



Sterilization Monitoring Service

go.osu.edu/SMS

614-292-6737 | 888-476-7678

envelope information

- The **RED ENVELOPES** are used to submit spore tests run in your **STEAM AUTOCLAVE** or your **CHEMICAL STERILIZER**.
- The **GRAY ENVELOPES** are used to submit spore tests run in your **DRY HEAT OVEN**.
- The **left flap** is sealed and labeled **CONTROL STRIP**. The left pocket contains a spore strip that is **not** removed from the envelope and is **not** placed in the sterilizer.
- The **right flap** is open and labeled **TEST STRIP**.
- The **test strips** are found in the open right pocket of the envelope that is labeled **TEST STRIP**.

required information

- For each spore strip test to be processed, you must provide the following information on the envelope: **test date, equipment number and operator name**.
- **Please** circle the equipment number, even if you only have one sterilizer.
- Tests will not be processed without this information.

strip expiration date

- A **strip expiration date** is indicated on the back of each envelope.
- Tests run after this date will be invalid.

IMPORTANT NOTES

ABOUT FAILURES . . .

Your office is notified via phone and fax in the event of a non-sterile reading.

ABOUT REPORTS . . .

A report that summarizes tests received and test results is sent to your office monthly.

ABOUT YOUR NEXT ORDER . . .

To prevent a lapse in testing, please re-order **2 weeks** before using the last of these tests.

to watch a video with step-by-step instructions for proper labeling and testing, please visit the following website: www.dentistry.osu.edu/sms and select the "About Our Services" option. The video is titled "Instruction Video"

testing instructions

step 1

- Remove one **TEST STRIP** from right pocket of one of the test envelopes.
- Do **NOT** remove the spore strip from the glassine envelope.

step 2

- Place the test strip in a bag, pouch or cassette in the middle of your sterilizer containing a normal load of instruments.
- Run the sterilizer.

step 3

- Remove the test strip from the sterilizer, take it out of the bag, pouch, or cassette and replace it in the pocket marked **TEST STRIP**.
- Close the self-adhesive envelope flap marked **TEST STRIP**.

step 4

- Fill in the required information **test date** and **operator name** (*see below*).
- If you have one piece of equipment, **circle the number "1"** next to the type of unit. Multiple units may then be identified as numbers 2, 3 etc.

The diagram shows a rectangular envelope with a vertical strip on the right side labeled "spore strip". At the top left, there is a box labeled "CONTROL STRIP" with the text "-- do not sterilize --" below it. Below this, the envelope contains the following information:

Dr. John Dentist exp. 10/2012 SMS # 1234

Megan Miller
operator name (please print)

TEST DATE	10	22
	month	day

dry heat oven (circle one)
D ① 2 3 4

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step 5

- Affix postage and mail the **same day**.
- Be sure to include your **return address** on the envelope.