

**Urology Fiberscope CYF-5A**  
Cleaning and Disinfection Checklist

# Urology Fiberscopes

## Cleaning and Disinfection Checklist

This checklist is designed for use solely as a customer educational tool and is not intended to replace or in any way modify the Olympus instruction manual/reprocessing manual. Be sure to follow the detailed steps outlined in the reprocessing manual that was included with your Olympus equipment when purchased. While Olympus' training may be used in support of a facility's overall competency program, it shall not constitute certification of the facility's CDS protocol. Olympus shall in no event be held responsible for a facility's proper performance of CDS protocol nor for a facility staying current with ongoing CDS instructional changes and corresponding training updates. Facility owners of Olympus equipment are fully responsible for complying with industry CDS standards and manufacturer's proper use and CDS instructions.

Facility Name

Date

**Endoscope Models:** Check each model reviewed during this session.

CYF-5A

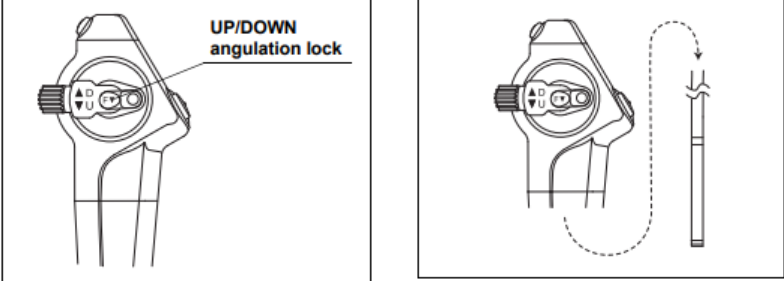
Instructor Name

Title

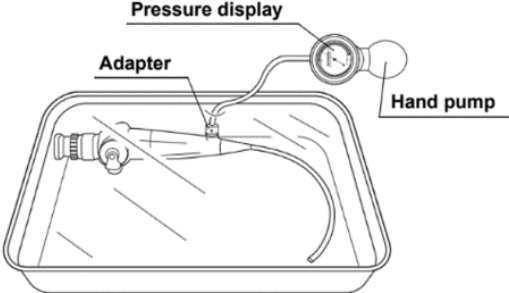
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Staff Member Name

Signature

Pre-Cleaning		Demonstrated
1.	Wear appropriate Personal Protective Equipment. (PPE).	
2.	<p>Ensure angulation lock is placed in the <b>FREE</b> position and the insertion tube is in the neutral position.</p> 	
3.	Turn OFF the video processor and light source.	
4.	Wipe the insertion tube of the endoscope carefully and gently using a detergent-soaked lint-free cloth. Wipe from the boot toward the distal tip.	
5.	Turn ON the Suction source.	
6.	Fully close the stopcock of the forceps irrigation plug (MAJ-891) to stop irrigation.	
7.	Immerse the distal tip in the detergent solution and depress the suction valve to aspirate detergent for 30 seconds.	
8.	Remove the distal tip from the detergent and immerse it in water.	
9.	Depress the suction valve and aspirate water for 10 seconds.	
10.	Remove the distal tip and aspirate air for 10 seconds.	
11.	Turn OFF the suction source.	
12.	Disconnect all removable and reusable parts from the endoscope. (i.e. suction tube, suction valve, forceps irrigation plug MAJ-891 and tubing).	
13.	Disconnect the light guide cable from the light source.	
14.	Transport to reprocessing area in a covered container.	

**Comments:**

Leakage Testing		Demonstrated
1.	Fill a large basin with clean water.	
	<b><i>If using handheld WA23070A/WA23080A</i></b>	
2.	Confirm that both the inside of the WA23070A/WA23080A adapter and venting connector of the endoscope are both clean and dry. If wet, dry with clean lint-free cloths.	
3.	Connect the leakage tester adapter to the endoscope venting connector.	
4.	Confirm that the pressure release lever is closed.	
5.	Squeeze hand pump until pressure between 19 and 27 kPa is indicated on the pressure display. Confirm the pointer is stabilized within the green area on the pressure display.	
	* <b>Note</b> - If the pointer continues to fall towards "0" kPa the endoscope may have a serious water leakage, or the leakage tester may be damaged. Stop leakage testing immediately and contact Olympus for further instructions.	
6.	<p>If the pointer is confirmed as stable between 19 and 27 kPa then the endoscope can be submerged in the water for completion of the leakage test. (Keep the pressure gauge and hand bulb out of the water).</p> 	
7.	With the leak tester attached, pressurised and stabilised, immerse the endoscope in the water and observe for approximately 30 seconds while deflecting the bending section of the endoscope. i.e. UP/DOWN.	
8.	If a continuous series of bubbles emerges from any location, remove the endoscope from the water with the leakage tester still attached, and contact Olympus for further instructions.	
9.	If no leak is detected, remove the endoscope from the water leaving leakage tester attached.	
10.	Once removed from water, press the pressure release lever, allowing the pointer to release to "0" kPa, decompressing the scope.	
11.	Detach the leakage tester WA23070A/WA23080A from the endoscopes venting connector.	
12.	Thoroughly dry the leak tester using a clean lint free cloth.	

