



Your Vision, Our Future

**TJF-160F/VF**  
Cleaning and Disinfection Checklist

# TJF-160F/VF

## Cleaning and Disinfection Checklist

This checklist is used to evaluate and confirm if cleaning and disinfection of the TJF-160F/VF 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-160F/VF

Procedure No. or Patient ID No.

Procedure date

### Reprocessing

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

Technician: Print name

Signature

Date

Technician: Print name

Signature

Date

Technician: Print name

Signature

Date

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## General Policy

<p><b>1</b> Reprocessing technician should receive sufficient education on the following items:</p> <ul style="list-style-type: none"> <li>• Professional health and safety policies of the facility</li> <li>• Structure and handling of endoscope and accessories</li> <li>• Handling of pertinent chemicals</li> <li>• Cleaning and Disinfection procedure for the TJF-160F/VF</li> </ul>	Received	Not received
Reprocessing Technician name:		
Reprocessing Technician name:	Received	Not received
<p><b>2</b> Maintain an internal system of identifying contaminated versus reprocessed endoscopes and accessories to prevent both mix-ups and cross-contamination.</p>	Established	Not established
<p><b>3</b> In the event that the TJF-160F/VF has been repaired by a non-Olympus facility, contact that repair facility for instructions regarding reprocessing. Instructions provided in the TJF-160F/VF 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.</p>	Not repaired	Repaired
<p><b>4</b> 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.</p>	Documented	Not documented
<p><b>5</b> 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.</p>	Complete	Not complete
<p><b>6</b> 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.</p>	Established	Not established
<p><b>Evaluation of the "General Policy"</b></p>	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-160F/VF. 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-160F/VF 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-160F/VF 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 AER manufacturer’s instructions.   |           | Confirmed     | Not confirmed |

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

Date

Procedure finish time

Precleaning start time

Precleaning technician

## Precleaning (at the patient bedside)

### 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

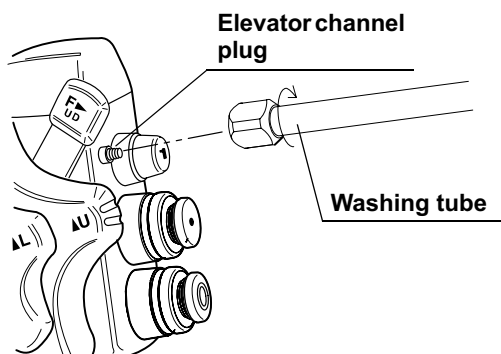
**2** Prepare a clean 1000 ml container of water. Complete Not complete

### 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

### Flush the elevator wire channel with water and air

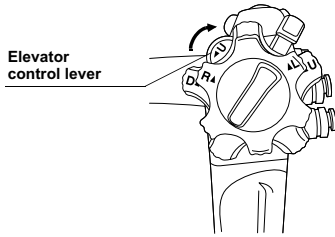
**4** Attach the washing tube to the elevator channel plug. Complete Not complete



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

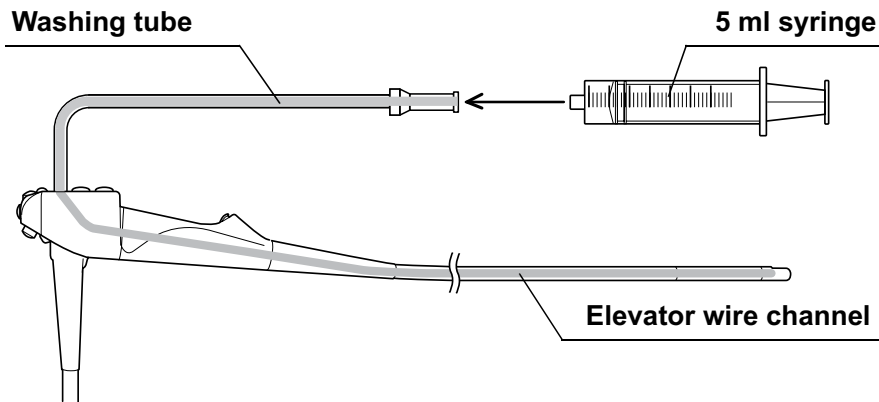
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**6** Lower the forceps elevator by turning the elevator control lever in the opposite direction of the “◀U” direction until the forceps elevator stops.



Complete      Not complete

**7** Fill and attach the 5 ml syringe to the Luer port of the washing tube, and flush the elevator wire channel three times using the syringe filled with water (15 ml total). Confirm that no air bubbles exit the distal end during the third flush. If air bubbles still exit, flush the channel with the water until no air bubbles exit.



3 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

**8** Raise the forceps elevator by turning the elevator control lever.

Complete      Not complete

**9** Fill and attach the 5 ml syringe to the Luer port of the washing tube, and slowly flush the elevator wire channel three times using the syringe filled with water (15 ml total).

3 times flushing complete      Flushing not complete

**10** Operate the elevator control lever to lower and raise the forceps elevator three times, keeping the distal end of the endoscope immersed in the water.

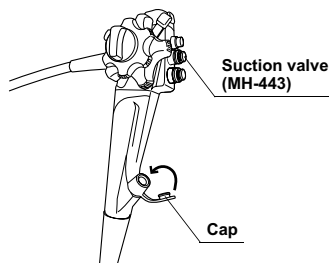
3 times complete      Not complete

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- |           |   |          |              |
|-----------|---|----------|--------------|
| <b>11</b> | Lower the forceps elevator by turning the elevator control lever. | Complete | Not complete |
| <b>12</b> | Repeat steps 7 through 11 above.                                  | Complete | Not complete |

**Aspirate water**

- |           |                                    |          |              |
|-----------|------------------------------------|----------|--------------|
| <b>13</b> | Turn the suction pump ON.          | Complete | Not complete |
| <b>14</b> | Close the cap on the biopsy valve. | Complete | Not complete |



- |           |   |          |              |
|-----------|---|----------|--------------|
| <b>15</b> | Lower the forceps elevator by turning the elevator control lever.   | Complete | Not complete |
| <b>16</b> | Immerse the distal end of the insertion section in the clean water. | Complete | Not complete |

- |           |  |                        |              |
|-----------|--|------------------------|--------------|
| <b>17</b> | Depress the suction valve (MH-443) on the endoscope and aspirate the water through the endoscope for 30 seconds. | 30 seconds<br>complete | Not complete |
|-----------|--|------------------------|--------------|

- |           |  |                     |              |
|-----------|--|---------------------|--------------|
| <b>18</b> | While continuing the immersion and the aspiration, raise and lower the forceps elevator three times by turning the elevator control lever. | 3 times<br>complete | Not complete |
|-----------|--|---------------------|--------------|



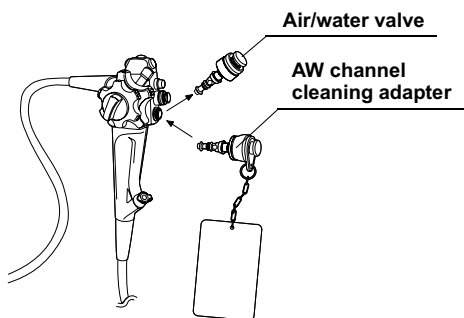
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- |           |  |                        |              |
|-----------|--|------------------------|--------------|
| <b>19</b> | Remove the distal end from the water.                      | Complete               | Not complete |
| <b>20</b> | Depress the suction valve and aspirate air for 10 seconds. | 10 seconds<br>complete | Not complete |
| <b>21</b> | Turn the suction pump OFF.                                 | Complete               | Not complete |

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

- |           |  |          |              |
|-----------|--|----------|--------------|
| <b>22</b> | Turn the light source ON.  | Complete | Not complete |
| <b>23</b> | Switch OFF the airflow regulator on the light source.  | Complete | Not complete |
| <b>24</b> | Detach the air/water valve (MH-438) from the endoscope and place it in the detergent solution. | Complete | Not complete |
| <b>25</b> | Attach the AW channel cleaning adapter (MH-948) to the air/water cylinder of the endoscope.    | Complete | Not complete |



- |           |   |          |              |
|-----------|---|----------|--------------|
| <b>26</b> | Immerse the distal end of the insertion section in the water.                       | Complete | Not complete |
| <b>27</b> | Switch the airflow regulator on the light source to maximum output ("HIGH" or "3"). | Complete | Not complete |

*(continued on next page)*

<b>28</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>29</b>	Release the button to flush air for 10 seconds.	10 seconds complete	Not complete
<b>30</b>	Turn the light source OFF.	Complete	Not complete

**Detach accessories from the endoscope**

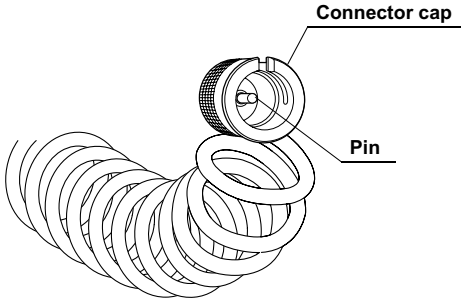
<b>31</b>	Detach the videoscope cable (MAJ-1430, MAJ-843 or MH-976) from the electrical connector of the endoscope.	Complete	Not complete
<b>32</b>	Detach the suction tube from the suction connector on the endoscope connector.	Complete	Not complete
<b>33</b>	Detach the metal tip of the water container (MAJ-901 or MH-884) from the air/water supply connector on the endoscope connector.	Complete	Not complete
<b>34</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>35</b>	Confirm that the exterior surface of the electrical connector is free from scratches.	Complete	Not complete
<b>36</b>	Attach the cap to the electrical connector.	Complete	Not complete

