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 Ambulatory Clinics in the TTUHSC Schools.

PROCEDURE:

1. **Linen Storage:** Clean and dirty linen should always be stored separately to avoid contamination of clean linen. All clean linen should be stored in a closet or covered cart at least 6" from the floor.
   
   a. Soiled linen should be placed in hampers
   
   b. Heavily soiled or saturated linen should be individually red bagged in the exam room prior to placing in hamper.
   
   c. 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 six (6) inches from the floor in a clean storage area. Storage shall be maintained two (2) feet or more below the ceiling in non-sprinkler areas of buildings and a minimum of 18 inches or more below sprinkler head deflectors in sprinkled areas.
   
   b. If packaging of clean or sterile items becomes damaged, soiled or wet, item should be discarded.

   c. 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.

   d. All supply room storage doors should remain closed at all times.

CERTIFICATION

This policy was approved by the Council of Deans on November 3, 2011.