	<b><i>If using MU-1 Leakage tester &amp; MB-155</i></b>	
1.	Connect the leakage tester to the MU-1 (Maintenance Unit).	
2.	Turn ON the MU-1.	
3.	Depress pin inside connector cap to confirm that air is being emitted.	
4.	Confirm that the leakage tester's connector cap and endoscope venting connector are both clean and dry. If wet, dry with clean lint-free cloths.	
5.	Connect the leakage tester to the endoscope. Ensure bending section has inflated.	
6.	Completely immerse the endoscope in water.	
7.	Observe for 30 seconds while angulating the bending section carefully in all directions. i.e. UP/DOWN.	
8.	If a continuous series of bubbles emerges from any location, remove the endoscope from the water with the leakage tester still attached, and contact Olympus for further instructions.	
9.	If no leak is detected, remove the endoscope from the water and turn OFF the MU-1.	
10.	Disconnect the leakage tester from the MU-1.	
11.	Wait 30 seconds or until the bending section contracts to its pre-expansion size.	
12.	Disconnect the leakage tester connector cap from the venting connector.	
13.	Thoroughly dry the leak tester using a clean lint free cloth.	

**Comments:**

# Manual Cleaning

Demonstrated

## \*\*Note

If there was excessive bleeding during patient procedure or if precleaning could not be performed immediately after the patient procedure, pre-soak the endoscope in the detergent solution to loosen debris that has dried and hardened as described in section 5.9 in the appropriate Reprocessing Manual, before manually cleaning the endoscope.

1.	Fill a basin with fresh detergent solution prepared as recommended by the manufacturer.	
2.	Completely immerse the endoscope in detergent solution.	
3.	Use a soft brush, lint-free cloth or sponge to thoroughly wipe clean all external surfaces of the endoscope.	
4.	Use endoscope model-specific brushes to brush channels/housing/ports until no visible debris remains	
	<b>a.</b> Brush the suction channel through the suction cylinder. <b>(BW-411B)</b>	
	1. Insert the channel cleaning brush into the suction cylinder.	
	2. Using short strokes, feed the brush through the suction channel until it emerges at the distal end of the endoscope.	
	3. Remove any debris on the brush bristles using your fingertips and carefully pull back the brush through the suction channel.	
	4. Clean the brush bristles with your fingertips.	
	5. Repeat until no debris is observed on the brush.	
	<b>b.</b> Brush the channel through the instrument channel port. <b>(BW- 411B)</b>	
	1. Insert the channel cleaning brush into the instrument channel port.	
	2. Using short strokes to feed the brush through the instrument channel until it emerges at the distal end of the endoscope.	
	3. Remove any debris on the brush bristles using your fingertips and carefully pull the brush back through the instrument channel.	
	4. Clean the brush bristles with your fingertips.	
	5. Repeat until no debris is observed on the brush.	
	<b>C.</b> Brush the instrument channel port.	
	1. Insert the channel-opening cleaning brush into the instrument channel port until the brush handle hits the channel opening. <b>(BW-411B)</b> "Stubby end of Brush".	
	2. Rotate the brush one full revolution and pull the brush out of the instrument channel port.	

	3. Remove any debris on the brush bristles with your fingertips and clean the brush in the detergent solution.	
	4. Repeat until no debris is observed on the brush.	
	<b>d.</b> Brush the suction channel cylinder.	
	1. Insert the channel-opening cleaning brush into the suction channel cylinder until half the brush section is inserted. <b>(BW-411B)</b> “Stubby end of Brush”.	
	2. Rotate the brush one full revolution and pull the brush out of the cylinder.	
	3. Remove any debris on the brush bristles with your fingertips and clean the brush in the detergent solution.	
	4. Repeat until no debris is observed on the brush.	
<b>5.</b>	Remove the endoscope from the detergent solution.	
<b>6.</b>	Attach suction cleaning adapter (MAJ-1077) to the suction cylinder and instrument channel port of the endoscope.	
<b>7.</b>	Attach the suction tube to the suction opening of the suction cleaning adapter.	
<b>8.</b>	Turn ON the suction source.	
<b>9.</b>	Immerse the endoscopes distal end in the detergent solution.	
<b>10.</b>	Aspirate detergent solution for approximately 30 seconds.	
<b>11.</b>	Turn OFF the suction source.	
<b>12.</b>	Disconnect the suction tube and the suction cleaning adapter.	

