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:**

- 7:30 a.m.-8:30 p.m. 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: [https://www.dentistry.unc.edu/secure/cfm/units/service/clinicalaffairs/orderform/](https://www.dentistry.unc.edu/secure/cfm/units/service/clinicalaffairs/orderform/)

Orders placed before 4 p.m. 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 a.m. pick-up
- **Undergraduate Student Clinics:** 9 a.m. and 12:30 p.m. pick-up
- **Dental Faculty Practice:** 8:30 p.m. cart delivery (1 location)

**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 5:30 p.m. 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 spray and transported to the clean pick-up area for filling.

- **Undergraduate Student Clinics**: The undergraduate student clinic carts may be left in the check-in area without being unloaded. Undergraduate Student Clinics are now required to check-in all checked out materials at the check-in stations on the third and fourth floors. It is **mandatory** the DDS students stay with the check-in technician to ensure his/her account is current and clear each clinical session. DDS students are responsible for the cost of lost materials left on their accounts.

Once all cassettes and accessory items are scanned back in for the current day, the list will return to a blank screen. Note: The right-hand box, “Today’s items not returned,” feature will help to ensure all items have been accurately returned to the dispensary areas daily.
• **Dental Faculty Practice**: Soiled items will be picked up from one location in the Dental Faculty Practice once at midday and once at the end of the day.

**Pre-Packaged Autoclavable Items:**

Items to be autoclaved must be cleaned, packaged and clearly marked. 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 day.

**Pre-Packaged Ethylene Oxide Items:**

Items to be sterilized using Ethylene Oxide Gas must be cleaned, packaged and clearly marked and require 48 hours to process. 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.

**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. The Central Sterilization Unit does not provide loaner high speed hand pieces.

- **Low Speed Motors**: Low speed motors are the responsibility of each clinical area and are color coded according to the clinic to which they are assigned. The Central Sterilization Unit does not routinely sterilize low speed motors.

**Broken Items:**

- **Broken High Speed Hand Pieces and Low Speed Motors**: Broken high speed hand pieces and low speed motors should be returned to the Central Sterilization Unit in a peel pack marked broken. The Central Sterilization Unit will arrange to have them repaired and returned to the department. The Central Sterilization Unit does not provide loaner high speed hand pieces of low speed motors. If these items cannot be repaired the CSU will inform the clinic. It is the responsibility of each clinical area to replace irreparable hand pieces and motors.

- **Broken Instruments**: Broken instruments must be taped and left on the cassette. The Central Sterilization Unit will replace all taped instruments and return the broken ones to the vendor for a discount on future purchases.

**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.
- **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 a.m. 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, Cassettes, 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.

**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:**

Lisa Torkewitz, Materials Management Supervisor

Email: Lisa_Torkewitz@unc.edu

Phone: (919) 537-3633

or

Win Naing, Night Materials Management Supervisor

Email: Win_Naing@unc.edu

Phone: (919) 537-3807