

SPD Instrument Tracking Sheet

(x 4831)

Date: _____

Requesting clinic:

Clinic name and extension

Order placed by:

Clinic tech last name, first name, & rank

The following instruments and sets are requested to be decontaminated and processed for sterilization.

Instruments	Quantity
Hemostat	
Pick-up	
Scissors	
Knife Handle	
Uterine Sound	
ECC	
Tenaculum	
Speculum (Non-coated)	
Speculum (Coated)	
Side-wall Retractor	
Ring Forcep	
BX Guns	
Anal Scope	

Sets	Quantity
Minor Procedure Set	
Toenail removal Set	
Vas Set	
Other instruments or sets	Quantity

SPD Accessioning Tech:

SPD or MOR tech last name, first name, & rank

Date and Time Accessioned:

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*** It is the responsibility of the receiving clinic to verify the correct inventory when picking up reprocessed items and gear prior to leaving SPD. It is recommended that each clinic keep a log of items sent to SPD. The drop-off hours are Monday through Friday 0700-1600. For after-hours assistance, please page the in house MOR tech at 792-5344 for service.

Clinic Receiving Tech:

Clinic tech last name, first name, & rank

Date and Time Received:

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