



THE OHIO STATE UNIVERSITY

COLLEGE OF DENTISTRY

STERILIZATION MONITORING SERVICE | SPORE TESTING

# QUICK GUIDE

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# CONTENTS

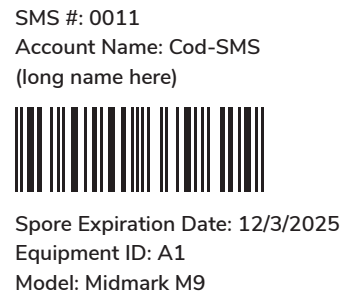
Account Labels	02
Test Envelopes	04
Pockets & Packets	05
Testing Guide	06
Accessing Spore   Check	07
Resources & More	08
Bundle & Save Offer	09
Contact Us	10




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# ACCOUNT LABELS

Each SMS account label lists your account number and the name of your office. A barcode is included on each label to efficiently **identify your account** and equipment details. A test cannot be processed without this information.



SMS #: 0011  
Account Name: Cod-SMS  
(long name here)



Spore Expiration Date: 12/3/2025  
Equipment ID: A1  
Model: Midmark M9

## HOW TO LABEL YOUR UNIT

Labeling each unit is **critical for test documentation purposes** and indicates that **each unit has been tested weekly**.

You are responsible for assigning a number to each piece of equipment. **Assign a number to each sterilizer** by using a sticker, label maker, tape or magic marker.



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# ACCOUNT LABELS

Always verify the sterilizer you are testing. There are four ways to verify that you are testing the correct sterilizers.

## HOW TO VERIFY YOUR UNITS

### ENVELOPE COLOR

The envelope color can be used to verify the unit type (see page 4). There are three envelope colors used to distinguish three types of sterilizers.

### LETTER & NUMBER

The letter found on each unit's account label can be used to verify the type of sterilizer.

The number assigned to each unit, by your office, can be used to verify the quantity of sterilizers in the office.

#### Unit Letters

A = autoclave/steam

C = chemiclave

D = dry heat oven

#### Unit Numbers

1 = 1st unit

2 = 2nd unit

3 = 3rd unit etc.

Please note that if your office has more than one sterilizer of the same type, each unit should be assigned with a letter (sterilizer type), followed by a number (quantity of units). For example, if your office has 3 autoclaves, the first unit would be labelled A1, the second unit would be labelled A2 and the third unit would be labelled A3.

### MODEL

The model of each unit, found on each unit's account label, can be used to verify which sterilizer is assigned to the equipment ID.

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# TEST ENVELOPES

The sterilizer type is indicated by envelope color.

## ENVELOPE / STERILIZER TYPES

Red = steam sterilizers / autoclaves

Gray = dry heat ovens

Green = chemiclaves

**CONTROL STRIP**  
— do not sterilize —

operator name (please print)		TEST DATE	month	day
<b>SMS</b> sterilization monitoring service		888-476-7678 614-292-6737 smsosu@osu.edu		
 scan for SMS guide		SMS #: 0011 Account Name: Cod-SMS (long name here)		
if using a loaner unit, check here <input type="checkbox"/>		 Spore Expiration Date: 12/3/2025 Equipment ID: A1 Model: Midmark M9		

Print the operator name and test date (month & day) in the indicated boxes on the back of the test envelope.

## OPERATOR

The operator is the person who runs the spore test.

## TEST DATE

The test date is the month & day that the test was run in the sterilizer.

# POCKETS & PACKETS

The test envelope has two pockets, each including a tiny spore strip packet.

## LEFT pocket

- Left pocket is **sealed** and **must remain sealed**
- Left pocket contains 1 control spore strip packet that is **NOT** removed from sealed pocket

## RIGHT pocket

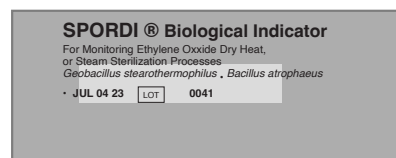
- Right pocket is **open / unsealed**
- Right pocket contains 1 test spore strip packet that is removed from pocket

The test envelope is **NOT** placed in the sterilizer. See next page for a step-by-step guide to testing.

## PACKETS

- Each paper spore strip is enclosed in a protective packet (glassine envelope).
- The packet is labeled with manufacturer information and lists an expiration date.

Any test run after the listed expiration date is invalid and does **NOT** serve as documentation for weekly testing.



## IMPORTANT

- **DO NOT** "peel here"
- **DO NOT** open protective packet
- **DO NOT** remove paper spore strip from protective packet



# TESTING GUIDE

## STEP 1: PREPARE TEST ENVELOPE

### Back of test envelope

- Print operator name
- Print test date

### Front of test envelope

- On left, add **office return address**
- On right, place postage in white box

## STEP 2: REMOVE SPORE STRIP PACKET

From **RIGHT** open pocket of test envelope **remove spore strip packet (SSP)**

## STEP 3: PACKAGE IN POUCH

Package **SSP** in a **cassette / bag / pouch** to be sterilized

## STEP 4: STERILIZE AND REMOVE

Place **pouch with SSP** in **middle of sterilizer** with normal load **run cycle** (remove pouch when cycle is complete)

## STEP 5: REMOVE SSP

Remove SSP from sterilizer pouch

## STEP 6: PLACE IN TEST ENVELOPE

Insert **SSP** into **RIGHT** open pocket of test envelope to seal, **close adhesive flap**

