



Your Vision, Our Future

**TJF-Q180V**  
Cleaning and Disinfection Checklist

# TJF-Q180V

## Cleaning and Disinfection Checklist

This checklist is used to evaluate and confirm if cleaning and disinfection of the TJF-Q180V has been performed as instructed in the Olympus reprocessing manual. The reprocessing technician should perform cleaning and disinfection of the endoscope in the same way as routine reprocessing without referring to this checklist. The evaluator stands next to the reprocessing technician and checks the reprocessing work using this checklist. After that, the evaluator determines whether or not there was any deviation in the reprocessing process.

**WARNING:** The reprocessing technician must not use this checklist while performing reprocessing as it may pose an infection control risk.

Facility name

S/N of TJF-Q180V

Procedure No. or Patient ID No.

Procedure date

### Reprocessing

**WARNING:** The reprocessing technician must not sign this checklist while performing reprocessing as it may pose an infection control risk.

Technician: Print name

Signature

Date

Technician: Print name

Signature

Date

Evaluator: Print name

Signature

Date

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## General Policy

**1** Reprocessing technician should receive sufficient education on the following items:

- Professional health and safety policies of the facility
- Structure and handling of endoscope and accessories
- Handling of pertinent chemicals
- Cleaning and Disinfection procedure of TJF-Q180V

Received      Not received

Reprocessing Technician name:

Received      Not received

Reprocessing Technician name:

**2** Maintain an internal system of identifying contaminated versus reprocessed endoscopes and accessories to prevent both mix-ups and cross-contamination.

Established      Not established

**3** In the event that the TJF-Q180V has been repaired by a non-Olympus facility, contact that repair facility for instructions regarding reprocessing. Instructions provided in the TJF-Q180V REPROCESSING MANUAL are not valid for Olympus devices repaired by a non-Olympus facility. The Olympus recommended reprocessing procedures have not been validated for reprocessing devices repaired by a non-Olympus facility.

Not repaired      Repaired

**4** Document as performed items such as: local SOPs (standard operating procedures), confirmation of technician training, routine testing of the disinfectant's MEC (minimal effective concentration), confirmation of the disinfectant's use-life, etc.

Documented      Not documented

**5** For leakage testing and manual cleaning of the endoscope and accessories, use either fresh, potable tap water or water that has been processed (e.g., filtered, deionized or purified) to improve its chemical and/or microbiological quality. Consult with your hospital's infection control committee.

Complete      Not complete

**6** Establish a local policy regarding the method and frequency of cleaning and disinfecting the endoscope storage cabinet, which staff members can access the cabinet, which items can be stored in the cabinet, etc.

Established      Not established

### Evaluation of the "General Policy"

No deviation      Deviation

Deviation Comments:

## Automated Endoscope Reprocessor (AER) Policy

- |          |  |           |               |               |
|----------|--|-----------|---------------|---------------|
| <b>1</b> | Confirm that the manufacturer of the AER has validated compatibility of the AER with the TJF-Q180V.<br>Only Olympus-recommended or Olympus-endorsed AERs have been validated by Olympus.   | Confirmed | Not confirmed | N/A           |
| <b>2</b> | Before using an AER, confirm that it is capable of reprocessing the TJF-Q180V including all channels, the forceps elevator recess, and accessories.<br><br>If you are uncertain as to the ability of your AER to reprocess the TJF-Q180V including all channels, the forceps elevator recess, and accessories, contact the manufacturer of the AER for specific instructions and information on compatibility and required connectors. |           | Capable       | Not capable   |
| <b>3</b> | Confirm availability of all required connectors.<br><br>For details concerning appropriate connectors, refer to the instructions of the AER manufacturer.  |           | Confirmed     | Not confirmed |

<b>Evaluation of the “Automated Endoscope Reprocessor” Policy</b>	No deviation	Deviation
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Deviation Comments:

Date Procedure finish time  
 Precleaning start time Precleaning technician

**Precleaning (at the patient bed side)**

**Preparation**

**1** Immediately following the patient procedure, with the endoscope still connected to the equipment used in the patient procedure (i.e., the light source, video system center, suction pump), turn the video system center and light source OFF. Complete Not complete

**2** Prepare a clean 500 ml container of water. Complete Not complete

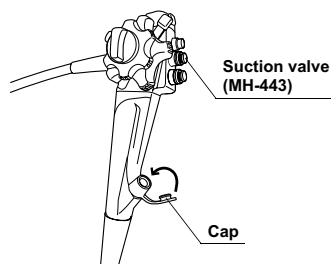
**Wipe the insertion section**

**3** Dip a clean, lint-free cloth or sponge in the clean water and wipe the entire insertion section of the endoscope. Wipe from the boot at the control section toward the distal end. Complete Not complete

**Aspirate water**

**4** Turn the suction pump ON. Complete Not complete

**5** Close the cap on the biopsy valve. Complete Not complete



**6** Lower the forceps elevator by turning the elevator control lever. Complete Not complete

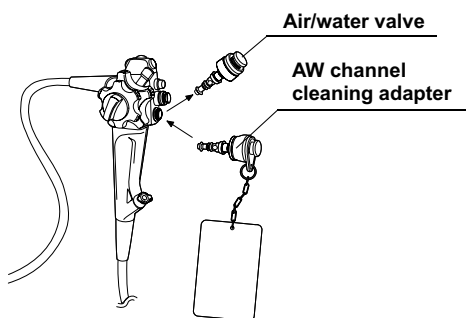
**7** Immerse the distal end of the insertion section in the clean water. Complete Not complete

*(continued on next page)*

<b>8</b>	Depress the suction valve (MH-443) on the endoscope and aspirate the water through the endoscope for 30 seconds.	30 seconds complete	Not complete
<b>9</b>	While continuing the immersion and the aspiration, raise and lower the forceps elevator three times, by turning the elevator control lever.	Raise/Lower 3 times complete	Not complete
<b>10</b>	Remove the distal end from the water.	Complete	Not complete
<b>11</b>	Depress the suction valve and aspirate air for 10 seconds.	10 seconds complete	Not complete
<b>12</b>	Turn the suction pump OFF.	Complete	Not complete

**Flush the air/water channel with water and air**

<b>13</b>	Turn the light source ON.	Complete	Not complete
<b>14</b>	Switch OFF the airflow regulator on the light source.	Complete	Not complete
<b>15</b>	Detach the air/water valve (MH-438) from the endoscope and place it in the detergent solution.	Complete	Not complete
<b>16</b>	Attach the AW channel cleaning adapter (MH-948) to the air/water cylinder of the endoscope.	Complete	Not complete



*(continued on next page)*

<b>17</b>	Immerse the distal end of the insertion section in the clean water.	Complete	Not complete
<b>18</b>	Switch the airflow regulator on the light source to maximum output (“HIGH” or “3”).	Complete	Not complete
<b>19</b>	Depress the button of the AW channel cleaning adapter to flush the air/water channel with water from the water container for 30 seconds.	30 seconds complete	Not complete
<b>20</b>	Release the button to flush air for 10 seconds.	10 seconds complete	Not complete
<b>21</b>	Turn the light source OFF.	Complete	Not complete

### Detach accessories from the endoscope

<b>22</b>	Detach the videoscope cable (MAJ-1430, MAJ-843, or MH-976) from the electrical connector of the endoscope.	Complete	Not complete
<b>23</b>	Detach the suction tube from the suction connector on the endoscope connector.	Complete	Not complete
<b>24</b>	Detach the metal tip of the water container (MAJ-901 or MH-884) from the air/water supply connector on the endoscope connector.	Complete	Not complete
<b>25</b>	Put the metal tip of the water container tube into the receptacle on the lid of the water container.	Complete	Not complete

### Attach the water resistant cap (MH-553)

<b>26</b>	Confirm that the exterior surface of the electrical connector is free from scratches.	Complete	Not complete
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**27** Attach the cap to the electrical connector.

Complete      Not complete

**Evaluation of the “Precleaning”**

Deviation Comments:

--

No deviation      Deviation

## Leakage Testing of the Endoscope

- |          |   |          |              |
|----------|---|----------|--------------|
| <b>1</b> | Detach the endoscope from the light source.   | Complete | Not complete |
| <b>2</b> | Transport the endoscope to the reprocessing area. Use a covered container if required by local policy.  | Complete | Not complete |
| <b>3</b> | Detach the AW channel cleaning adapter (MH-948), the suction valve (MH-443), and the biopsy valve (MB-358) from the endoscope and place them in the detergent solution.   | Complete | Not complete |
| <b>4</b> | Fill a clean, large basin with water.   | Complete | Not complete |
| <b>5</b> | Attach the leakage tester connector of the leakage tester (MB-155) to the output socket of the maintenance unit (MU-1) or the light source. Turn the maintenance unit or the light source ON. Set the light source's airflow regulator switch to its maximum level.       | Complete | Not complete |
| <b>6</b> | Depress the pin located inside the connector cap of the leakage tester and listen to confirm that air is emitted from the connector cap.  | Complete | Not complete |
| <b>7</b> | Confirm that both the connector cap of the leakage tester and the venting connector of the water resistant cap are dry. If not, dry with a clean, lint free cloth. Attach the connector cap to the venting connector by pushing on and rotating clockwise until it stops. | Complete | Not complete |

*(continued on next page)*

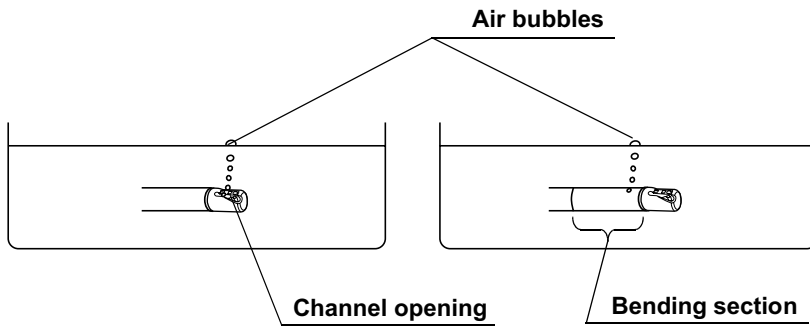
**8** With the leakage tester attached, immerse the endoscope in the water and observe for approximately 30 seconds while deflecting the bending section of the endoscope by turning the endoscope’s UP/DOWN and RIGHT/LEFT angulation control knobs, and while raising and lowering the forceps elevator by moving the endoscope’s elevator control lever. Confirm that there is no location on the endoscope from which a continuous series of air bubbles emerge.

