

**OKALOOSA COUNTY  
EMERGENCY MEDICAL SERVICES  
STANDARD OPERATING PROCEDURE**

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<b>Title:</b>	<b>Disposable Items</b>
<b>Policy:</b>	<b>411.00</b>
<b>Purpose:</b>	<b>General Cleaning &amp; Decontaminating of Materials, Ambulance Units &amp; Restocking of Disposable Items</b>

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**Policy:**

*Exposed, Contaminated And Disposable Materials*

If at all possible contaminated disposable items from a patient should be left at the receiving hospital in their designated area. Items that are for disposal shall be put in a container labeled bio-hazard and transported in an outside compartment on the ambulance to minimize any exposure to the ambulance or occupants until arrival at headquarters to be placed into the bio-waste bin, inside one of the bio-waste boxes with a liner.

1. All medical waste items must be disposed of by using a red bio-hazard bag.
2. Sharps shall be placed in the appropriate sharps containers.
3. Reusable equipment will be disinfected by utilizing the appropriate OSHA compliant disinfectant. The equipment will then be wiped off before being placed back into service.
4. Equipment covers made out of canvas or cloth like material, and uniforms that are contaminated will be placed in a red bio-hazard bag, labeled, and returned to Logistics for cleaning and decontamination.
5. Cot mattress will be decontaminated at the hospital using appropriate disinfectant.
6. Any equipment carried on the ambulance labeled by the manufacturer as, single use only, will be used on one patient and then disposed of according to policy.

*Ambulance Decontamination*

If the ambulance unit is used to transport a patient with a known communicable disease, or the ambulance becomes contaminated with blood or other bodily fluids, the unit will be taken out of service long enough to decontaminate the ambulance.

Materials to be used for decontaminating the ambulance:

1. Spray bottle containing the appropriate OSHA compliant disinfectant
2. Towels
3. Gloves
4. Safety glasses
5. Broom
6. Bio-hazard bag

General procedures for cleaning:

1. Spray all surfaces according to the manufactures recommendations. Wipe the surface dry.
2. Remove all linen and place into the appropriate container.
3. After each call the ambulance unit will be inspected and cleaned as needed, including decontamination.

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High level decontamination:

1. On a monthly basis all ambulances will be cleaned and decontaminated per policy 408.00 Vehicle Cleaning Standards.
2. Anytime the ambulance unit is contaminated or suspected of being contaminated, the ambulance will be cleaned and decontaminated.

Low level cleaning:

1. General cleaning of the ambulance as needed.

*General Cleaning*

All units shall be kept clean and in a presentable manor at all times per policy 408.00 Vehicle Cleaning Standards. Each unit will be cleaned with a general cleaner at least once per week. After each patient transport it is the responsibility of the crew to clean the ambulance using the proper cleaning supplies. All surfaces that have been in contact with the patient will be cleaned with a disinfectant.

All linen used for the patient should be left at the hospital. If the linen is contaminated it will be placed in a red bio-hazard bag, and left at the hospital.

**Accountability and Compliance:**

1. Quarterly, the EMS Command Staff will perform unannounced unit inspections. Data collected regarding compliance and findings will be entered into a database. Vehicle cleanliness compliance will be one of the measurements reported on. The number of ambulances not compliant (numerator) will be compared against the number of ambulances inspected (denominator), resulting in a percentage of compliance. The data will be reported to the EMS Division Chief quarterly in a report titled Quarterly Vehicle Cleanliness Compliance Report.

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