<b>Evaluation of the “Prcleaning”</b>	No deviation	Deviation
Deviation Comments:		

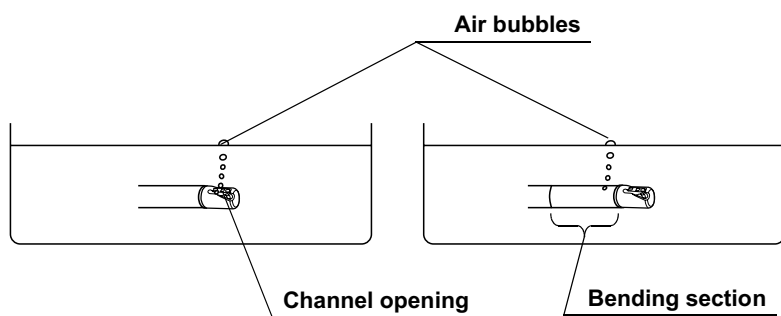
## Leakage Testing of the Endoscope

- |          |   |          |              |
|----------|---|----------|--------------|
| <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), the biopsy valve (MB-358) and the washing tube (MH-974) 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 the cap onto the connector and rotating the cap clockwise until it stops. | Complete | Not complete |
|----------|---|----------|--------------|

*(continued on next page)*

**8** With the leakage tester attached, immerse the endoscope in the water. 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 to confirm that there is no location on the endoscope from which a continuous series of air bubbles emerges.

Performed Not performed



Deflected Not deflected

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

No deviation Deviation

### Evaluation of the "Leakage Testing"

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:

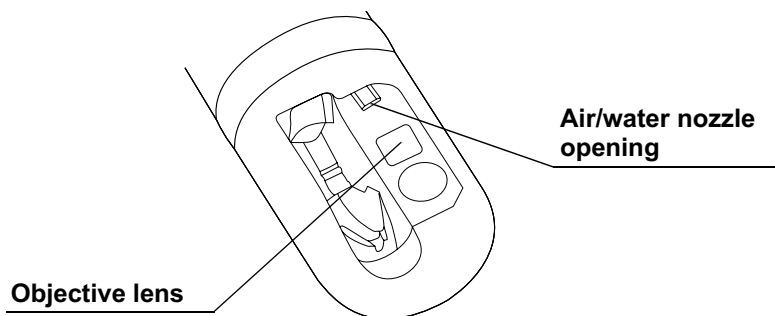
Temperature:

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 cloths, brushes or sponges. 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

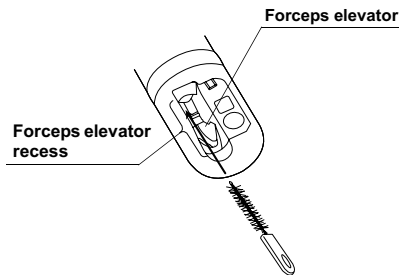
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## Brush the forceps elevator and elevator recess

**4** Lower the forceps elevator by turning the elevator control lever. Perform the following brushing steps in the detergent solution. Complete      Not complete

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

**6** Insert the channel-opening cleaning brush (MH-507) or the single-use channel-opening cleaning brush (MAJ-1339) or the channel-opening cleaning brush part of the single-use combination cleaning brush (BW-412T) into the forceps elevator recess along the forceps elevator (insert the brush into the instrument channel) until the brush handle touches the distal end of the endoscope and then pull the brush out of the forceps elevator recess. Brush handle touched      Not complete

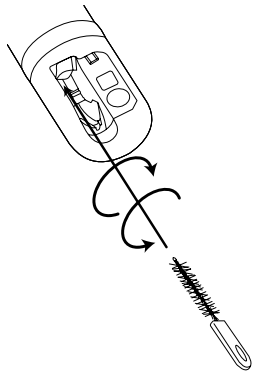


**7** Repeat the insertion and pulling out process three times. 3 times complete      Not complete

**8** Clean the bristles of the brush gently with your gloved fingertips in the detergent solution. Complete      Not complete

*(continued on next page)*

**9** While the bending section is kept straight, insert the channel-opening cleaning brush (MH-507) or the single-use channel-opening cleaning brush (MAJ-1339) or the channel-opening cleaning brush part of the single-use combination cleaning brush (BW-412T) into the forceps elevator recess along the forceps elevator (insert the brush into the instrument channel) until the brush handle touches the distal end of the endoscope. Rotate the brush one full revolution in both directions, and then pull the brush out of the forceps elevator recess.



Brush insertion complete	Not complete
Rotation complete	Not complete

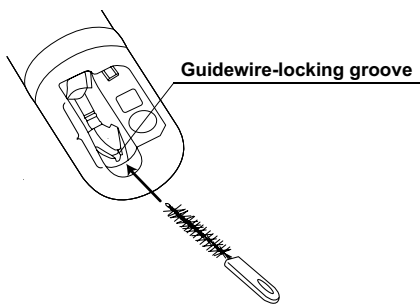
**10** Repeat the insertion, rotations, and pulling out process three times.

3 times complete	Not complete
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**11** Clean the bristles of the brush gently with your gloved fingertips in the detergent solution.

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

**12** For TJF-160VF  
While the bending section is kept straight, brush the guidewire-locking groove three times with the channel-opening cleaning brush (MH-507) or single-use channel-opening cleaning brush (MAJ-1339) or the channel-opening cleaning brush part of the single-use combination cleaning brush (BW-412T).

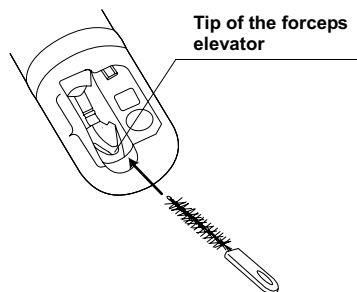


3 times complete	Not complete
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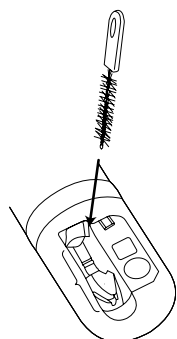
**13** For TJF-160F  
While the bending section is kept straight, brush the tip of the forceps elevator three times with the channel-opening cleaning brush (MH-507) or single-use channel-opening cleaning brush (MAJ-1339) or the channel-opening cleaning brush part of the single-use combination cleaning brush (BW-412T).

3 times complete Not complete



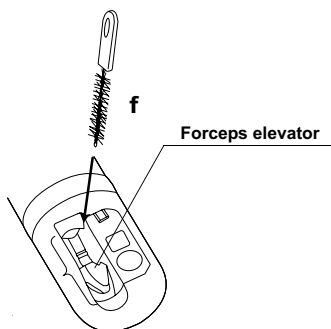
**14** For TJF-160VF  
While the bending section is kept straight, brush the groove of the instrument channel outlet three times with the channel-opening cleaning brush (MH-507) or the single-use channel-opening cleaning brush (MAJ-1339) or the channel-opening cleaning brush part of the single-use combination cleaning brush (BW-412T).

3 times complete Not complete



**15** For TJF-160F  
While the bending section is kept straight, brush the corner of the instrument channel outlet three times with the channel-opening cleaning brush (MH-507) or the single-use channel-opening cleaning brush (MAJ-1339) or the channel-opening cleaning brush part of the single-use combination cleaning brush (BW-412T).

3 times complete Not complete



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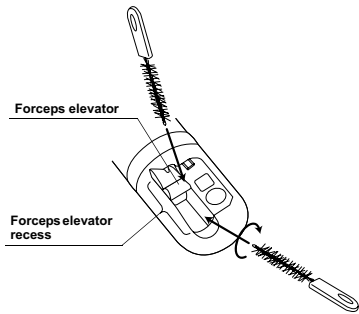


**16** Clean the bristles of the brush gently with your gloved fingertips in the detergent solution. Complete      Not complete

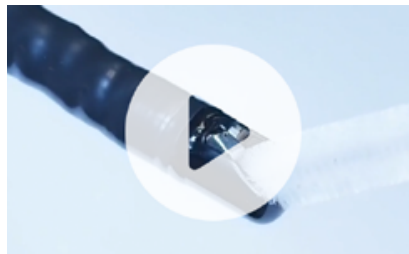
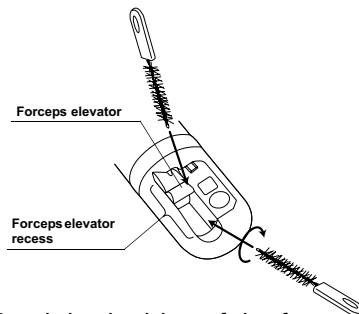
**17** Raise the forceps elevator by turning the elevator control lever. Complete      Not complete

**18** While holding the distal end, brush the forceps elevator and the forceps elevator recess with the channel-opening cleaning brush (MH-507) or the single-use channel-opening cleaning brush (MAJ-1339) or the single-use combination cleaning brush (BW-412T) as follows:

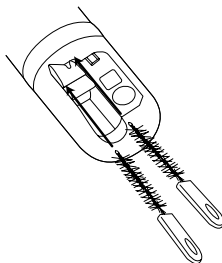
a) Insert the brush into the forceps elevator recess along the back of the forceps elevator until the distal end of the brush touches the bottom of the forceps elevator recess and pull the brush out of the forceps elevator recess. Complete      Not complete



b) Insert the brush into the forceps elevator recess, rotate the brush one full revolution, and then pull the brush out of the forceps elevator recess. Revolution complete      Not complete



c) Brush both sides of the forceps elevator with three strokes each. 3 strokes complete      Not complete

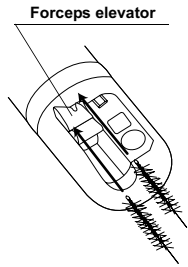


**19** Clean the bristles of the brush gently with your fingertips in the detergent solution. Complete      Not complete

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**20** While holding the distal end, brush the forceps elevator recess and both sides of the forceps elevator with the cleaning brush (BW-20T) or the channel cleaning brush part of the single-use combination cleaning brush (BW-412T) as follows:

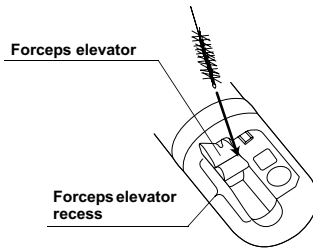
a) Brush both sides of the forceps elevator with three strokes each.