Performed      Not performed

Deflected      Not deflected

Raised and lowered      Not raised and lowered

No leakage      Leakage



**9** Remove the endoscope from the water with the leakage tester still attached.

Complete      Not complete

**10** Turn the maintenance unit or the light source OFF.

Complete      Not complete

**11** Detach the leakage tester from the maintenance unit or the light source.

Complete      Not complete

**12** Wait 30 seconds, or until the covering of the bending section contracts to its pre-expansion size. Detach the leakage tester from the water resistant cap.

Complete      Not complete

**13** Thoroughly dry the leakage tester using a clean, lint-free cloth.

Complete      Not complete

**Evaluation of the “Leakage Testing”**

No deviation      Deviation

Deviation Comments:

## Manually Cleaning the Endoscope and Accessories

### Clean the external surface

**1** Fill a clean, large basin with the detergent solution at the concentration recommended by the detergent manufacturer. Complete    Not complete

Use a medical-grade, low-foaming, neutral pH detergent. Follow the instructions provided by the detergent manufacturer regarding concentration, temperature, contact time, and expiration date.

**Actual Condition**  
Detergent Name:

Concentration:

Temperature:

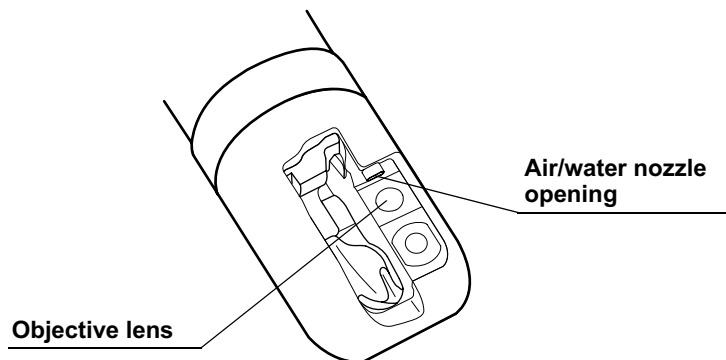
Contact time:

Expiration date:

**2** Immerse the endoscope in the detergent solution. Complete    Not complete

**3** Thoroughly brush or wipe all external surfaces of the endoscope, using a clean, lint-free cloth, brush or sponge. Pay particular attention to the air/water nozzle opening and the objective lens on the distal end of the insertion section, and ensure that all surfaces of the distal end are thoroughly cleaned. All external surfaces complete    Not complete

Distal end complete    Not complete

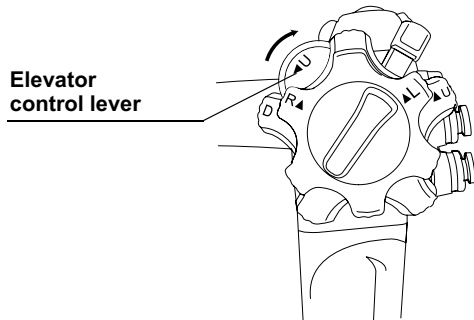


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## Brush the forceps elevator and elevator recess

**4** Lower the forceps elevator by turning the elevator control lever in the opposite direction of the “◀U” direction until it stops. Perform the following brushing in the detergent solution.

Complete      Not complete



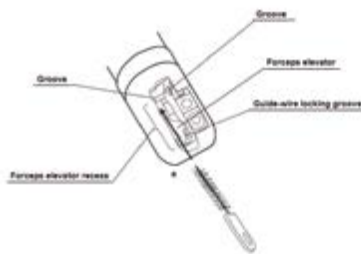
**5** Straighten the bending section of the endoscope.

Complete      Not complete

**6** Brush the forceps elevator including the guidewire-locking groove and the forceps elevator recess with the single use channel-opening cleaning brush (MAJ-1339) or the single use combination cleaning brush (BW-412T) as follows:

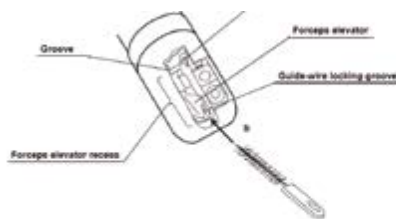
a) Insert the brush into the forceps elevator recess along the forceps elevator until the brush handle touches the distal end of the endoscope and pull the brush out of the forceps elevator recess in the detergent solution.

Brush handle touched      Not complete



b) Brush the guidewire-locking groove in the detergent solution.

Complete      Not complete



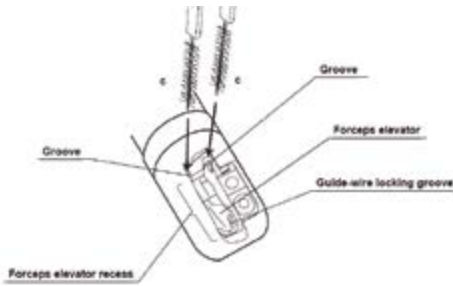
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c) Brush both grooves in the detergent solution.

First groove  
complete

Not complete

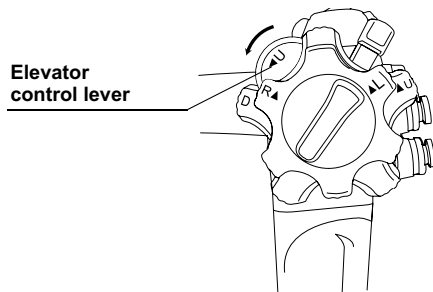
Second groove  
complete



**7** Raise the forceps elevator by turning the elevator control lever in the “◀U” direction until resistance is felt.

Complete

Not complete

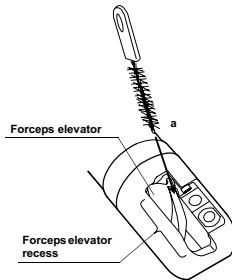


**8** While holding the distal end, brush the forceps elevator and the forceps elevator recess with the single-use channel-opening cleaning brush as follows:

a) Insert the brush into the forceps elevator recess along the back of the forceps elevator until the distal end of the brush touches the bottom of the forceps elevator recess in the detergent solution.

Complete

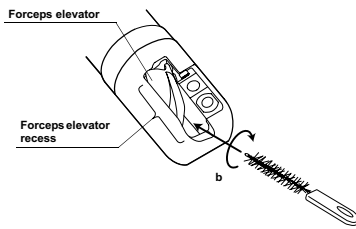
Not complete



b) Insert the brush into the forceps elevator recess and rotate the brush one full revolution in the detergent solution.

Insertion  
complete

Not complete

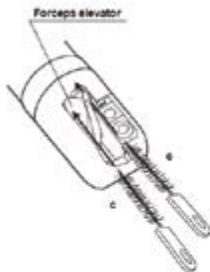


Rotation  
complete

Not complete

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c) Brush both sides of the forceps elevator in the detergent solution.



First side complete

Not complete

Second side complete

9 Operate the elevator control lever to raise and lower the forceps elevator in the detergent solution at least three times.

3 times complete

Not complete

10 Inspect whether there is debris on the forceps elevator and in the forceps elevator recess (Inspection by the reprocessing technician).

No debris confirmed on the elevator

Debris confirmed on the elevator

No debris confirmed in the recess

Debris confirmed in the recess

Go to 12

11 Inspect whether there is debris on the forceps elevator and in the forceps elevator recess (Inspection by the evaluator).

No debris confirmed on the elevator

Debris confirmed on the elevator

**WARNING** - The evaluator must not touch the endoscope. That may pose an infection control risk.

(continued on next page)

No debris confirmed in the recess

Debris confirmed in the recess

**12** Repeat Steps 4 through 11 until no debris is observed upon inspection of the forceps elevator and the forceps elevator recess.

