The Central Sterilization Unit is committed to continuous quality improvement while supporting the 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:

Normal Central Sterilization Unit Hours of Operation:

- 7:30am – 8:00pm Monday through Friday.

Ordering Guidelines for Stock Items:

Orders must be placed via the on-line order form. The order form may be accessed from the Dental School 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. Orders are filled on a first-come first-served basis. Please note that during heavy processing times some clinics may receive partial orders.

Sterile Materials Pick-Up Schedule:

Sterile Items are placed on departmental transport carts and staged for pick-up in the Issue area in Tarrson Hall Room B0007.

- Graduate Clinics: 9:00am Pick-Up
- Undergraduate Student Clinics: Are handled by the Material Management Department
- Dental Faculty Practice: 8:00pm Cart Delivery (1 location) each evening for the next day’s clinical production needs.

Return Soiled Materials:

- All soiled items must be brought to the Central Sterilization Unit Receiving area in Tarrson Hall Room B0016 at the end of each clinical period. Soiled items must not remain in the clinical areas overnight and should be brought to Central Sterilization Unit Receiving area no later than 5:30pm each business day.
• All instruments must be placed in the proper order in the cassette and the cassette securely latched with no instruments externally exposed along with all trash and blades appropriately removed from the cassette.

• Departments still using the blue wrap for tracking must have the provider number and the first seven digits of the patient number must be clearly written on the blue wrap. Departments who are now utilizing the UNC dental school scanning system must accurately scan the cassette to the correct provider and patient chart every time. If this procedure is being utilized accurately and consistently, the blue wrap is no longer needed and may be discarded in the clinical trash.

• Graduate Clinics: All soiled items must be placed on the appropriate rack in the Receiving area. The transport cart must then be wiped with disinfectant and transported to the clean pick-up area for filling.

• Undergraduate Student Clinics: Are handled by the Material Management Department

• Dental Faculty Practice: Are handled by the Material Management Department

Pre-Packaged STEAM Items:

Items to be autoclaved must be cleaned, packaged, and clearly marked with the department name as well as steam tape and steam sticker. After they are sterilized, these items will be placed on the departmental cart in the issue area of the Central Sterilization Unit and will be 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 department name as well as Gas tape and Gas sticker. Please note the ETO sterilization process requires 72 hours to process. These items will be placed on the departmental 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 will replace all taped instruments and return the broken ones to the vendor for a discount on future purchases.

• **Broken Instruments from Clinical Department Inventory:** The replacement of these broken instruments are the responsibility of each clinical area.

**Gowns:**

• **Graduate Clinics:** Gowns must be ordered via the on-line order form and will be placed on the carts for pick-up.

• **Undergraduate Student Clinics:** Support Services will stock the third and fourth floor Tarrson Hall Student Clinics.

• **The Dental Faculty Practice:** The Dental Faculty Practice gowns will be stocked. No on-line orders are required.

• **Dirty gowns will be picked up from all clinical areas before 10:00am daily.**

**Towels:**

• **Towels must be ordered via the on-line order form and will be placed on the carts for pick-up.**

• **Soiled towels must be returned to the Central Sterilization Unit and placed in the soiled towel receptacle for cleaning**
Missing instruments, Cassette, Bur Blocks, Hand pieces and Attachments:

The cost of any item not returned to the Central Sterilization Unit is the responsibility of the clinic or the provider, depending on to whom or to which area it was scanned. Email notifications are sent to providers by OCIS and followed up by Materials Management Supervisors and Manager.

Location and General Information:

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

Email: cs@dentistry.unc.edu

Phone: 919 537-3900

Questions may be directed to:

Karla Santiago, Materials Management Manager:

Office: Brauer Hall room #300A

Email: Karla_Santiago@unc.edu

Phone: 919-537-3494

or

Lisa Torkewitz, Materials Management Supervisor:

Office: Tarrson Hall room #B0020

Email: Lisa_Torkewitz@unc.edu

Phone: 919-537-3633

or

Win Naing, Night Materials Management Supervisor:

Office: Tarrson Hall room #B0019

Email: Win_Naing@unc.edu

Phone: 919-537-3807