3 strokes  
complete

Not complete

b) 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 and then pull the brush out of the forceps elevator recess.



Complete

Not complete

**21** Clean the bristles of the brush gently with your gloved fingertips in the detergent solution.

Complete

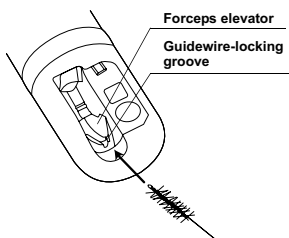
Not complete

**22** Lower the forceps elevator by turning the elevator control lever.

Complete

Not complete

**23** For TJF-160VF  
While holding the distal end, brush the guidewire-locking groove of the forceps elevator three times with the channel cleaning brush (BW-20T) or the channel cleaning brush part of the single-use combination cleaning brush (BW-412T).

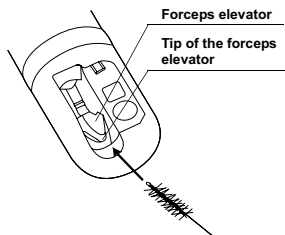


3 strokes  
complete

Not complete

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**24** For TJF-160F  
While holding the distal end, brush the tip of the forceps elevator three times with the channel cleaning brush (BW-20T) or the channel cleaning brush part of the single-use combination cleaning brush (BW-412T).



3 times complete      Not complete

**25** Clean the bristles of the brush gently with your gloved fingertips in the detergent solution.

Complete      Not complete

**26** Operate the elevator control lever to raise and lower the forceps elevator in the detergent three times.

3 times complete      Not complete

**27** Brush the distal end of the endoscope, except the forceps elevator and the forceps elevator recess, using the channel-opening cleaning brush (MH-507) or the single-use channel-opening cleaning brush (MAJ-1339) or the single-use combination cleaning brush (BW-412T) until no debris is observed upon inspection of the distal end of the endoscope.

Brushing complete      Not complete

No debris confirmed      Debris confirmed

### Brush the channels

**28** 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

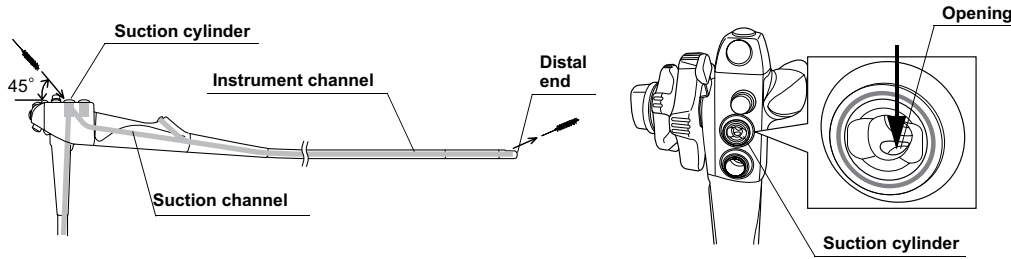
No parts      Parts

*(continued on next page)*

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

**29** Straighten the bending section of the endoscope. Grip the channel cleaning brush (BW-20T) or the channel cleaning brush part of the single-use combination cleaning brush (BW-412T) at a point 3 cm from the bristles. Complete      Not complete

**30** 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

Brushed      Not brushed

**31** 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

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

**33** 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

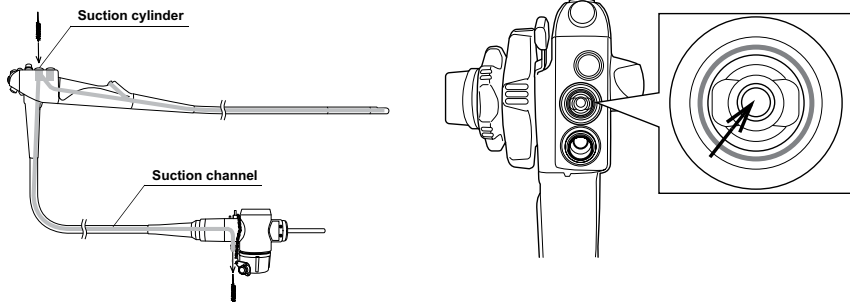
Cleaning complete      Cleaning not complete

*(continued on next page)*

<b>34</b>	Repeat steps 30 through 33 above until no debris is observed upon inspection of the brush.	No debris observed	Debris observed
		30 complete	
		31 complete	Not complete
		33 complete	
		No debris observed	Debris observed
<b>35</b>	Inspect whether 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

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

<b>36</b>	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
		Brushed	Not brushed
<b>37</b>	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
		Cleaning complete	Cleaning not complete



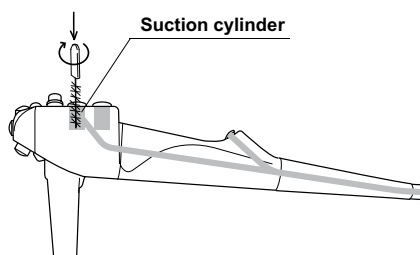
<b>38</b>	Carefully pull the brush back through the channel and out of the suction cylinder.	Complete	Not complete
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*(continued on next page)*

<p><b>39</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>	<p>Inspection complete</p>	<p>Inspection not complete</p>
	<p>Cleaning complete</p>	<p>Cleaning not complete</p>
<p><b>40</b> Repeat steps 36 through 39 until no debris is observed upon inspection of the brush.</p>	<p>No debris observed</p>	<p>Debris observed</p>
	<p>36 Complete</p>	
	<p>37 Complete</p>	<p>Not complete</p>
	<p>39 Complete</p>	
	<p>No debris observed</p>	<p>Debris observed</p>
<p><b>41</b> Inspect whether 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>	<p>No debris observed</p>	<p>Debris observed</p>

**Brush the suction cylinder**

<p><b>42</b> Insert the single-use channel-opening cleaning brush into the suction cylinder, until half of the brush section is inserted.</p>	<p>Complete</p>	<p>Not complete</p>
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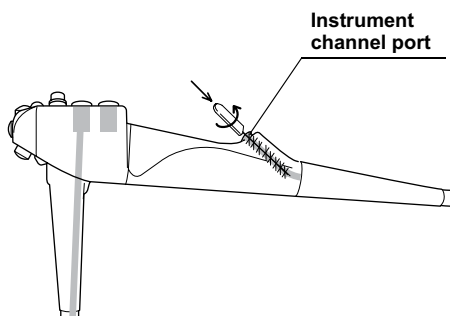
<p><b>43</b> Rotate the inserted brush one full revolution.</p>	<p>Complete</p>	<p>Not complete</p>
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*(continued on next page)*

44 Pull the brush out of the cylinder.	Complete	Not complete
45 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
46 Repeat steps 42 through 45 above until no debris is observed upon inspection of the brush.	No debris observed	Debris observed
	42 Complete	
	43 Complete	Not complete
	45 Complete	
	No debris observed	Debris observed
47 Inspect whether debris is observed on the brush (inspection by the evaluator).	No debris observed	Debris observed
<b>WARNING</b> - The evaluator must not touch the endoscope. That may pose an infection control risk.		