6-a)  
Complete

6-b)  
Complete

6-c)  
Complete

8-a) Complete      Not done

8-b)  
Complete

8-c)  
Complete

9 (3 times)  
Complete

No debris confirmed on the elevator      Debris confirmed on the elevator

No debris confirmed in the recess      Debris confirmed in the recess

*(continued on next page)*



<b>13</b>	Inspect whether there is debris on the forceps elevator and in the forceps elevator recess (Inspection by the evaluator).	No debris confirmed on the elevator	Debris confirmed on the elevator
	<b>WARNING</b> - The evaluator must not touch the endoscope. That may pose an infection control risk.	No debris confirmed in the recess	Debris confirmed in the recess
<b>14</b>	Lower the forceps elevator by turning the elevator control lever in the opposite direction of the “◀U” direction until it stops.	Complete	Not complete
<b>15</b>	Brush the distal end of the endoscope except the forceps elevator and the forceps elevator recess, using the single use channel-opening cleaning brush, until no debris is observed upon inspection of the brush.	Brushing complete	Not complete
		No debris confirmed	Debris confirmed
<b>16</b>	Inspect whether no debris is observed on the brush (Inspection by the evaluator).	No debris confirmed	Debris confirmed
	<b>WARNING</b> - The evaluator must not touch the endoscope. That may pose an infection control risk.		

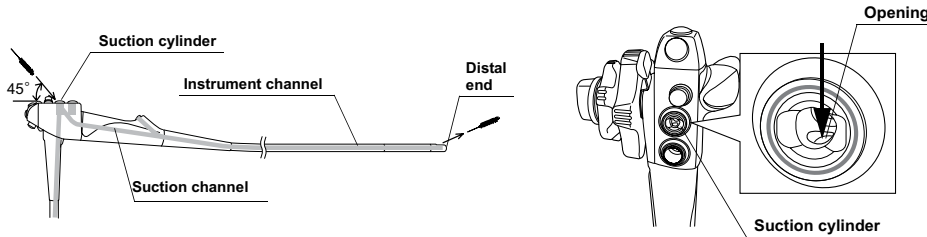
### Brush the channels

<b>17</b>	Confirm that no parts remain inside either the instrument channel or the suction channel of the endoscope by carefully passing a new brush through both channels.	Instrument channel complete	Instrument channel not complete
		Suction channel complete	Suction channel not complete
		No parts	Parts

## Brush from the suction cylinder to the distal end of the insertion section

**18** Straighten the bending section of the endoscope. Complete      Not complete

**19** Insert the brush at a 45° angle into the opening located in the side wall of the suction cylinder. Using short strokes, feed the brush through the instrument channel until it emerges from the distal end of the endoscope's insertion section. Short strokes      Long strokes



Emerged      Not emerged  
  
Not brushed

**20** Inspect whether there is debris on the bristles when the brush emerges from the distal end. Clean the bristles in the detergent solution using your gloved fingertips to remove any debris. Inspection complete      Inspection not complete

Cleaning complete      Cleaning not complete

**21** Carefully pull the brush back through the channel and out of the suction cylinder. Complete      Not complete

**22** Inspect whether there is debris on the bristles when the brush emerges from the suction cylinder. Clean the bristles in the detergent solution using your gloved fingertips to remove any debris. Inspection complete      Inspection not complete

*(continued on next page)*

Cleaning complete      Cleaning not complete

**23** Repeat steps 19 through 22 until no debris is observed upon inspection of the brush.

No debris observed	Debris observed
--------------------	-----------------

19 Complete

20 Complete	Not complete
-------------	--------------

21 Complete

No debris observed	Debris observed
--------------------	-----------------

**24** Inspect whether no debris is observed on the brush (Inspection by the evaluator).

No debris observed	Debris observed
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**WARNING** - The evaluator must not touch the endoscope. That may pose an infection control risk.

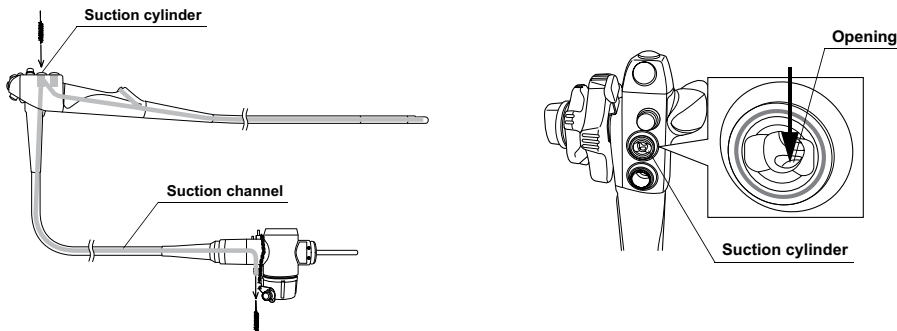
**Brush from the suction cylinder to the endoscope connector**

**25** Insert the brush straight into the suction cylinder. Using short strokes, feed the brush through the suction channel until it emerges from the suction connector on the endoscope connector.

Short strokes	Long strokes
---------------	--------------

Emerged	Not emerged
---------	-------------

Not brushed



**26** Inspect whether there is debris on the bristles when the brush emerges from the suction connector. Clean the bristles in the detergent solution using your gloved fingertips to remove any debris.

Inspection complete	Inspection not complete
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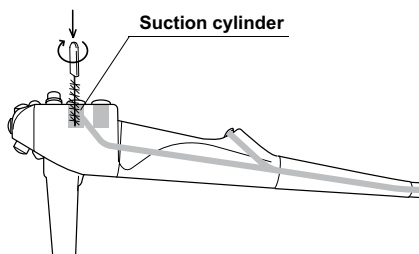
Cleaning complete	Cleaning not complete
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<p><b>27</b> Carefully pull the brush back through the channel and out of the suction cylinder.</p>	Complete	Not complete
<p><b>28</b> Inspect whether there is debris on the bristles when the brush emerges from the suction cylinder. Clean the bristles in the detergent solution using your gloved fingertips to remove any debris.</p>	Inspection complete	Inspection not complete
	Cleaning complete	Cleaning not complete
<p><b>29</b> Repeat steps 25 through 28 until no debris is observed upon inspection of the brush.</p>	No debris observed	Debris observed
	25 Complete	
	26 Complete	Not complete
	27 Complete	
	No debris observed	Debris observed
<p><b>30</b> Inspect whether no debris is observed on the brush (Inspection by the evaluator).  <b>WARNING</b> - The evaluator must not touch the endoscope. That may pose an infection control risk.</p>	No debris observed	Debris observed

**Brush the suction cylinder**

<p><b>31</b> Insert the single use channel-opening cleaning brush into the suction cylinder, until half of the brush section is inserted.</p>	Complete	Not complete
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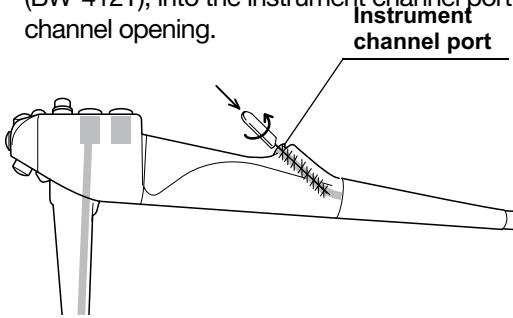
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<b>32</b> Rotate the inserted brush one full revolution.	Complete	Not complete
<b>33</b> Pull the brush out of the cylinder.	Complete	Not complete
<b>34</b> Inspect whether there is debris on the bristles. Clean the bristles in the detergent solution using your gloved fingertips to remove any debris.	Inspection complete	Inspection not complete
	Cleaning complete	Cleaning not complete
<b>35</b> Repeat steps 31 through 34 until no debris is observed upon inspection of the brush.	No debris observed	Debris observed
	31 Complete	
	32 Complete	Not complete
	33 Complete	
	No debris observed	Debris observed
<b>36</b> Inspect whether no debris is observed on the brush (Inspection by the evaluator). <b>WARNING</b> - The evaluator must not touch the endoscope. That may pose an infection control risk.	No debris observed	Debris observed

*(continued on next page)*

## Brush the instrument channel port

**37** Insert the single use channel-opening cleaning brush (MAJ-1339), the channel-opening cleaning brush part of the single use combination cleaning brush (BW-412T), into the instrument channel port, until the brush handle touches the channel opening.



**38** Rotate the inserted brush one full revolution.

**39** Pull the brush out of the instrument channel port.

**40** Inspect whether there is debris on the bristles. Clean the bristles in the detergent solution using your gloved fingertips to remove any debris.

**41** Repeat Steps 37 through 40 until no debris is observed upon inspection of the brush.

Complete      Not complete

Complete      Not complete

Complete      Not complete

Inspection complete      Inspection not complete

Cleaning complete      Cleaning not complete

No debris observed      Debris observed

37 Complete

38 Complete      Not complete

39 Complete

No debris observed      Debris observed

*(continued on next page)*

<b>42</b>	Inspect whether no debris is observed on the brush (Inspection by the evaluator). <b>WARNING</b> - The evaluator must not touch the endoscope. That may pose an infection control risk.	No debris observed	Debris observed
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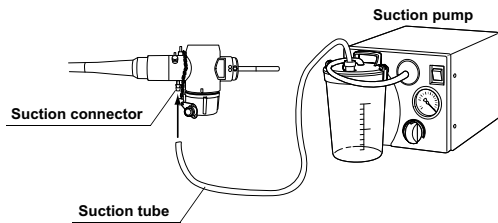
<b>43</b>	Dispose of the single use channel-opening cleaning brush.	Complete	Not complete
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<b>44</b>	Remove the endoscope from the detergent solution.	Complete	Not complete
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**Aspirate detergent solution through the instrument channel and the suction channel**