**Comments:**

Manual Cleaning Manual Flushing of Endoscope Channels		Demonstrated
<b>1.</b>	Completely immerse the endoscope and suction cleaning adapter in the detergent solution.	

2.	Attach suction cleaning adapter (MAJ-1077) to the suction cylinder and instrument channel port of the endoscope.	
3.	Attach the 30 ml syringe to the suction port.	
4.	Withdraw the plunger of the syringe to fill the suction/instrument channels and suction cleaning adapter with detergent solution.	
5.	Disconnect the suction cleaning adapter from the endoscope.	
6.	Wipe all external surfaces of the endoscope with clean lint free cloths, brushes or sponges.	
7.	Ensure the endoscope remains fully immersed in the detergent solution and soak the endoscope in detergent solution specified by the detergent manufacturer.	
8.	Remove endoscope and suction cleaning adapter from the detergent solution.	
9.	Immerse the endoscope and suction cleaning adapter in the water and gently agitate to thoroughly rinse.	
10.	Attach suction cleaning adapter (MAJ-1077) to the suction cylinder and instrument channel port of the endoscope.	
11.	Attach the suction tube to the suction cleaning adapter.	
12.	Turn ON the suction source.	
13.	Aspirate clean water for 30 seconds.	
14.	Remove the endoscope, and the suction cleaning adapter, from the water.	
15.	Aspirate air for 20 seconds.	
16.	Turn OFF the suction source.	
17.	Disconnect suction cleaning adapter from the endoscope.	
18.	Disconnect the suction tube from the suction cleaning adapter.	
19.	Dry the external surfaces of the endoscope by wiping with clean lint-free cloths.	
20.	Inspect the endoscope for residual debris. Should any debris remain, repeat the entire cleaning procedure until all debris is removed.	
21.	Reprocess the accessories as described in the Olympus Reprocessing Manual, Chapter 6, <i>Reprocessing the Accessories</i> .	

**Comments:**

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Automated Endoscope Reprocessor (AER) High-Level Disinfection		Demonstrated
AER Type:		
High Level Disinfectant Type:		
1.	Test disinfectant concentration (i.e. MRC) according to the manufacturer's instructions.	
2.	Inspect the endoscope connectors/adapters according to the AER manufacturer's instructions.	
3.	Attach the endoscope connectors/adapters to the AER and endoscope as per the AER manufacturer's instructions.	
4.	Operate the AER according to the AER manufacturer's instructions.	
5.	Remove the endoscope promptly after the AER cycle has been completed.	
6.	Perform the terminal steps that the AER does not perform (e.g., alcohol and airpurge).	
FOR FACILITY INTERNAL USE ONLY!		

**Comments:**

Manual High-Level Disinfection		Demonstrated
1.	Fill a basin with disinfectant solution.	
2.	Test the disinfectant concentration according to the manufacturer's instructions.	
3.	Attach the suction cleaning adapter (MAJ-1077) to the suction cylinder and instrument channel port of the endoscope.	
4.	Attach a 30ml syringe to the suction cleaning adapter.	
5.	Immerse the endoscope and suction cleaning adapter in the disinfectant solution.	
6.	Pull the plunger of the syringe to fill the channels, and the suction channel adapter with disinfectant solution.	
7.	With the endoscope and the suction cleaning adapter completely immersed in the disinfectant solution, disconnect all equipment from the endoscope. Leave the endoscope and all equipment immersed in the disinfectant solution.	

8.	If air bubbles adhere to the surfaces of the endoscope, remove them using a clean, lint-free cloth.	
9.	Cover the basin with a tight-fitting lid to minimize the release of disinfectant vapors.	
10.	Soak the endoscope immersed in the disinfectant solution according to the instructions of the disinfectant manufacturer.	
11.	Before removing the endoscope from the disinfectant solution, connect the suction cleaning adapter to the endoscope.	
12.	Remove the endoscope and all equipment from disinfectant solution.	
13.	Using a 30 ml syringe, flush the suction cleaning adapter and the channels with at least 90 mls of air.	
14.	Inject air until no disinfectant solution is evident from the distal end of the endoscope.	
15.	Disconnect the suction cleaning adapter and syringe from the endoscope.	

