [Enter the date when this will take effect]

**Revised:** May 2022

**Purpose:** To ensure the proper use of the Transportation Label within a medical setting.

**Policy:** Transportation Identification Label

**Rationale:** The Transportation Label is used to identify clean supplies being delivered to a specific area and dirty instruments being returned to the decontamination room with the identification of being “Biohazardous.”

1. The Transportation Label will be used on every piece of equipment/cart that is assigned to transport supplies with the potential to return contaminated items.
2. The Transportation Label is a one-time use label and must be discarded after each use.
3. Following any procedure/event in which the Transportation Label is used, the clean portion of the label must be removed before leaving the area in which the supplies were contaminated in.
4. The Transportation Label ensures compliance with OSHA standard and CFR 1910.1030.
5. All staff will be trained and educated in biohazard materials and workflow within the medical setting.

### **Standards and Professional Society Recommendations:**

ANSI/AMMI ST79 states, “...data forms containing all information necessary for processing the returned device, appropriate shipping containers to protect the device during transport, and all hazard labels.”

### **Procedure:**

1. Placement of Transportation Label.

- a. Upon completion of assembling your transportation cart/bin, the top portion of the label is filled out.
- b. Using a marker, fill out the following:
  - *Date*- When does the procedure take place?
  - *Case/Procedure*- Intended use for the contents?
  - *Room/Facility*- Where is the procedure taking place?
  - *Initials*- Who picked/assembled the supplies?
2. Removing label from the plastic backing.
  - a. Slightly bend the bottom ½-inch of the label on the perforation before placing the label on the transportation cart/bin.
  - b. Creating a free piece of the label to grab on to will assist in the removal of the label in decontamination.
3. Placing the label on the cart/bin.
  - a. The label should be placed in a visual location for staff to see. This is typically on the door or top of the transportation cart/bin.
  - b. When placing the label on the cart, fold up the bottom tab for easier removal.



4. After the procedure.
  - a. The staff fills out the transportation checklist on the bottom portion of the label to designate all safety checks have been complete, including staff initials and OR room/facility. This includes marking YES, NO or N/A for the following:
    - Linen has been removed.
    - All sharps have been removed.
    - Instruments are precleaned.
    - Clean and Dirty Instruments are separated.
    - Initials and Room #.

NOTE: The staff in decontamination must be able to trace the contaminated instruments back to a specific location of use or patient in the unfortunate event of blood borne pathogen exposure.

- b. Removing the clean tab on the label.
  - Remove the “Clean” tab by pulling up where it says “Pull Here” in a right-to-left fashion.
  - The biohazard symbol and the word “Dirty” will be relevant under the “Clean” tab once it is removed.



- 5. Removing the label in decontamination
  - a. Prior to removing the label, clean all the instruments per your facility policy and empty the transportation cart/bin.
  - b. Remove the label by grabbing the bottom area just below the perforation line.
    - i. Pull in a slow motion up and away from the cart.
    - ii. Do not pull fast, residue may be left if pulled too quickly.
  - c. Label can be discarded in the garbage.



**Responsibility:**

The Sterile Processing manager (or their designee) is responsible for staff training and education on biohazardous materials and the workflow of the medical setting.

**Sample Competency for Transportation Identification Tags:**

**Name:** \_\_\_\_\_

**Competency Statement:** Complies with policy and procedure to identify clean supplies and dirty instruments.

**Key:**

- 1 = Performs independently and consistently asks for assistance in new situations.
- 2 = Performs with minimal guidance and direction. Requests assistance when necessary.
- 3 = Performs with maximal guidance and direction. Preceptor dependent. Consistently needs assistance.

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Competency Achieved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Evaluator:** \_\_\_\_\_

**Learner:** \_\_\_\_\_

Critical Behavior	1	2	3
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Example Policy of a Healthmark Transportation Identification Tag

Selects and wears the appropriate personal protective equipment.			
Reads/reviews the IFU prior to placing the Transportation Identification Tag on the transport cart/bin.			
Fill out the top portion of the label.			
Remove the adhesive backing from the label. Bend the bottom portion along the perforated line (upwards) to allow easy removal from the transport cart/bin.			
Place label in a visible location for staff to see.			
<b>After the procedure:</b>			
Staff will fill out the Transportation Checklist located at the bottom of the label after the procedure is completed.			
Remove the “Clean” tag where it says, “Pull Here”. Pull to the left to reveal the “Dirty” biohazard symbol.			
Once the transport cart/bin is received in decontamination, empty and clean all the dirty instruments per facility policy.			
Remove the label from the cart/bin by pulling slowly (up and away from cart) on the lifted portion of the label (below the perforated line) to avoid leaving any sticky residue behind.			
Discard the label into the garbage.			

**References:**

AAMI. (2017). *ANSI/AAMI ST79:2017 Comprehensive guide to steam sterilization and sterility assurance in health care facilities*. Association for the Advancement of Medical Instrumentation (AAMI).

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