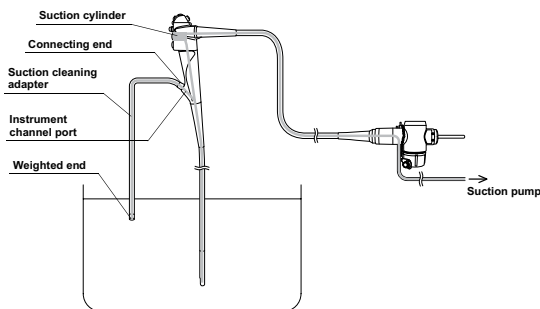
<b>45</b>	Attach the suction cleaning adapter (MH-856) to the instrument channel port.	Complete	Not complete
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<b>46</b>	Attach the suction tube from the suction pump to the suction connector on the endoscope connector.	Complete	Not complete
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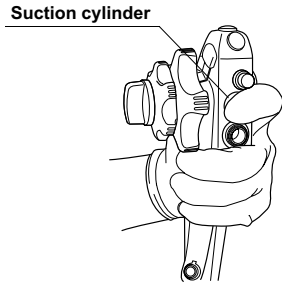
<b>47</b>	Turn the suction pump ON.	Complete	Not complete
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<b>48</b>	Immerse both the distal end of the insertion section and the weighted end of the suction cleaning adapter in the detergent solution.	Complete	Not complete
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- |           |   |                        |              |
|-----------|---|------------------------|--------------|
| <b>49</b> | Cover the suction cylinder of the endoscope with your gloved finger and aspirate the detergent solution through the instrument channel and the suction channel of the endoscope for approximately 30 seconds. | 30 seconds<br>complete | Not complete |
|-----------|---|------------------------|--------------|



- |           |                            |          |              |
|-----------|----------------------------|----------|--------------|
| <b>50</b> | Turn the suction pump OFF. | Complete | Not complete |
|-----------|----------------------------|----------|--------------|

- |           |  |          |              |
|-----------|--|----------|--------------|
| <b>51</b> | Detach the suction tube and the suction cleaning adapter from the endoscope. | Complete | Not complete |
|-----------|--|----------|--------------|

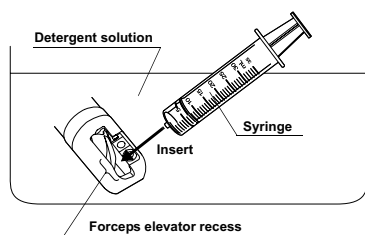
**Flush the forceps elevator recess with detergent solution**

- |           |   |          |              |
|-----------|---|----------|--------------|
| <b>52</b> | Immerse the distal end in detergent solution. | Complete | Not complete |
|-----------|---|----------|--------------|

- |           |  |                     |              |
|-----------|--|---------------------|--------------|
| <b>53</b> | Operate the elevator control lever to raise and lower the forceps elevator at least three times. | 3 times<br>complete | Not complete |
|-----------|--|---------------------|--------------|

- |           |  |          |              |
|-----------|--|----------|--------------|
| <b>54</b> | Raise the forceps elevator by turning the elevator control lever in the “◀U” direction until resistance is felt. | Complete | Not complete |
|-----------|--|----------|--------------|

- |           |  |                       |                           |
|-----------|--|-----------------------|---------------------------|
| <b>55</b> | Insert the distal end of a clean 30 ml syringe into the forceps elevator recess and flush the interior of the forceps elevator recess with 30 ml of the detergent solution by pumping the syringe. | Insertion<br>complete | Insertion<br>not complete |
|-----------|--|-----------------------|---------------------------|



- |                      |                          |
|----------------------|--------------------------|
| Flushing<br>complete | Flushing not<br>complete |
|----------------------|--------------------------|

(continued on next page)

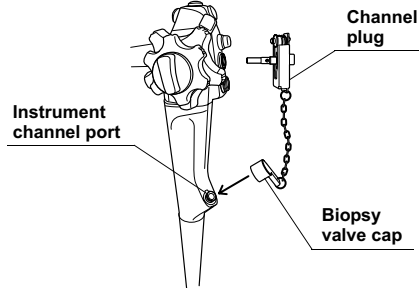
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- |           |  |          |              |
|-----------|--|----------|--------------|
| <b>56</b> | Lower the forceps elevator by turning the elevator control lever in the opposite direction of the “◀U” direction until it stops. | Complete | Not complete |
|-----------|--|----------|--------------|

**Flush the air/water channel with detergent solution**

- |           |   |          |              |
|-----------|---|----------|--------------|
| <b>57</b> | Attach the biopsy valve cap of the channel plug (MH-944) to the instrument channel port of the endoscope. | Complete | Not complete |
|-----------|---|----------|--------------|

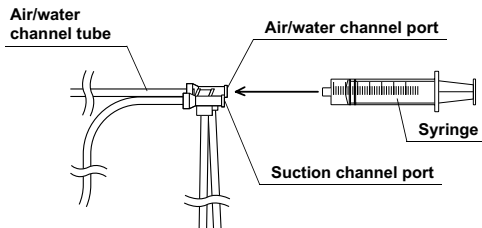


- |           |  |          |              |
|-----------|--|----------|--------------|
| <b>58</b> | Attach the channel plug to the air/water and suction cylinders of the endoscope. | Complete | Not complete |
|-----------|--|----------|--------------|

- |           |  |          |              |
|-----------|--|----------|--------------|
| <b>59</b> | Attach the injection tube (MH-946) to the endoscope connector. | Complete | Not complete |
|-----------|--|----------|--------------|

- |           |   |          |              |
|-----------|---|----------|--------------|
| <b>60</b> | Immerse the suction port of the injection tube in the detergent solution. | Complete | Not complete |
|-----------|---|----------|--------------|

- |           |   |          |              |
|-----------|---|----------|--------------|
| <b>61</b> | Attach a clean 30 ml syringe to the air/water channel port of the injection tube. | Complete | Not complete |
|-----------|---|----------|--------------|



- |           |   |                  |              |
|-----------|---|------------------|--------------|
| <b>62</b> | Flush the air/water channel with 90 ml of the detergent solution by pumping the syringe at least three times. | 3 times complete | Not complete |
|-----------|---|------------------|--------------|

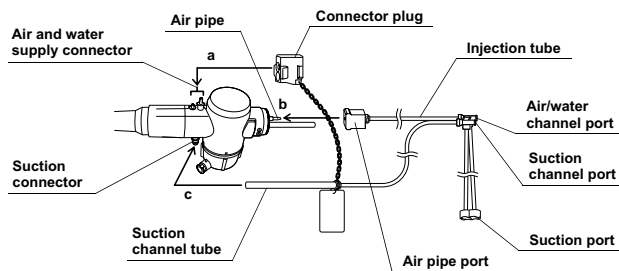
(continued on next page)

## Immerse the endoscope and accessories in detergent solution

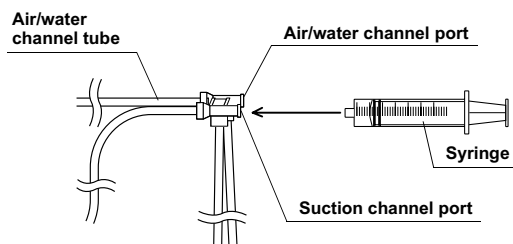
- |           |   |          |              |
|-----------|---|----------|--------------|
| <b>63</b> | Wipe all external surfaces of the endoscope, the channel plug (MH-944), and the injection tube (MH-946) to remove debris while they are immersed in the detergent solution, using a clean, lint-free cloth, brush, or sponge. | Complete | Not complete |
| <b>64</b> | Leave the endoscope with attached accessories immersed in the detergent solution, according to the instructions of the detergent manufacturer.  | Complete | Not complete |
| <b>65</b> | Remove the endoscope with attached accessories from the detergent solution.   | Complete | Not complete |

## Remove detergent solution from all channels

- |           |   |          |              |
|-----------|---|----------|--------------|
| <b>66</b> | Fill a clean large basin with water.  | Complete | Not complete |
| <b>67</b> | Immerse the endoscope with attached accessories in the water and gently agitate them to thoroughly rinse. | Complete | Not complete |
| <b>68</b> | Immerse the suction port of the injection tube (MH-946) in the water.                                     | Complete | Not complete |



- |           |   |                    |                        |
|-----------|---|--------------------|------------------------|
| <b>69</b> | Attach a clean 30 ml syringe to the suction channel port of the injection tube and flush the suction channel with 90 ml of water (i.e., pump the syringe at least three times). | Attaching complete | Attaching not complete |
|-----------|---|--------------------|------------------------|



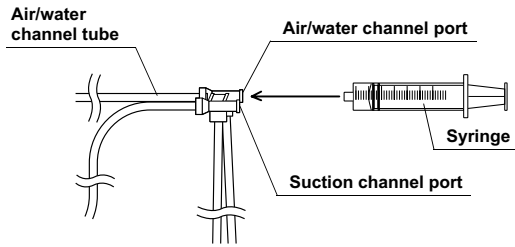
- |                           |                       |
|---------------------------|-----------------------|
| 3 times flushing complete | Flushing not complete |
|---------------------------|-----------------------|

(continued on next page)

**70** Move the syringe to the air/water channel port of the injection tube and flush the air/water channel with 90 ml of water (i.e., pump the syringe at least three times).

Moving complete

Moving not complete



3 Times flushing complete

Flushing not complete

**71** Remove the endoscope with attached accessories from the water.

Complete

Not complete

**72** Place them in a clean basin.

Complete

Not complete

**73** Cover the distal end and the control section of the endoscope with a clean, lint-free cloth(s) to prevent splashing from the channel openings.