### Brush the instrument channel port

48 Insert the channel-opening cleaning brush into the instrument channel port, until the brush handle touches the channel opening.	Complete	Not complete
--	----------	--------------



(continued on next page)

<b>49</b>	Rotate the inserted brush one full revolution.	Complete	Not complete
<b>50</b>	Pull the brush out of the instrument channel port.	Complete	Not complete
<b>51</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>52</b>	Repeat steps 48 through 51 above until no debris is observed upon inspection of the brush.	No debris observed	Debris observed
		48 Complete	
		49 Complete	Not complete
		51 Complete	
		No debris observed	Debris observed
<b>53</b>	Inspect whether 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
<b>54</b>	Dispose of the single-use channel-opening cleaning brush.	Complete	Not complete
<b>55</b>	Remove the endoscope from the detergent solution.	Complete	Not complete

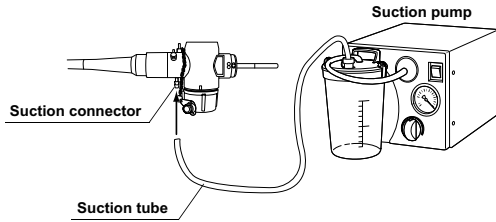
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## Aspirate detergent solution through the instrument channel and the suction channel

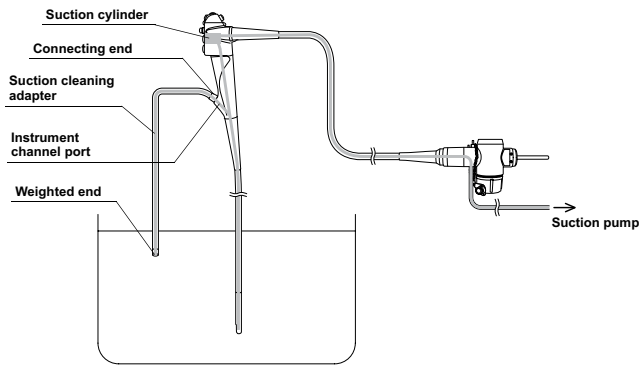
**56** Attach the suction cleaning adapter (MH-856) to the instrument channel port. Complete      Not complete

**57** Attach the suction tube from the suction pump to the suction connector on the endoscope connector. Complete      Not complete

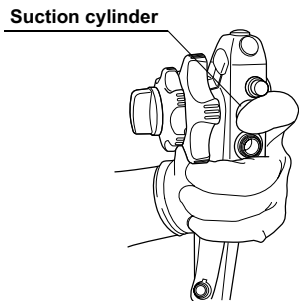


**58** Turn the suction pump ON. Complete      Not complete

**59** Confirm that the forceps elevator is lowered, and immerse both the distal end of the insertion section and the weighted end of the suction cleaning adapter in the detergent solution. Confirm lowered      Not lowered



**60** 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 complete      Not complete

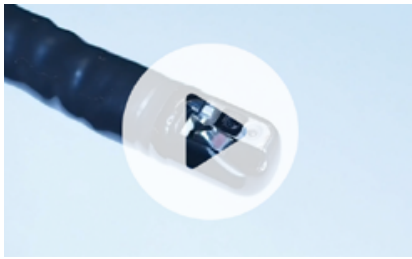


*(continued on next page)*

**61** While continuing the immersion and the aspiration, raise and lower the forceps elevator three times.

3 times complete

Not complete



**62** Turn the suction pump OFF.

Complete

Not complete

**63** Detach the suction tube, and the suction cleaning adapter from the endoscope.

Complete

Not complete

### Brush the elevator wire and the forceps elevator recess

**64** Immerse the distal end in detergent solution.

Complete

Not complete

**65** Confirm that the forceps elevator is lowered, and straighten the bending section of the endoscope.

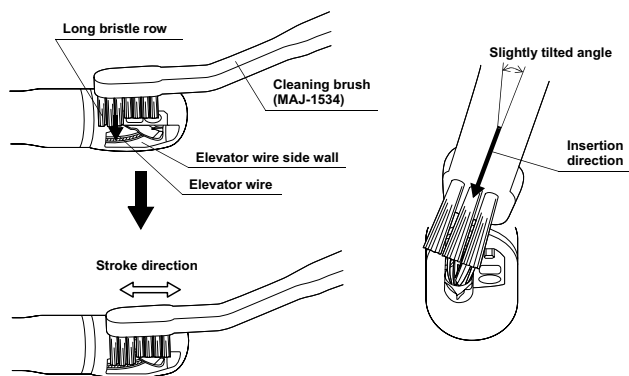
Complete

Not complete

**66** Insert the long bristle row of the cleaning brush (MAJ-1534) at a slightly tilted angle into the forceps elevator recess along the elevator wire side wall while keeping the grip section of the cleaning brush on the opposite side of the bending section. Using long strokes, brush the elevator wire in the axial direction of the cleaning brush for 5 seconds, keeping the distal end of the endoscope immersed in the detergent solution.

Insertion complete

Not complete



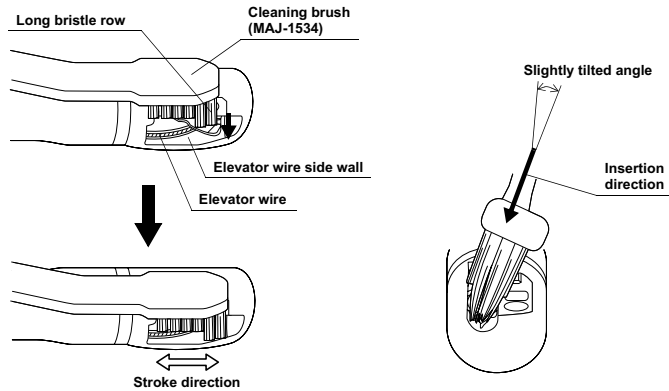
5 seconds brushing complete

Not complete



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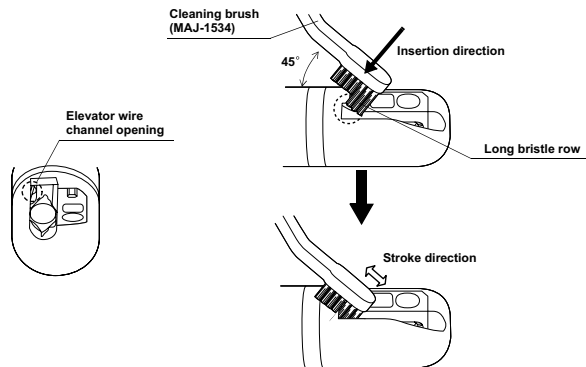
**67** Insert the long bristle row of the cleaning brush (MAJ-1534) at a slightly tilted angle into the forceps elevator recess along the elevator wire side wall while keeping the grip section of the cleaning brush toward the bending section. Using long strokes, brush the elevator wire side wall in the axial direction of the cleaning brush for 5 seconds, keeping the distal end of the endoscope immersed in the detergent solution.



Insertion complete      Not complete

5 seconds brushing complete      Not complete

**68** Insert the long bristle row of the cleaning brush (MAJ-1534) at a 45° angle into the elevator wire channel opening while keeping the grip section of the cleaning brush toward the bending section. Using short strokes, brush the elevator wire channel opening in the axial direction of the cleaning brush for 5 seconds, keeping the distal end of the endoscope immersed in the detergent solution.



Insertion complete      Not complete

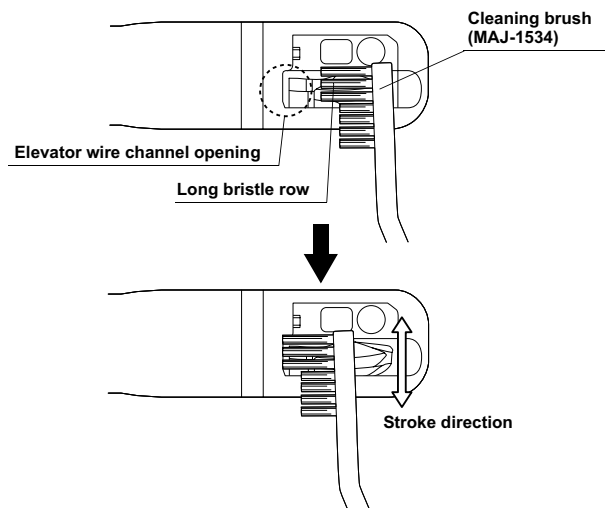
5 seconds brushing complete      Not complete

(continued on next page)

**69** Using long strokes, brush the elevator wire channel opening in the axial direction of the cleaning brush (MAJ-1534) for 5 seconds with the long bristle row, keeping the distal end of the endoscope immersed in the detergent solution.

5 seconds  
brushing  
complete

Not complete



**70** Clean the bristles of the brush gently with your fingertips in the detergent solution.

Complete

Not complete

**71** Operate the elevator control lever to raise and lower the forceps elevator in the detergent solution three times.

3 times  
complete

Not complete

**72** Raise the forceps elevator by turning the elevator control lever.

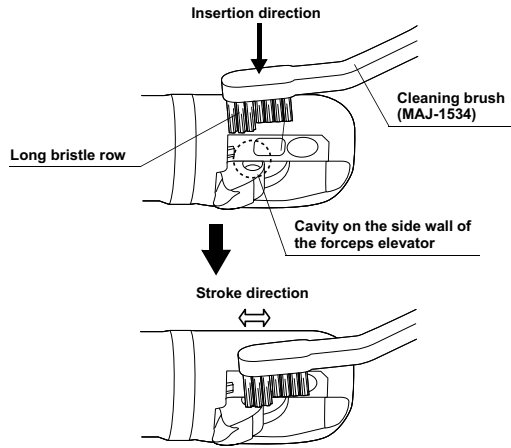
Complete

Not complete

*(continued on next page)*

**73** Using short strokes, brush the cavity on the side wall of the forceps elevator for 5 seconds with the long bristle row, keeping the distal end of the endoscope immersed in the detergent solution.

