



Ambulatory Clinic Policy and Procedure

Title:	Storage of Linens and Supplies	Policy Number:	7.12
		Version Number:	8
Regulation Reference:	Joint Commission	Effective Date:	12/2015
		Original Approval:	7/1996

POLICY STATEMENT:

It is the policy of the Texas Tech University Health Sciences Center (TTUHSC) to store linens and supplies in accordance with proper Infection Control principles.

SCOPE:

This policy applies to all TTUHSC Ambulatory clinics operated through its schools.

PROCEDURE:

1. **Linens Storage:** Clean and dirty linen should always be stored separately to avoid contamination of clean linen.
 - a. All clean linen should be stored in a closet or covered cart at least 8” from the floor.
 - b. Soiled linen should be placed in hampers.
 - c. Heavily soiled or saturated linen should be individually red bagged in the exam room prior to placing in hamper.
 - d. Soiled linen bags should be carefully removed when full to avoid back strain or possible exposure via wet linen or inappropriately disposed sharps.

2. **Supply Storage:**
 - a. All clean and sterile supplies should be stored at least eight (8-10) inches from the floor in a clean storage area. Storage shall be maintained a minimum of 18 inches or more below sprinkler head deflectors in sprinkled areas. Open rack storage should have a solid bottom to avoid contamination from housekeeping.
 - b. Warehouse boxes should be discarded prior to placing items in supply storage areas. (Use plastic bins instead of warehouse boxes to organize supplies.)
 - c. If packaging of clean or sterile items becomes damaged, soiled or wet, item should be discarded.
 - d. Storage of combustible materials in buildings shall be orderly. Storage shall be separated from heaters or heating devices by distance or shielding so that ignition cannot occur.
 - e. All supply room storage doors should remain closed at all times.

APPROVAL AUTHORITY:

This policy shall be recommended for approval by the Joint Ambulatory Policy Committee to the Council of Deans.

RESPONSIBILITY AND REVISIONS:

It is the responsibility of the Joint Ambulatory Policy Committee to review and initiate necessary revisions based

on collaboration and input by and through Quality Improvement/Performance Improvement, Risk Management and the Office of Institutional Compliance.

RIGHT TO CHANGE POLICY:

TTUHSC reserves the right to interpret, change, modify, amend or rescind this policy in whole or in part at any time to reflect changes in policy and/or law.

CERTIFICATION

This policy was approved by the Council of Deans on December 3, 2015.