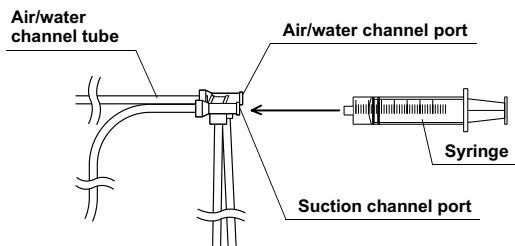
Complete

Not complete

**74** Attach the syringe to the suction channel port of the injection tube and flush the suction channel with 90 ml of air.

Attaching complete

Attaching not complete



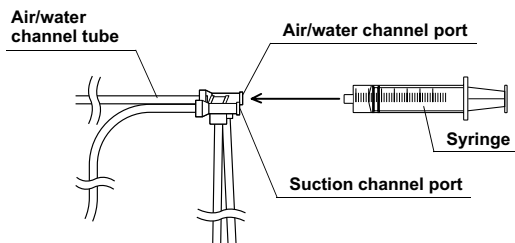
3 times flushing complete

Flushing not complete

**75** Move the syringe to the air/water channel port of the injection tube and flush the air/water channel with 90 ml of air.

Moving complete

Moving not complete



3 times flushing complete

Flushing not complete

(continued on next page)

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<b>76</b>	Remove the cloth(s) from the endoscope.	Complete	Not complete
-----------	---	----------	--------------

<b>77</b>	Detach the channel plug and the injection tube from the endoscope.	Complete	Not complete
-----------	--	----------	--------------

### Dry external surfaces

<b>78</b>	Dry the external surfaces of the endoscope, the channel plug, and the injection tube by wiping with a clean, lint-free cloth(s).	Complete	Not complete
-----------	--	----------	--------------

<b>79</b>	Inspect all items for residual debris. Should any debris remain, repeat the entire cleaning procedure until all debris is removed.	Inspection complete	Inspection not complete
-----------	--	---------------------	-------------------------

No debris remained	Debris remained
--------------------	-----------------

Repeating complete	Repeating not complete
--------------------	------------------------

Inspection complete	Inspection not complete
---------------------	-------------------------

No debris remained	Debris remained
--------------------	-----------------

<b>80</b>	Inspect whether debris is observed on the endoscope (Inspection by the evaluator).	No debris remained	Debris remained
-----------	--	--------------------	-----------------

**WARNING** - The evaluator must not touch the endoscope. That may pose an infection control risk.

**Evaluation of the “Manually Cleaning the Endoscope and Accessories”**

No deviation

Deviation

Deviation Comments:

**NOTE** - Go to page 46 for using an AER.

Start time

Reprocessing technician name

## Manual High-Level Disinfection

### Preparation

**1** Fill a clean large basin with the disinfectant solution. Complete Not complete

**2** Use a high-level disinfectant cleared by your national regulatory agency for use in reprocessing flexible endoscopes. Follow the disinfectant manufacturer's instructions regarding activation (if required), concentration, temperature, contact time, and expiration date. Complete Not complete

**Actual condition**

Detergent name:

Concentration:

Temperature:

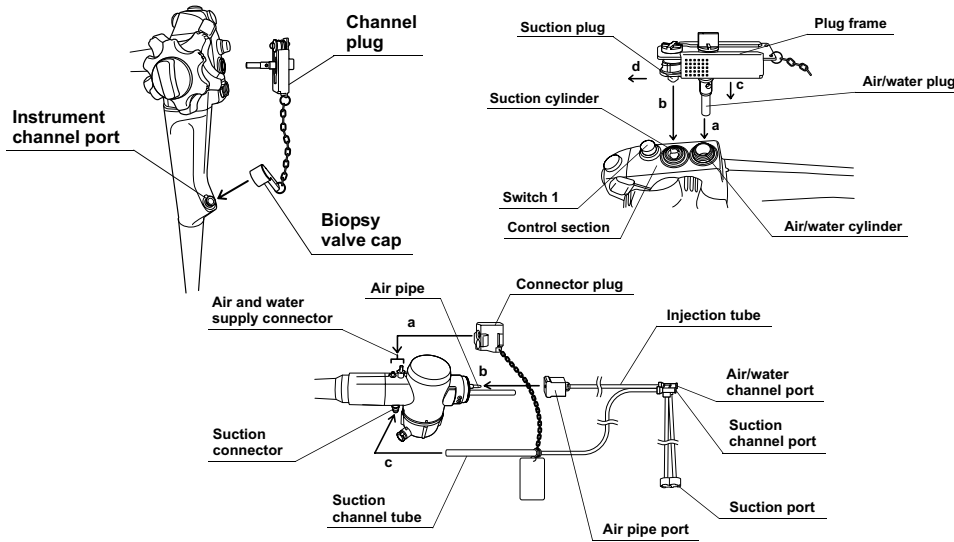
Contact time:

Expiration date:

**3** Immerse the endoscope in the disinfectant solution. Complete Not complete

*(continued on next page)*

**4** Attach the channel plug (MH-944) and the injection tube (MH-946) to the endoscope. Complete      Not complete



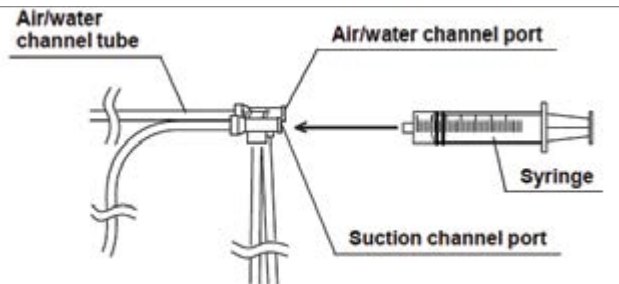
**5** Immerse in the disinfectant solution. Complete      Not complete

**Flush all channels and the forceps elevator recess with disinfectant solution**

**6** Confirm that the suction port of the injection tube (MH-946) is immersed in the disinfectant solution. Complete      Not complete

**7** Attach a clean 30 ml syringe to the suction channel port of the injection tube and forcefully flush the suction channel with 180 ml of the disinfectant solution – i.e., by pumping the syringe at least six times. Confirm that no air bubbles exit the distal end of the endoscope’s insertion section during the sixth flush. 6 times flushing complete      Flushing not complete

If air bubbles still exit, flush the channel with the disinfectant solution until no air bubbles exit. Confirmation complete      Confirmation not complete



No air bubbles      Air bubbles

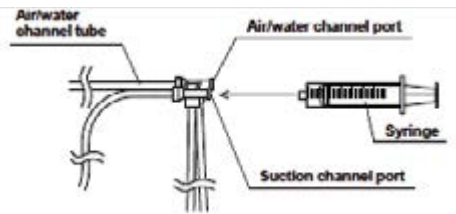
Additional flushing complete      Additional flushing not complete

No air bubbles      Air bubbles

*(continued on next page)*

**8** Move the syringe to the air/water channel port of the injection tube and forcefully flush the air/water channel with 180 ml of the disinfectant solution.

Confirm that no air bubbles exit the distal end during the sixth flush. If air bubbles still exit, flush the channel with the disinfectant solution until no air bubbles exit.



Moving complete	Moving not complete
6 times flushing complete	Flushing not complete
Confirmation complete	Confirmation not complete
No air bubbles	Air bubbles
Additional flushing complete	Additional flushing not complete
No air bubbles	Air bubbles

**9** Remove the biopsy valve cap of the channel plug (MH-946) from the instrument channel port of the endoscope, leaving the channel plug attached to the air/water and suction cylinders of the endoscope. Forcefully flush the instrument channel with 180ml of the disinfectant solution, using the 30ml syringe - i.e., fill the syringe with the disinfectant solution without air, put the distal end of the syringe in the instrument channel port in the disinfectant solution, and forcefully flush at least six times, minimizing disinfectant solution leakage from the port.

Confirm that no air bubbles exit the distal end of the endoscope's insertion section during the sixth flush. If air bubbles still exit, flush the channel with the disinfectant solution until no air bubbles exit.

Moving complete	Moving not complete
6 times flushing complete	Flushing not complete
Confirmation complete	Confirmation not complete
No air bubbles	Air bubbles
Additional flushing complete	Additional flushing not complete
No air bubbles	Air bubbles

**10** Raise the forceps elevator by turning the elevator control lever in the “◀U” direction until resistance is felt.

Complete	Not complete
----------	--------------

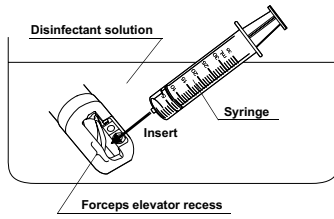
*(continued on next page)*



**11** Insert the tip of the 30 ml syringe into the interior of the forceps elevator recess in the disinfectant solution, and flush the interior of the recess with 60 ml of the disinfectant solution.