**Comments:**

Rinsing after Manual High-Level Disinfection		Demonstrated
1.	Fill a basin with sterile water, filtered water or potable tap water.	
2.	Completely immerse the endoscope and suction cleaning adapter in the rinse water.	
3.	Wipe all external surfaces of the endoscope with a sterile, lint-free cloths.	
4.	Attach the suction cleaning adapter (MAJ-1077) to the suction cylinder and instrument channel port of the endoscope.	
5.	Attach the suction tube to the suction cleaning adapter.	
6.	Turn ON the suction source.	
7.	Aspirate sterile water for 30 seconds.	
8.	Remove the endoscope from the sterile water and aspirate air for 60 seconds and dry the inside of the instrument channel.	
9.	Turn OFF the suction source.	
10.	Hold the control section with the instrument channel port pointing down and disconnect the suction cleaning adapter from the endoscope.	

11.	Using a sterile lint-free cloth, gently wipe off and dry the external surfaces of the endoscope.	
20.	Using sterile cotton swabs, dry the inside of the suction cylinder and instrument channel port.	

**Comments:**

Alcohol Flush		Demonstrated
1.	Cover the distal end and the control section of the endoscope with sterile lint-free cloths to prevent splashing.	
2.	Attach the suction cleaning adapter (MAJ-1077) to the suction cylinder and instrument channel port of the endoscope.	
3.	Attach the suction tube to the suction cleaning adapter.	
4.	Turn ON the suction source.	
5.	Immerse the distal end of the endoscope in 70% ethyl alcohol.	
6.	Aspirate alcohol for 5 seconds.	
7.	Remove the distal end of the endoscope from the alcohol.	
8.	Aspirate air for 20 seconds and dry the inside of the instrument channel.	
9.	Turn OFF the Suction source.	
10.	Hold the control section with the instrument channel port pointing down and disconnect the suction cleaning adapter from the endoscope.	
11.	Thoroughly dry the external surfaces of the endoscope by wiping with sterile lint-free cloths.	
12.	Thoroughly dry the inside of the instrument channel port of the endoscope, using sterile cotton swabs.	

**Comments:**

## Sterilisation with Ethylene Oxide Gas or Hydrogen Peroxide Plasma

Demonstrated

After performing precleaning, leakage testing, and manual cleaning, perform the following:

1.	Dry all external and internal surfaces of the endoscope before ethylene oxide (ETO) gas or hydrogen peroxide plasma sterilisation.	
2.	Dry the external surface of the sterilisation cap (MAJ-1538) by wiping with sterile lint free cloths.	
3.	Attach the sterilisation cap to the venting connector on the light guide connector.	
4.	Place endoscope on the sterilisation tray (WA05991A) as per manufacturer recommendations.	
5.	Seal the instrument in a package appropriate for sterilisation according to your hospital's protocol.	
6.	Sterilise the package according to the recommended ETO or hydrogen peroxide gas exposure parameters described in the endoscope instruction manual and the steriliser manufacturer's instructions.	
7.	For ETO, aerate the components following the minimum aeration parameters specified in endoscope instruction/reprocessing manual.	

### Comments:

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## Sterilisation with Sterrad 50/100S/200/NX/100NX or V-PRO MAX

Demonstrated

After performing precleaning, leakage testing, and manual cleaning, perform the following:

1.	Dry all external and internal surfaces of the endoscope.	
2.	Dry the external surface of the sterilisation cap (MAJ-1538) by wiping with sterile lint free cloths.	
3.	Attach the sterilisation cap to the venting connector on the light guide connector.	
4.	When sterilising with the STERRAD 50/100S/200 sterilisation system, depending on the internal diameter/length of the channel, it is necessary to attach the booster (REF15400) to instrument channel of the endoscope according to the instructions of the steriliser manufacturer.	
5.	Place endoscope upon instrument tray and double wrap the tray with sterilisation wraps according to your hospital's protocol and compatible instrument trays.	
6.	Sterilise the packaged endoscope according to the recommendations of steriliser manufacturer.	

### Comments:

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Endoscope Storage		Demonstrated
1.	Detach all equipment as applicable following manual alcohol flushing, from the endoscope.	
2.	Ensure that angulation lock is in the free position.	
3.	Confirm that all surfaces of the endoscope are completely dry.	
4.	Store the sterilised endoscope in a proper storage cabinet, following policies in your institution, professional society guidelines and recommended practices.	
5.	If storing an endoscope that has been sterilised, record the sterile expiration date on the sterile packaging. Do not damage the packaging. Sterile endoscopes may be stored flat in their sterile packaging.	

**Comments:**