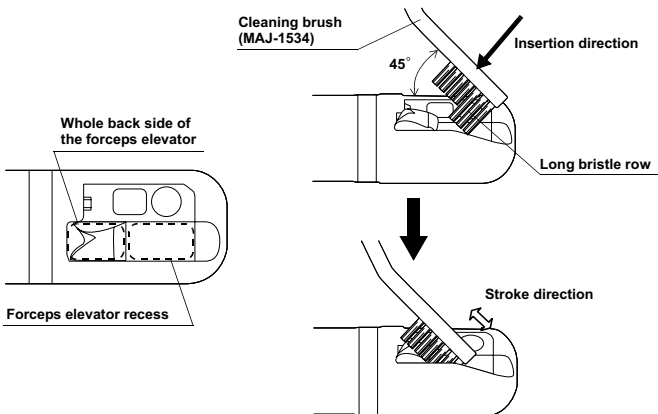
5 seconds  
brushing  
complete      Not complete



**74** Insert the long bristle row of the cleaning brush (MAJ-1534) at a 45° angle into the forceps elevator recess until the long bristle row of the cleaning brush touches the bottom of the forceps elevator recess while keeping the grip section of the cleaning brush toward the bending section. Using short strokes, brush the whole back side of the forceps elevator in the axial direction of the cleaning brush for 5 seconds, keeping the distal end of the endoscope immersed in the detergent solution.

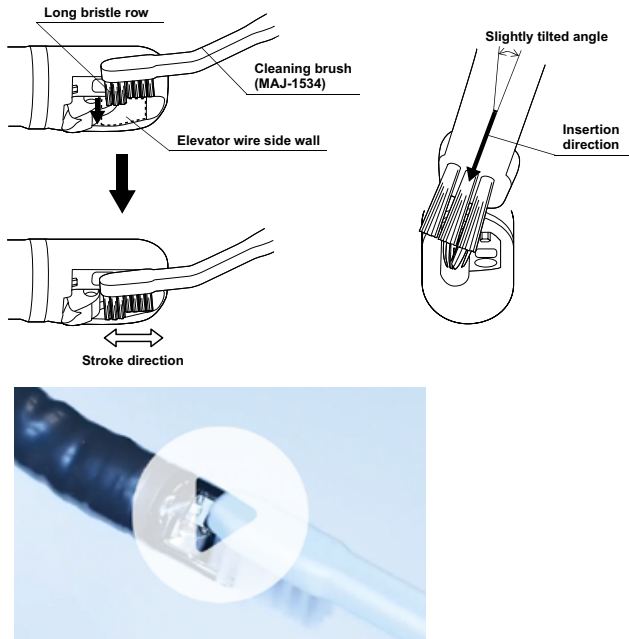
Insertion  
complete      Not complete

5 seconds  
brushing  
complete      Not complete



(continued on next page)

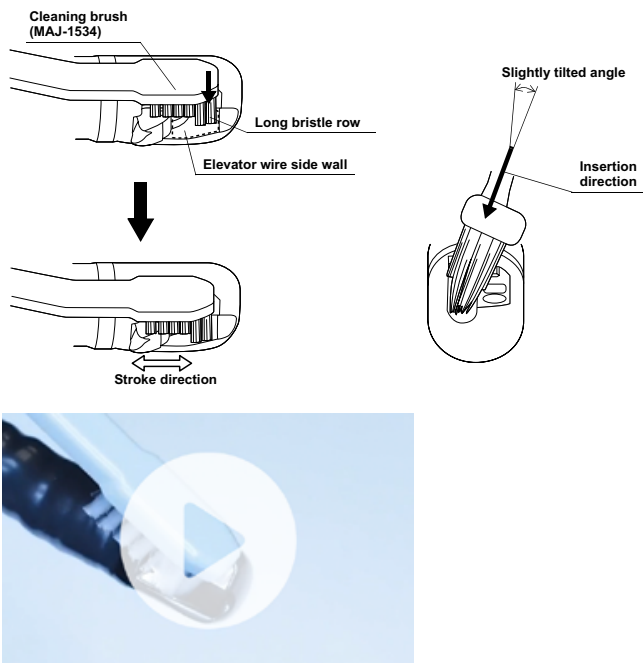
**75** Insert the long bristle row of the cleaning brush (MAJ-1534) at a slightly tilted angle into the forceps elevator recess along the elevator wire side wall while keeping the grip section of the cleaning brush on the opposite side of the bending section. Using long strokes, brush the elevator wire side wall in the axial direction of the cleaning brush for 5 seconds, keeping the distal end of the endoscope immersed in the detergent solution.



Insertion complete      Not complete

5 seconds brushing complete      Not complete

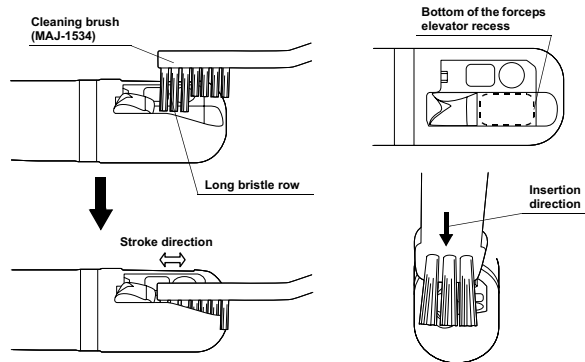
**76** Insert the long bristle row of the cleaning brush (MAJ-1534) at a slightly tilted angle into the forceps elevator recess along the elevator wire side wall while keeping the grip section of the cleaning brush toward the bending section. Using long strokes, brush the elevator wire side wall in the axial direction of the cleaning brush for 5 seconds, keeping the distal end of the endoscope immersed in the detergent solution.



5 seconds brushing complete      Not complete

(continued on next page)

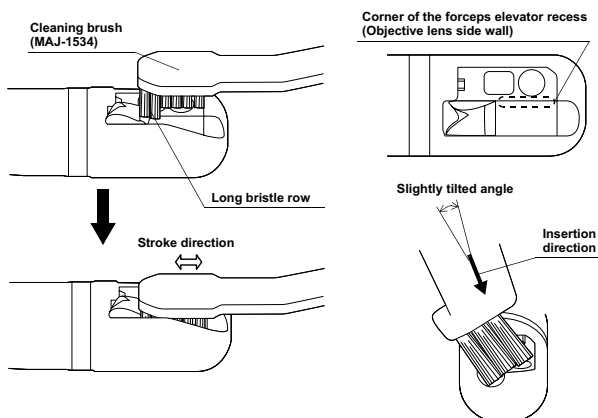
**77** Insert the long bristle row of the cleaning brush (MAJ-1534) into the forceps elevator recess until the long bristle row of the cleaning brush touches the bottom of the forceps elevator recess while keeping the grip section of the cleaning brush on the opposite side of the bending section. Using short strokes, brush the bottom of the forceps elevator recess in the axial direction of the cleaning brush for 5 seconds, keeping the distal end of the endoscope immersed in the detergent solution.



Insertion complete Not complete

5 seconds brushing complete Not complete

**78** Insert the long bristle row of the cleaning brush (MAJ-1534) at a slightly tilted angle into the forceps elevator recess along the objective lens side wall until the long bristle row of the cleaning brush touches the bottom of the forceps elevator recess while keeping the grip section of the cleaning brush on the opposite side of the bending section. Using short strokes, brush the corner of the forceps elevator recess in the axial direction of the cleaning brush for 5 seconds, keeping the distal end of the endoscope immersed in the detergent solution.



Insertion complete Not complete

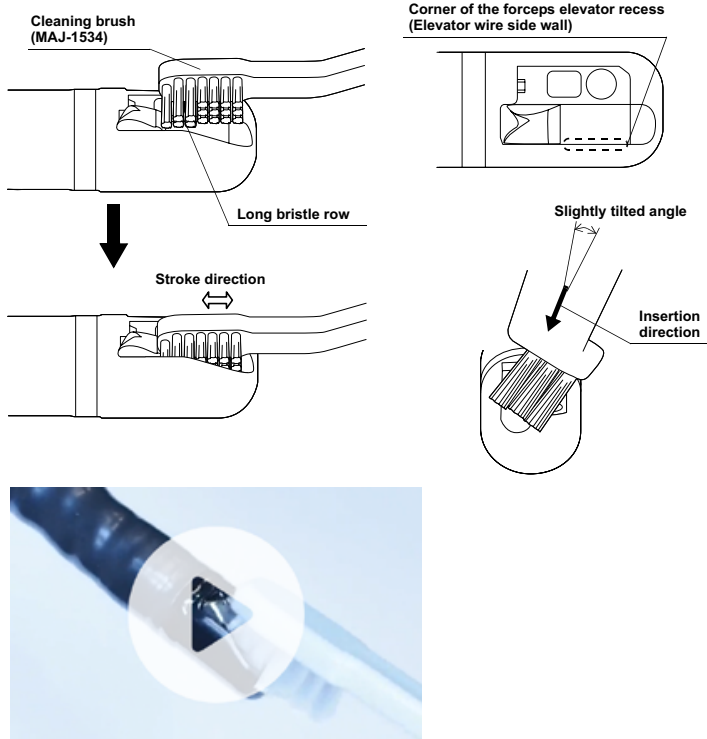
5 seconds brushing complete Not complete

(continued on next page)

**79** Insert the long bristle row of the cleaning brush (MAJ-1534) at a slightly tilted angle into the forceps elevator recess along the elevator wire side wall until the long bristle row of the cleaning brush touches the bottom of the forceps elevator recess while keeping the grip section of the cleaning brush on the opposite side of the bending section. Using short strokes, brush the corner of the forceps elevator recess in the axial direction of the cleaning brush for 5 seconds, keeping the distal end of the endoscope immersed in the detergent solution.