Insertion complete

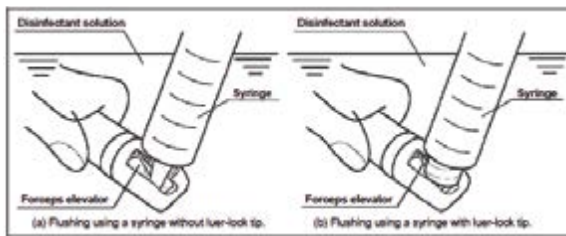
Insertion not complete



Flushing complete

Flushing not complete

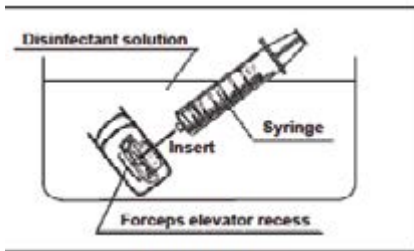
**NOTE**, When using a luer-lock type syringe, the tip of the syringe may not fit into the interior of the forceps elevator recess. In this case, hold the tip of the syringe over the interior of the recess while the syringe contacts the surface of the endoscope.



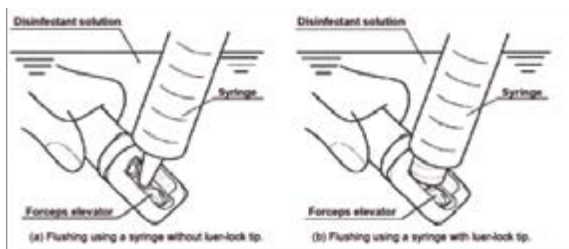
**12** Lower the forceps elevator by turning the elevator control lever. Insert the tip of the 30 ml syringe into the interior the forceps elevator recess in the disinfectant solution, and flush the interior of the recess with 60 ml of the disinfectant solution.

Complete

Not complete



**NOTE**, When using a luer-lock type syringe, the tip of the syringe may not fit into the interior of the forceps elevator recess. In this case, hold the tip of the syringe over the interior of the recess while the syringe contacts the surface of the endoscope.



(continued on next page)

- |           |   |          |              |
|-----------|---|----------|--------------|
| <b>13</b> | Turn the elevator control lever to raise and lower the forceps elevator three times, keeping the distal end of the endoscope immersed in the disinfectant solution  | Complete | Not complete |
| <b>14</b> | Forcefully flush the instrument channel with 90ml of the disinfectant solution, using the 30ml syringe - i.e., fill the syringe with the disinfectant solution without air, put the distal end of the syringe in the instrument channel port in the disinfectant solution, and forcefully flush at least three times, minimizing disinfectant solution leakage from the port. Confirm that no air bubbles exit the distal end of the endoscope's insertion section during the third flush. If air bubbles still exit, flush the channel with the disinfectant solution until no air bubbles exit. | Complete | Not complete |

Repeat the steps 10-14 above.

**NOTE**, When using a luer-lock type syringe, the tip of the syringe may not fit into the interior of the forceps elevator recess. In this case, hold the tip of the syringe over the interior of the recess while the syringe contacts the surface of the endoscope.

### Immerse the endoscope and accessories in disinfectant solution

- |           |   |                 |                     |
|-----------|---|-----------------|---------------------|
| <b>15</b> | Detach the syringe from the accessories. While immersed, detach the channel plug (MH-944) and the injection tube (MH-946) from the endoscope.   | Complete        | Not complete        |
| <b>16</b> | Confirm that the endoscope and all accessories are completely submerged in the disinfectant solution.   | Complete        | Not complete        |
| <b>17</b> | Confirm that there are no air bubbles on the surfaces of the endoscope and accessories. If air bubbles adhere to the surfaces, wipe them away using your gloved finger or a clean, lint-free cloth. | Confirmed       | Not confirmed       |
|           |   | No air bubbles  | Air bubbles         |
|           |   | Wiping complete | Wiping not complete |
|           |   | No air bubbles  | Air bubbles         |
| <b>18</b> | Cover the basin of the disinfectant solution with a tight-fitting lid to minimize the diffusion of disinfectant vapors.   | Complete        | Not complete        |

*(continued on next page)*

**19** Leave the endoscope, the channel plug, and the injection tube immersed in the disinfectant solution according to the instructions of the disinfectant manufacturer. Confirm the recommended contact time, temperature, and concentration. Use a clock or timer to accurately measure the disinfection contact time.

Leaving complete

Leaving not complete

Using complete

Using not complete

**Actual condition**

Start time and date:

Reprocessing technician name:

Actual immersion time:

Expiration date:

(From the above leaving start time to the start time of this section)

**Labeled condition**

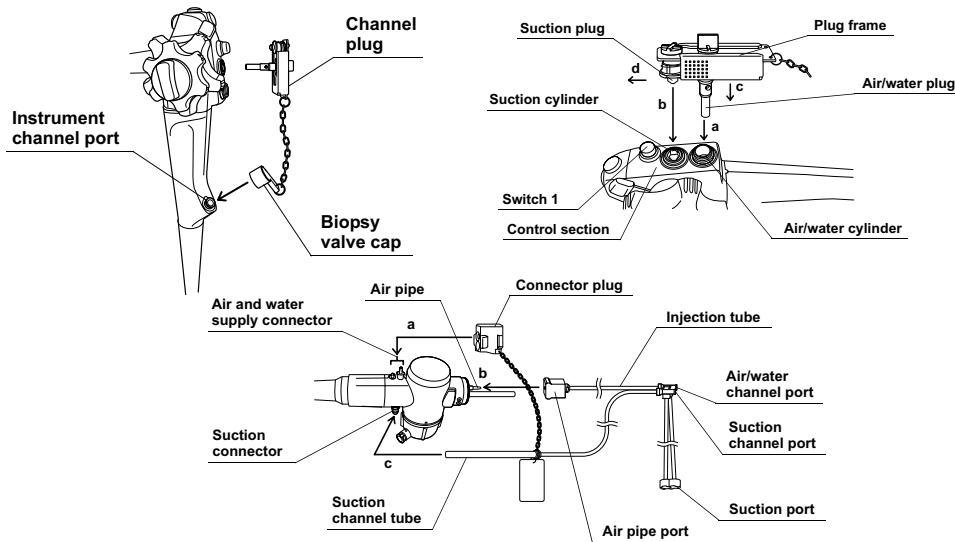
Labeled immersion time:

**Remove the endoscope and accessories from disinfectant solution**

**20** Attach the channel plug (MH-944) and the injection tube (MH-946) to the endoscope.

Complete

Not complete



**21** Remove the suction port of the injection tube from the disinfectant solution.

Complete

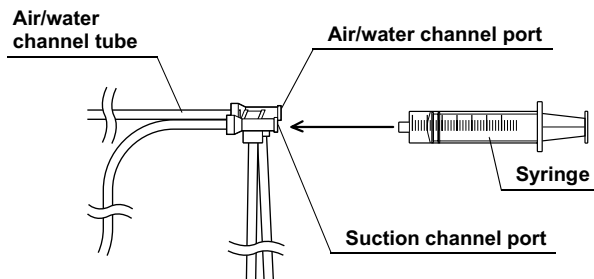
Not complete

(continued on next page)

**22** Attach a sterile 30 ml syringe to the suction channel port of the injection tube and flush the suction channel with 90 ml of air – i.e., pump the syringe at least three times.

Attaching complete

Attaching not complete



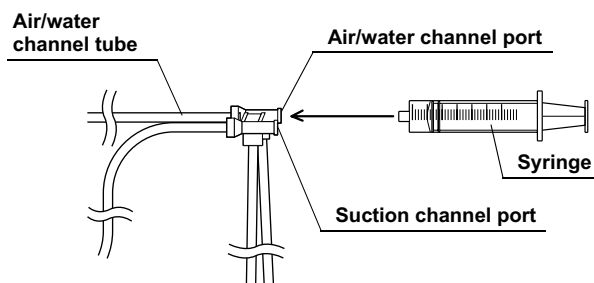
3 times flushing complete

Flushing not complete

**23** Move the syringe to the air/water channel port of the injection tube and flush the air/water channel with 90 ml of air.

Moving Complete

Not complete



3 times flushing complete

Flushing not complete

**24** Remove the endoscope with attached accessories from the disinfectant solution.

Complete

Not complete

**Evaluation of the “Manual High-Level Disinfection”**

No deviation

Deviation

Deviation Comments:

# Rinsing

- 1 Use sterile water, either fresh, potable tap water, or water that has been processed (e.g., filtered, deionized, or purified) to improve its chemical and/or microbiological quality, and flush the endoscope and accessories with the alcohol after rinsing. Consult with your hospital's infection control committee regarding local policies on water quality.