## STEP 7: MAIL TEST ENVELOPE

Mail envelope **SAME DAY** test is run

flap

TEST STRIP

CONTROL STRIP  
— do not sterilize —

operator name (please print)	TEST DATE	month	day
<b>SMS</b> sterilization monitoring service	888-476-7678 614-292-6737 smsosu@osu.edu	SMS #: 0011 Account Name: Cod-SMS (long name here)	Spore Expiration Date: 12/3/2025 Equipment ID: A1 Model: Midmark M9

scan for SMS guide

if using a loaner unit, check here

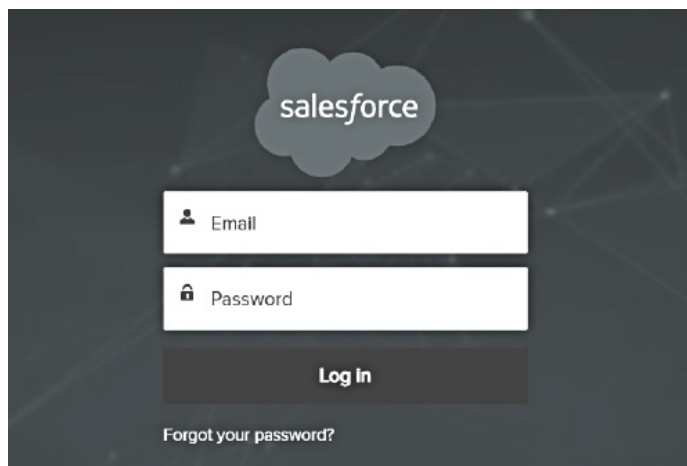
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# ACCESSING spore | check

For all of your testing and ordering needs, SMS uses **salesforce**, a company that makes cloud-based software designed just for businesses.

Our customized web-based platform, spore | check, allows you to place online orders, access test results, order history, account information and monthly reports all in one convenient location.

Spore | check is only available to SMS clients. An office email must be registered with SMS to set up your account, which requires an email and password to log-in.



To access the log-in screen,  
visit [go.osu.edu/smsportal](https://go.osu.edu/smsportal)

If you need assistance with accessing spore|check, or if need additional information, please contact us at 614-292-6737 or 888-476-7678.

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# RESOURCES & MORE



Scan the QR code to access the resources listed below & more or visit, [go.osu.edu/smsresources](https://go.osu.edu/smsresources)

## PRINT MATERIALS

- TO DO List for Sterilization Monitoring
- All About Sterilization Monitoring

## SPORE | CHECK

- How to Access Tests & Reports
- How to Report Non-Tests

## TROUBLESHOOTING

- Failure Errors & Problems

## VIDEOS

- INSTRUCTIONS | Spore Testing
- INSTRUCTIONS | DUWL Testing

## CALENDARS & LOGS

- Testing Calendar – full year (current year)
- Testing Calendar – full year (new year)
- VerifySTEAM™ Class 5 Integrator Test Log

## FORMS & CERTIFICATES

- Order Form
- Certificate of Participation

# BUNDLE & SAVE OFFER

Compare what you currently pay for 1000 integrating integrator strips to our bundle & save discount — our discounted price is less!

## SMS BUNDLE & SAVE DISCOUNT

Order your weekly **spore testing kit** and **integrating indicator strips** together and receive a \$50 discount.

1 SMS spore testing kit	\$270
1000 integrator strips	+ \$250
	<hr/>
	\$520
<b>Bundle &amp; Save Discount</b>	- \$50
	<hr/>
<b>TOTAL</b>	<b>\$470</b>



## STERIS VERIFY® STEAM INTEGRATING INDICATOR STRIPS | TYPE 5

Integrating indicator strips are recommended for use in every load run in a steam sterilizer.

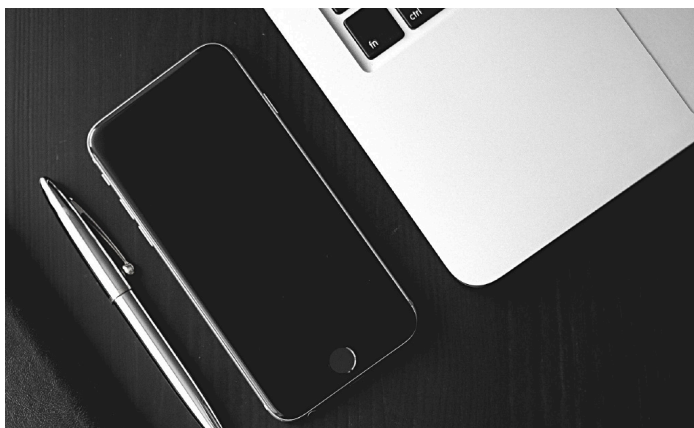
These strips are used to confirm that all parameters (time, temperature and saturated steam) have been met in each steam sterilizer load. This allows for confident release of sterilized instruments while awaiting weekly spore test results.

An order of 1000 strips will allow for 19 loads (19 strips) per week for one year. Integrator strips should be stored at room temperature and have a 3-year lifespan. **Integrating indicator strips do not replace biological spore testing.**

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# CONTACT US

Our SMS team at The Ohio State University College of Dentistry is committed to helping you with all of your biological monitoring needs. We welcome your questions and are happy to assist!



## STERILIZATION MONITORING SERVICE

The Ohio State University College of Dentistry  
305 W. 12th Avenue, Columbus, OH 43210

### HOURS

Monday - Friday  
8:00 a.m. - 4:00 p.m.

### PHONE

614-292-6737 (local)  
888-476-7678 (toll free)

### E-MAIL

[smsosu@osu.edu](mailto:smsosu@osu.edu)

### WEB

[go.osu.edu/sms](http://go.osu.edu/sms)



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