Insertion complete      Not complete

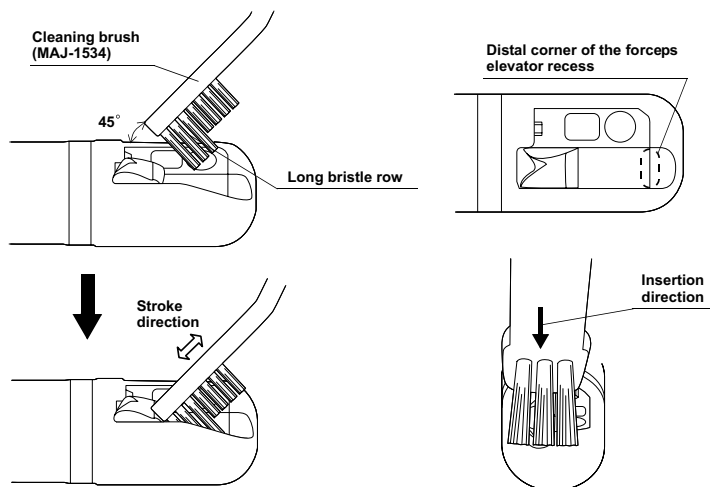
5 seconds brushing complete      Not complete



**80** Insert the long bristle row of the cleaning brush (MAJ-1534) at a 45° angle into the forceps elevator recess until the long bristle row of the cleaning brush touches the bottom of the forceps elevator recess while keeping the grip section of the cleaning brush on the opposite side of the bending section. Using short strokes, brush the distal corner of the forceps elevator recess in the axial direction of the cleaning brush for 5 seconds, keeping the distal end of the endoscope immersed in the detergent solution.

Insertion complete      Not complete

5 seconds brushing complete      Not complete



(continued on next page)





**81** Clean the bristles of the brush gently with your gloved fingertips in the detergent solution. Complete Not complete

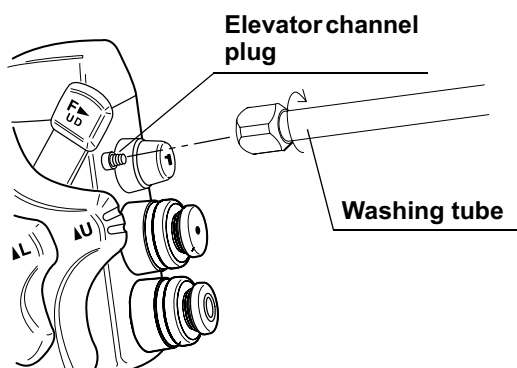
**82** Lower the forceps elevator by turning the elevator control lever. Complete Not complete

**Flushing the elevator wire channel and the forceps elevator recess**

**83** Immerse the distal end in detergent solution. Complete Not complete

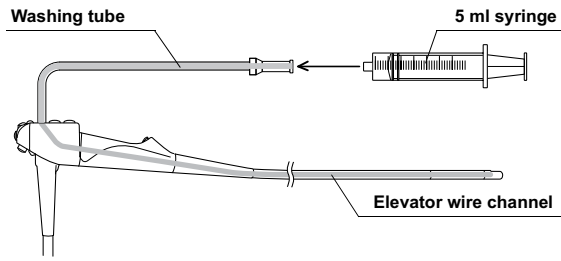
**84** Confirm that the forceps elevator is lowered, and straighten the bending section of the endoscope. Complete Not complete

**85** Attach the washing tube to the elevator channel plug. Complete Not complete



*(continued on next page)*

**86** Fill and attach the 5 ml syringe to the Luer port of the washing tube, and flush the elevator wire channel three times (15 ml total) with a syringe of detergent solution, keeping the distal end of the endoscope immersed in the detergent solution. Confirm that no air bubbles exit the distal end during the third flush. If air bubbles still exit, flush the channel with the detergent solution until no air bubbles exit.



3 times flushing complete      Not complete

Confirmation complete      Confirmation not complete

No air bubbles      Air bubbles

Additional flushing complete      Additional flushing not complete

No air bubbles      Air bubbles

**87** Raise the forceps elevator by turning the elevator control lever.

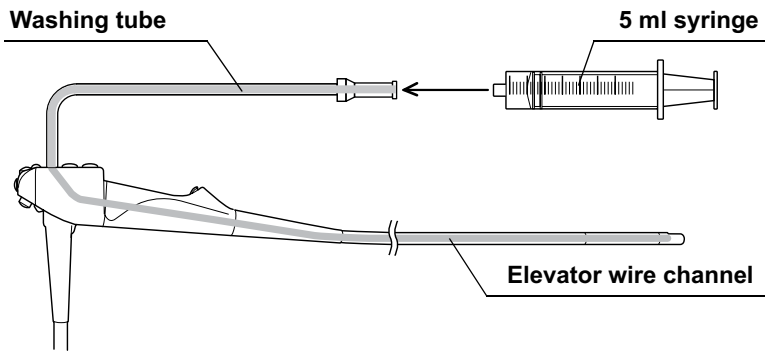
Complete      Not complete

**88** Fill and attach the 5 ml syringe to the Luer port of the washing tube, and flush the elevator wire channel three times (15 ml total) with a syringe of detergent solution, keeping the distal end of the endoscope immersed in the detergent solution. Confirm that no air bubbles exit the distal end during the third flush. If air bubbles still exit, flush the channel with the detergent solution until no air bubbles exit.

3 times flushing complete      Flushing not complete

Confirmation complete      Confirmation not complete

*(continued on next page)*



No air bubbles	Air bubbles
Additional flushing complete	Additional flushing not complete
No air bubbles	Air bubbles

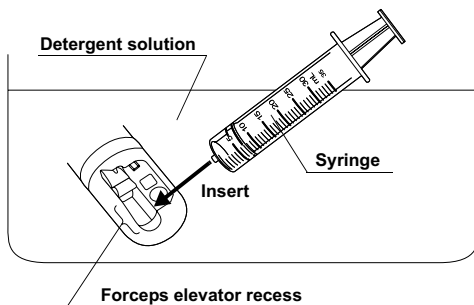
**89** Operate the elevator control lever to lower and raise the forceps elevator three times, keeping the distal end of the endoscope immersed in the detergent solution.

3 times complete	Not complete
------------------	--------------



**90** With the forceps elevator raised, insert the tip of the 30 ml syringe into the interior of the forceps elevator recess, keeping the distal end of the endoscope immersed in the detergent solution. Flush the interior of the recess three times (90 ml total) with a syringe of detergent solution.

Insertion complete	Insertion not complete
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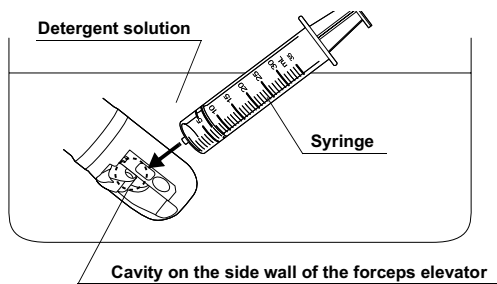


3 times complete	Not complete
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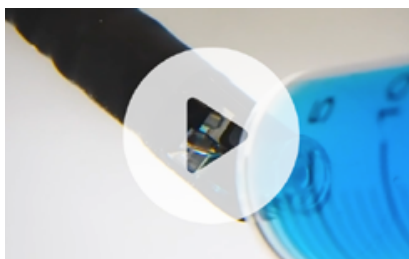
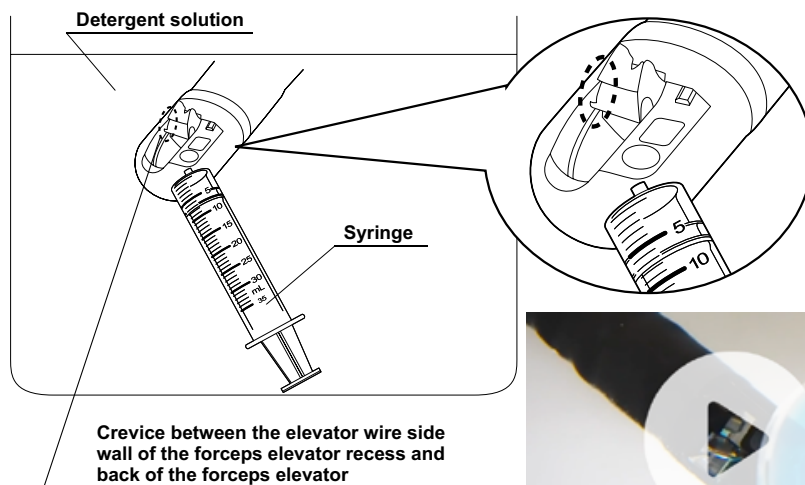
**91** Flush the cavity on the side wall of the forceps elevator three times using the 30 ml syringe filled with detergent solution (90 ml total).

3 times complete  
Not complete



**92** Flush the crevice between the elevator wire side wall of the forceps elevator recess and back of the forceps elevator three times with detergent solution using the 30 ml syringe (90 ml total).