**Actual condition**

Sterile water

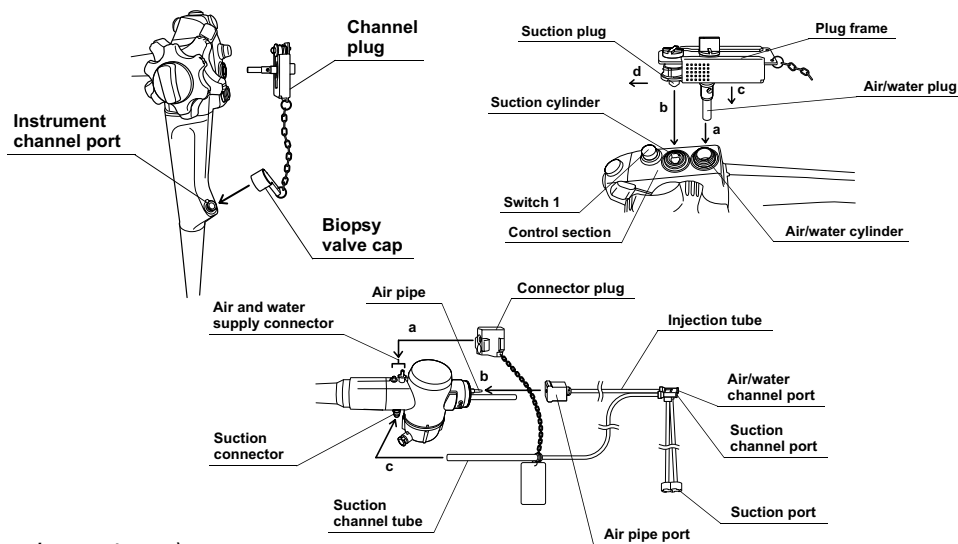
Fresh water

Potable water

Other:

## Rinse the endoscope and accessories

- 2 Fill a sterile large basin with the rinse water. Complete    Not complete
  
- 3 Immerse the endoscope with attached accessories in the rinse water. Complete    Not complete
  
- 4 Detach the channel plug (MH-944) and injection tube (MH-946) from the endoscope. Complete    Not complete
  
- 5 Wipe all external surfaces of the endoscope and accessories, using a sterile, lint-free cloth. Complete    Not complete
  
- 6 Attach the channel plug and the injection tube to the endoscope. Complete    Not complete

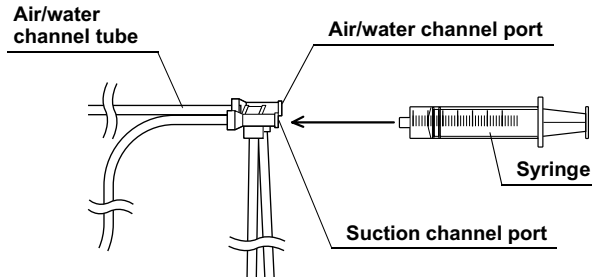


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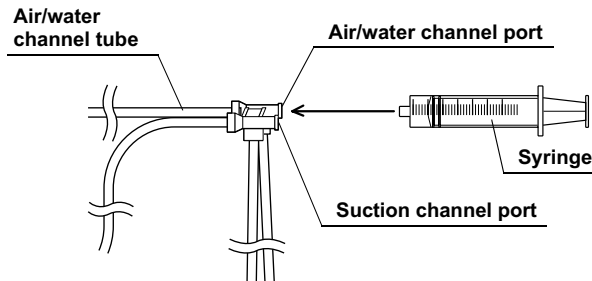
<b>7</b>	Immerse the suction port of the injection tube in the rinse water.	Complete	Not complete
----------	--	----------	--------------

<b>8</b>	Attach a sterile 30 ml syringe to the suction channel port of the injection tube and flush the suction channel with 90 ml of the rinse water – i.e., pump the syringe at least three times.	Attaching complete	Attaching not complete
----------	---	--------------------	------------------------



3 times flushing complete	Flushing not complete
---------------------------	-----------------------

<b>9</b>	Move the syringe to the air/water channel port of the injection tube and flush the air/water channel with 90 ml of the rinse water.	Moving complete	Moving not complete
----------	---	-----------------	---------------------



3 times flushing complete	Flushing not complete
---------------------------	-----------------------

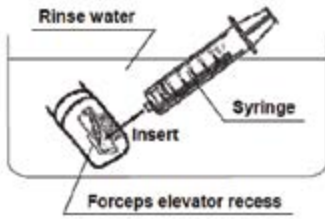
<b>10</b>	Raise the forceps elevator by turning the elevator control lever in the “◀U” direction until resistance is felt.	Complete	Not complete
-----------	--	----------	--------------

(continued on next page)

**11** Insert the tip of the 30 ml syringe into the interior of the forceps elevator recess in the rinse water, and flush the interior of the recess with 30 ml of the rinse water.

Insertion complete

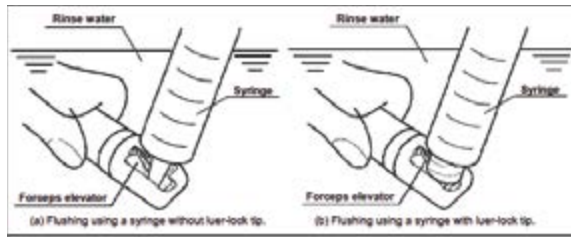
Insertion not complete



Flushing complete

Flushing not complete

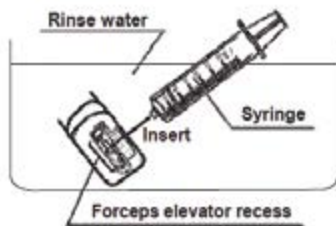
**NOTE**, When using a luer-lock type syringe, the tip of the syringe may not fit into the interior of the forceps elevator recess. In this case, hold the tip of the syringe over the interior of the recess while the syringe contacts the surface of the endoscope.



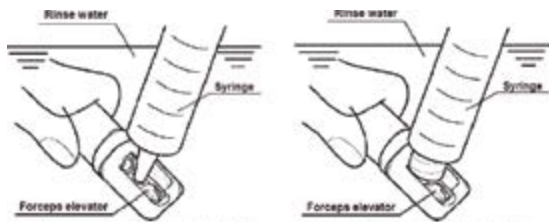
**12** Lower the forceps elevator by turning the elevator control lever. Insert the tip of the 30 ml syringe into the interior the forceps elevator recess in the rinse water, and flush the interior of the recess with 30 ml of the rinse water.

Complete

Not complete



**NOTE**, When using a luer-lock type syringe, the tip of the syringe may not fit into the interior of the forceps elevator recess. In this case, hold the tip of the syringe over the interior of the recess while the syringe contacts the surface of the endoscope.



(continued on next page)

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**13** Turn the elevator control lever to raise and lower the forceps elevator three times, keeping the distal end of the endoscope immersed in the rinse water. 3 times Complete Not complete

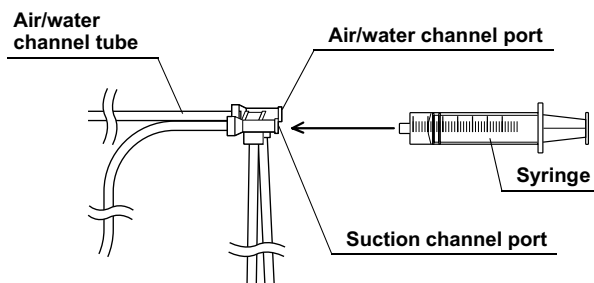
Repeat the step 1-12 above for the necessary number of times, following the rinsing method described in the disinfectant solution manual.

**14** By turning the elevator control lever, put the forceps elevator in intermediate position of the range of movement. Complete Not complete

**15** Remove the endoscope with attached accessories from the rinse water and place them in a sterile basin. Complete Not complete

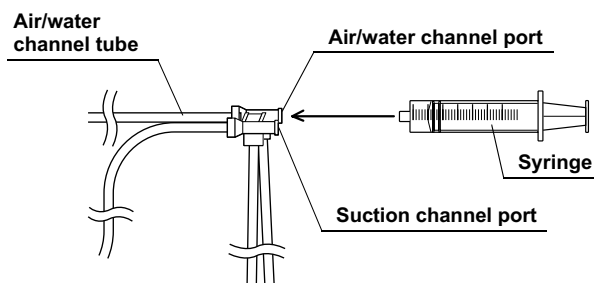
**16** Cover the distal end and the control section of the endoscope with a sterile, lint-free cloth(s) to prevent splashing from the channel openings. Complete Not complete

**17** Attach the syringe to the suction channel port of the injection tube and flush the suction channel with 90 ml of air. Attaching complete Attaching not complete



3 times flushing complete Flushing not complete

**18** Move the syringe to the air/water channel port of the injection tube and flush the air/water channel with 90 ml of air. Moving complete Moving not complete



3 times flushing complete Flushing not complete

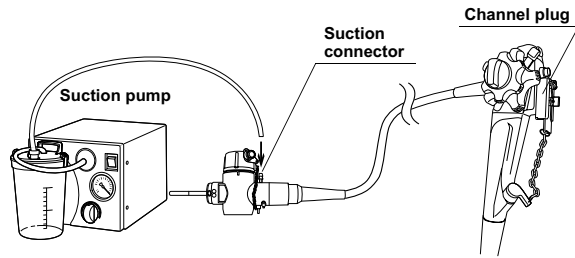
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**19** Remove the cloth(s) from the endoscope. Complete    Not complete

**20** Detach only the injection tube from the endoscope. Complete    Not complete

**21** Attach a sterile suction tube from the suction pump to the suction connector on the endoscope connector. Complete    Not complete



**22** Turn the suction pump ON and aspirate air for at least 15 seconds. Air will flow through the instrument channel and the suction channel of the endoscope. Turning complete    Turning not complete

15 seconds aspiration complete    Aspiration not complete

**23** While continuing the aspiration, raise and lower the forceps elevator three times, by turning the elevator control lever. 3 times complete    Not complete

**24** Turn the suction pump OFF. Complete    Not complete

**25** Detach the suction tube and the channel plug from the endoscope. Complete    Not complete

**26** Thoroughly dry the external surfaces of the endoscope, the channel plug, and the injection tube, by wiping with a sterile, lint-free cloth(s). Complete    Not complete

*(continued on next page)*

**27** Thoroughly dry the inside of the suction cylinder, the air/water cylinder, the instrument channel port of the endoscope, and forceps elevator recess, using a sterile cotton swab(s).

Complete      Not complete

**Evaluation of the “Rinsing”**

No deviation      Deviation

Deviation Comments:

## Alcohol Flush

Use medical-grade 70% ethyl or 70% isopropyl alcohol.

