

Policy and Procedure Transportation Identification Tag

POLICY, PROCEDURE AND INFORMATION MANUAL

Reviewed Date:

Revised Date:

STERILE PROCESSING DEPARTMENT Approved by: _____
Manager of CPD

SUBJECT: Transportation Identification Tag

INTRODUCTION

To describe the process for the proper use of the Transportation Label within a medical setting.

POLICY

1. The Transportation label will be used on every piece of equipment/cart that is assigned to transport supplies, with the potential to return containing 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 CFR 1910.1030.
5. All staff will be trained and educated on biohazard materials and workflow within the medical setting.

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:
 - a. Date- When does the procedure take place
 - b. Case/Procedure- Intended use for the contents

- c. Room/Facility- Where is the procedure taking place
- d. Initials- Who picked/assembled the supplies

2. Removing label from the plastic backing.

- a. Before placing the label on the transportation cart/bin, slightly bend the bottom 1/2” of the label on the perforation. This will assist in the removal of the label in decontamination by creating a free piece of the label to grab.

3. Placing the label on the cart/bin

- a. The label should be placed in a visual place for staff to see. This is typically on the door or top of the transportation cart/bin.
- b. When placing on the label on the cart, fold up the bottom tab for easier removal.



c.



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:
 1. Linen has been removed
 2. All sharps have been removed
 3. Instruments are Pre-Cleaned
 4. Clean and Dirty Instruments are separated
 5. Initials and Room #

* 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 a blood borne pathogen exposure.

Removing the clean tab on the label.

- b. Remove the “Clean” tab by pulling up where it says “Pull Here” in a right to left fashion
- c. The biohazard symbol and the word “Dirty” will be revealed 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. Pull in a slow motion up and away from the cart. **DO NOT PULL FAST.** Residue may be left if pulled too quickly.
- c. Label can be discarded in the garbage.



d.