3 times complete  
Not complete

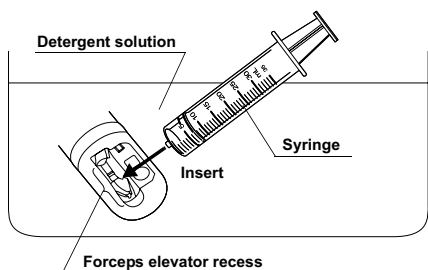


**93** Lower the forceps elevator by turning the elevator control lever.

Complete  
Not complete

**94** Insert the tip of the 30 ml syringe into the interior of the forceps elevator recess. Flush the interior of the recess three times with detergent solution using the syringe (90 ml total).

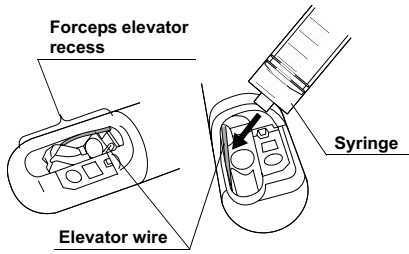
Insertion complete  
Insertion not complete



3 times flushing complete  
Flushing not complete

(continued on next page)

**95** Bring the tip of the 30 ml syringe obliquely close to the elevator wire in the forceps elevator recess, and flush the elevator wire three times with detergent solution (90 ml total), keeping the distal end of the endoscope immersed in the detergent solution.



Bringing the syringe close to the wire complete Not complete

3 times complete Not complete

**96** Operate the elevator control lever to raise and lower the forceps elevator three times, keeping the distal end of the endoscope immersed in the detergent solution.



3 times complete Not complete

**97** Repeat step 86 through 96 above.

Complete Not complete

**98** Inspect whether there is debris on the forceps elevator, the elevator wire and in the forceps elevator recess while raising and lowering the forceps elevator (inspection by the reprocessing technician).

No debris confirmed on the elevator Debris confirmed on the elevator

No debris confirmed on the elevator wire Debris confirmed on the elevator wire

No debris confirmed on the elevator recess Debris confirmed on the elevator recess

*(continued on next page)*

**99** Inspect whether there is debris on the forceps elevator, the elevator wire and in the forceps elevator recess while raising and lowering the forceps elevator (inspection by the evaluator).

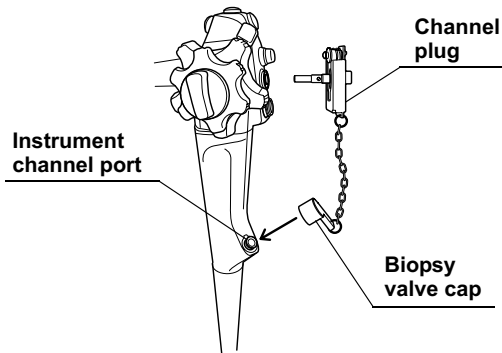
**WARNING** - The evaluator must not touch the endoscope. That may pose an infection control risk.

No debris confirmed on the elevator	Debris confirmed on the elevator
No debris confirmed on the elevator wire	Debris confirmed on the elevator wire
No debris confirmed in the elevator recess	Debris confirmed in the elevator recess

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

**100** Attach the biopsy valve cap of the channel plug (MH-944) to the instrument channel port of the endoscope.

Complete	Not complete
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**101** Attach the channel plug to the air/water and suction cylinders of the endoscope.

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

**102** Attach the injection tube (MH-946) to the endoscope connector.

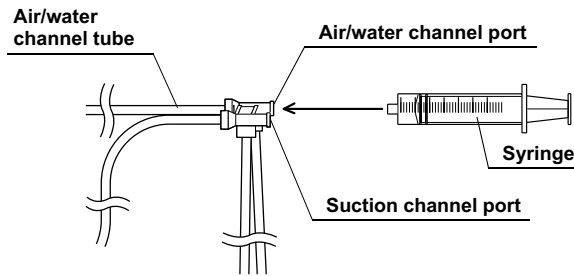
Complete	Not complete
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**103** Immerse the suction port of the injection tube in the detergent solution.

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

*(continued on next page)*

**104** Attach a clean 30 ml syringe to the air/water channel port of the injection tube. Complete Not complete



**105** 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

### Immerse the endoscope and accessories in detergent solution

**106** Wipe all external surfaces of the endoscope, the channel plug (MH-944), the injection tube (MH-946), and the washing tube (MH-974) to remove debris while they are immersed in the detergent solution using a clean, lint-free cloth, brush or sponge. Complete Not complete

**107** Leave the endoscope with attached accessories immersed in the detergent solution according to the instructions of the detergent manufacturer. Complete Not complete

**108** Remove the endoscope with attached accessories from the detergent solution. Complete Not complete

### Remove detergent solution from all channels

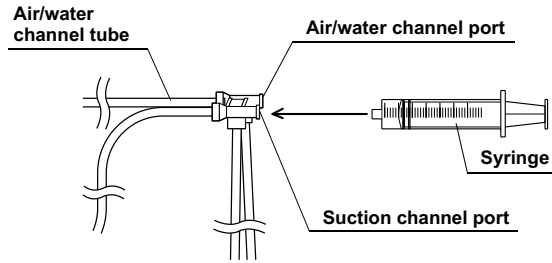
**109** Fill a clean, large basin with water. Complete Not complete

**110** Immerse the endoscope with attached accessories in the water, and gently agitate them to thoroughly rinse. Complete Not complete

**111** Immerse the suction port of the injection tube (MH-946) in the water. Complete Not complete

*(continued on next page)*

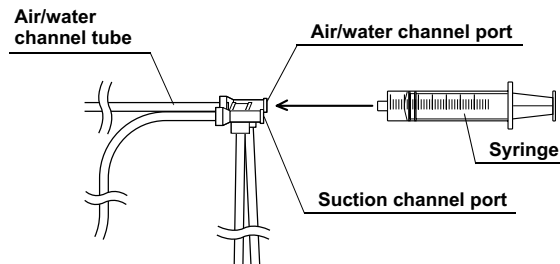
**112** Attach a clean 30 ml syringe to the suction channel port of the injection tube, and flush the suction channel three times using the syringe filled with water (90 ml total).



Attaching complete      Attaching not complete

3 times flushing complete      Flushing not complete

**113** Move the syringe to the air/water channel port of the injection tube, and flush the suction channel three times using the syringe filled with water (90 ml total).



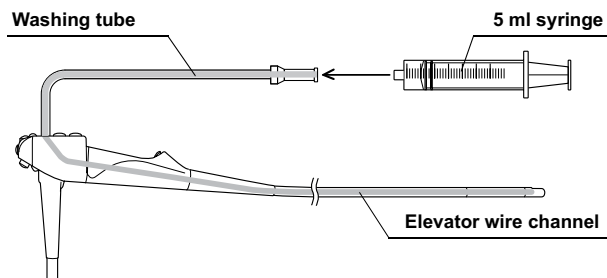
Moving complete      Moving not complete

3 times flushing complete      Flushing not complete

**114** Confirm that the forceps elevator is lowered.

Complete      Not complete

**115** Fill and attach a clean 5 ml syringe to the Luer port of the washing tube, and flush the elevator wire channel with 5 ml of water.



Attaching complete      Attaching not complete

Flushing complete      Flushing not complete

**116** Raise the forceps elevator by turning the elevator control lever.

Complete      Not complete

**117** Fill and attach a clean 5 ml syringe to the Luer port of the washing tube, and flush the elevator wire channel with 5 ml of water.

Attaching complete      Attaching not complete

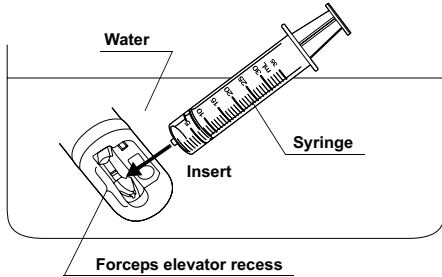
Flushing complete      Flushing not complete

*(continued on next page)*



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

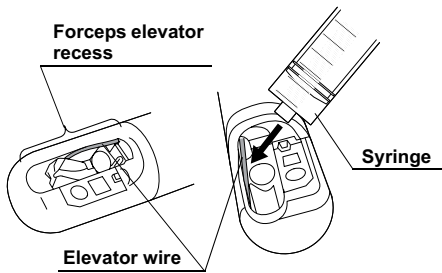
**119** Insert the tip of the 30 ml syringe into the interior of the forceps elevator recess, keeping the distal end of the endoscope immersed in the water. Flush the interior of the recess three times with the syringe filled with water (90 ml total).



Insertion complete      Insertion not complete

3 times flushing complete      Flushing not complete

**120** Bring the tip of the 30 ml syringe obliquely close to the elevator wire in the forceps elevator recess. Flush the elevator wire three times with the syringe filled with water (90 ml total), keeping the distal end of the endoscope immersed in the water.

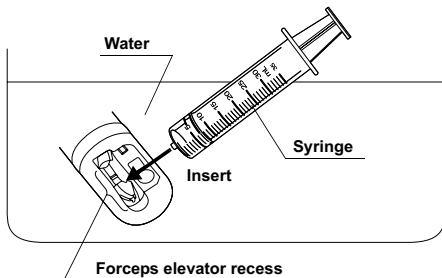


Bringing the syringe close to the wire complete      Not complete

3 times flushing complete      Flushing not complete

**121** Raise the forceps elevator by turning the elevator control lever. Complete      Not complete

**122** Insert the tip of the 30 ml syringe into the interior of the forceps elevator recess. Flush the interior of the recess three times with the syringe filled with water (90 ml total), keeping the distal end of the endoscope immersed in the water.