70% ethyl  
alcohol used

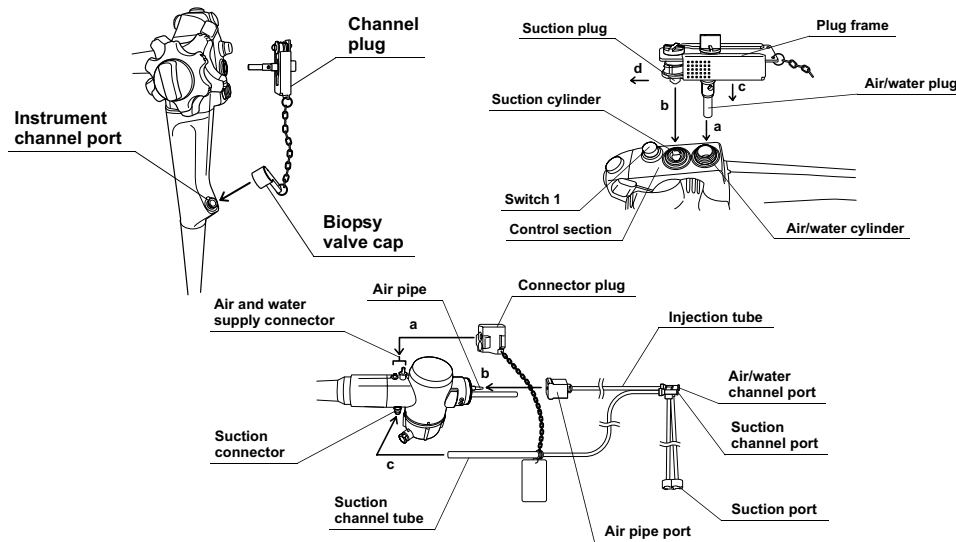
Other used

70%  
isopropyl  
alcohol used

## Alcohol Flush

**1** Fill a sterile small basin with the alcohol. Complete    Not complete

**2** Attach the channel plug (MH-944) and the injection tube (MH-946) to the endoscope. Complete    Not complete



**3** Immerse the suction port of the injection tube in the alcohol. Complete    Not complete

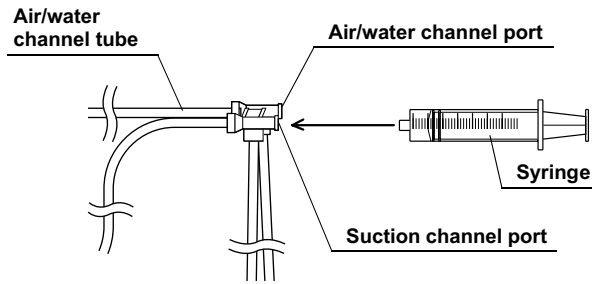
**4** Cover the distal end and the control section of the endoscope with a sterile, lint-free cloth(s) to prevent splashing alcohol from the channel openings. Complete    Not complete

*(continued on next page)*

**5** Attach a sterile 30 ml syringe to the suction channel port of the injection tube and flush the suction channel with 90 ml of the alcohol – i.e., pump the syringe at least three times.

Attaching complete

Attaching not complete



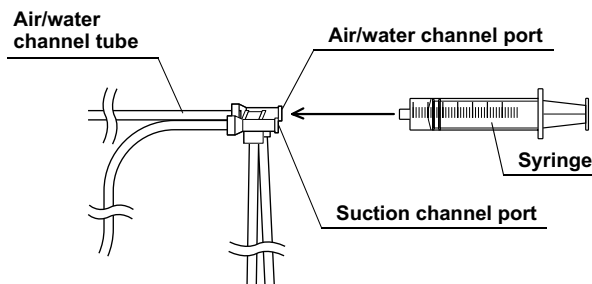
3 times flushing complete

Flushing not complete

**6** Move the syringe to the air/water channel port of the injection tube and flush the air/water channel with 30 ml of the alcohol.

Moving complete

Moving not complete



Flushing 3 times complete

Flushing not complete

**7** Raise the forceps elevator by turning the elevator control lever in the “◀U” direction until resistance is felt.

Complete

Not complete

**8** Insert the tip of the 30 ml syringe into the interior of the forceps elevator recess, and flush the interior of the recess with 30 ml of alcohol.

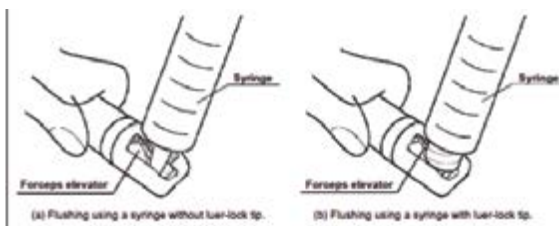
Insertion complete

Insertion not complete

**NOTE**, When using a luer-lock type syringe, the tip of the syringe may not fit into the interior of the forceps elevator recess. In this case, hold the tip of the syringe over the interior of the recess while the syringe contacts the surface of the endoscope.

Flushing complete

Flushing not complete



(continued on next page)

**9** Lower the forceps elevator by turning the elevator control lever. Insert the tip of the 30 ml syringe into the interior the forceps elevator recess, and flush the interior of the recess with 30 ml of the alcohol.

Complete      Not complete



**NOTE**, When using a luer-lock type syringe, the tip of the syringe may not fit into the interior of the forceps elevator recess. In this case, hold the tip of the syringe over the interior of the recess while the syringe contacts the surface of the endoscope.

**10** Turn the elevator control level to raise and lower the forceps elevator three times

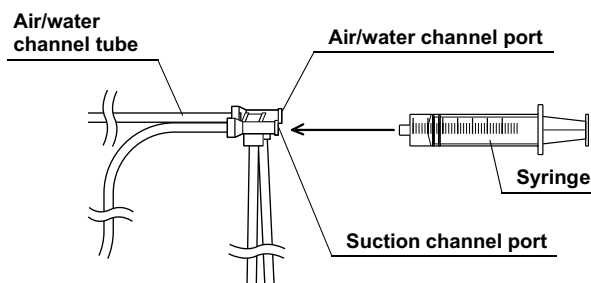
Complete      Not complete

**11** Remove the suction port of the injection tube from the alcohol.

Complete      Not complete

**12** Attach the syringe to the suction channel port of the injection tube and flush the suction channel with 90 ml of air.

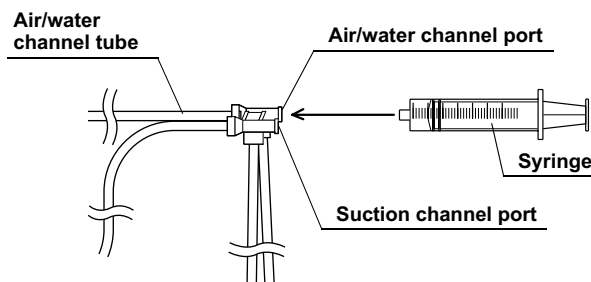
Attaching complete      Attaching not complete



3 times flushing complete      Flushing not complete

**13** Move the syringe to the air/water channel port of the injection tube and flush the air/water channel with 90 ml of air.

Moving complete      Moving not complete



Flushing 3 times complete      Flushing not complete

*(continued on next page)*

<b>14</b>	Remove the cloth(s) from the endoscope.	Complete	Not complete
<b>15</b>	Detach the channel plug and the injection tube from the endoscope.	Complete	Not complete
<b>16</b>	Thoroughly dry the external surfaces of the endoscope, the channel plug, and the injection tube, by wiping with a sterile, lint-free cloth(s).	Complete	Not complete
<b>17</b>	Thoroughly dry the inside of the suction cylinder, the air/water cylinder, the instrument channel port of the endoscope, and the forceps elevator recess, using a sterile cotton swab(s).	Complete	Not complete
<b>Evaluation of the “Alcohol Flush”</b>		No deviation	Deviation

Deviation Comments:

## Cleaning and Disinfection using an Automated Endoscope Reprocessor (AER)

<b>1</b> Put the forceps elevator in intermediate position of the range of movement by moving the elevator control lever and set it in your AER so that the forceps elevator recess can be sufficiently cleaned and disinfected.	Complete	Not complete
<b>2</b> Inspect whether the forceps elevator is in intermediate position (Inspection by the evaluator).  <b>WARNING</b> - The evaluator must not touch the endoscope. That may pose an infection control risk.	Intermediate position	Not intermediate position
<b>3</b> Place the endoscope in your AER according to the instructions of the AER manufacturer.	Complete	Not complete
<b>4</b> Connect any necessary connecting tubes in accordance with the instructions from the AER manufacturer.	Complete	Not complete
<b>5</b> Complete any terminal steps that are not automatically performed by the AER such as alcohol flush.	Complete	Not complete
<b>6</b> Thoroughly dry the forceps elevator recess after cleaning and disinfection by your AER. Insufficiently drying may cause the bacterial proliferation and pose an infection control risk.	Complete	Not complete
<b>Evaluation of the “Cleaning and Disinfection using an Automated Endoscope Reprocessor”</b>	No deviation	Deviation

Deviation Comments:

## Overall Evaluation

**Evaluation of the “Cleaning and Disinfection of the TJF-Q180V”**

No deviation

Deviation



This checklist is intended for Americas and Oceania. For other areas, the described steps may be subject to change.  
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