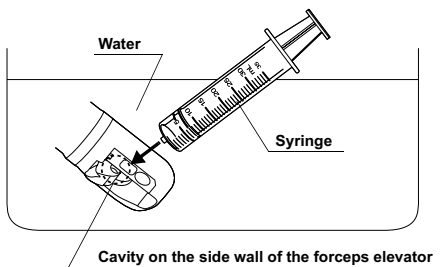


Insertion complete      Insertion not complete

3 times flushing complete      Flushing not complete

*(continued on next page)*

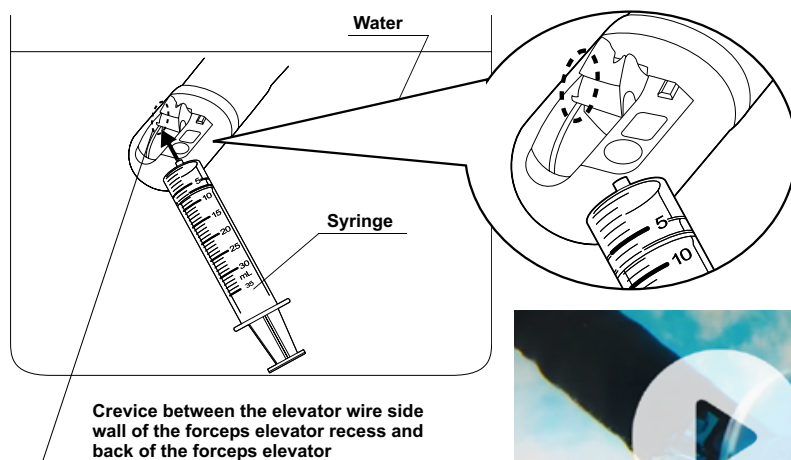
**123** Flush the cavity on the side wall of the forceps elevator three times using a 30 ml syringe filled with water (90 ml total).



3 times  
flushing  
complete

Flushing  
not complete

**124** Flush the crevice between the elevator wire side wall of the forceps elevator recess three times using a 30 ml syringe filled with water (90 ml total).



3 times  
flushing  
complete

Flushing  
not complete

**125** Lower the forceps elevator by turning the elevator control lever.

Complete

Not complete

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

Complete

Not complete

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

Complete

Not complete

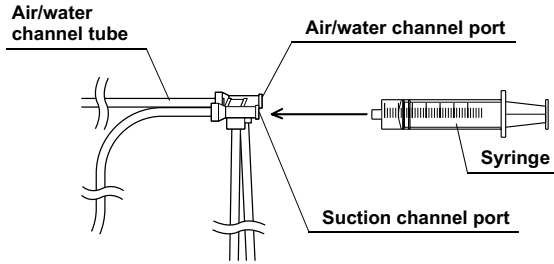
**128** Cover the distal end and the control section of the endoscope with a clean, lint-free cloth(s) to prevent splashing from the channel openings.

Complete

Not complete

*(continued on next page)*

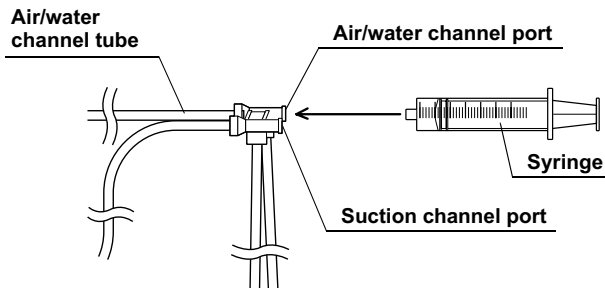
**129** Attach the 30 ml syringe to the suction channel port of the injection tube, and flush the suction channel three times using the syringe filled with air (90 ml total).



Attaching complete      Attaching not complete

3 times flushing complete      Flushing not complete

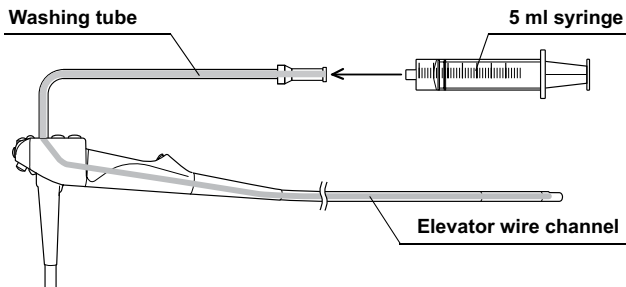
**130** Move the syringe to the air/water channel port of the injection tube, and flush the air/water channel three times using the syringe filled with air (90 ml total).



Moving complete      Moving not complete

3 times flushing complete      Flushing not complete

**131** Fill and attach a clean 5 ml syringe to the Luer port of the washing tube, and flush the elevator wire channel with 5 ml of air.



Attaching complete      Attaching not complete

Flushing complete      Flushing not complete

**132** Raise the forceps elevator by turning the elevator control lever.

Complete      Not complete

**133** Fill and attach a clean 5 ml syringe to the Luer port of the washing tube, and flush the elevator wire channel with 5 ml of air.

Attaching complete      Attaching not complete

Flushing complete      Flushing not complete

**134** Lower the forceps elevator by turning the elevator control lever.

Complete      Not complete

*(continued on next page)*

<b>135</b>	Remove the cloth(s) from the endoscope.	Complete	Not complete
------------	---	----------	--------------

<b>136</b>	Detach the channel plug, the injection tube, and the washing tube from the endoscope.	Complete	Not complete
------------	---	----------	--------------

<b>Dry external surfaces</b>			
------------------------------	--	--	--

<b>137</b>	Dry the external surfaces of the endoscope, the channel plug and the injection tube and the washing tube by wiping with a clean, lint-free cloth(s).	Complete	Not complete
------------	--	----------	--------------

<b>138</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>139</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.

*(continued on next page)*

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

No deviation

Deviation

Deviation Comments:

**NOTE** - Go to page 67 for using an AER.

Start time

Reprocessing technician name

## Manual High-Level Disinfection

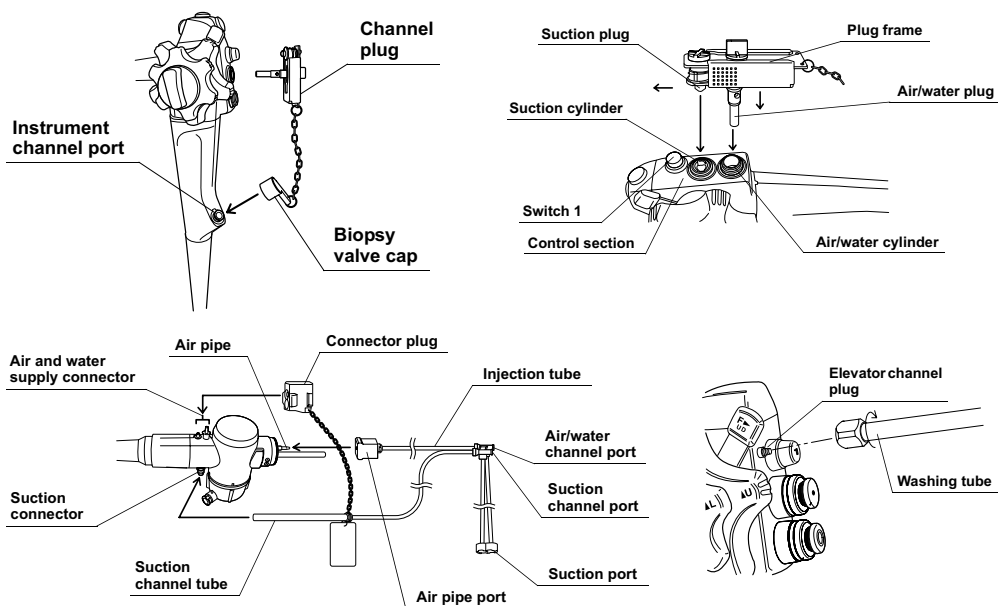
### Preparation

- |          |   |                         |              |
|----------|---|-------------------------|--------------|
| <b>1</b> | Fill a clean, large basin with the disinfectant solution.   | Complete                | Not complete |
| <b>2</b> | 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 |
|          |   | <b>Actual condition</b> |              |
|          |   | Detergent name:         |              |
|          |   | Concentration:          |              |
|          |   | Temperature:            |              |
|          |   | Contact time:           |              |
|          |   | Expiration date:        |              |
| <b>3</b> | Immerse the endoscope in the disinfectant solution.   | Complete                | Not complete |

*(continued on next page)*

**4** Attach the channel plug (MH-944), the injection tube (MH-946) and the washing tube (MH-974) 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** Fill and attach a clean 5 ml syringe to the Luer port of the washing tube, and forcefully flush the elevator wire channel two times with a syringe filled with disinfectant solution (10 ml total). Confirm that no air bubbles exit the distal end of the endoscope's insertion section during the second flush. If air bubbles still exit, flush the channel with the disinfectant solution until no air bubbles exit.

Attaching complete      Attaching not complete

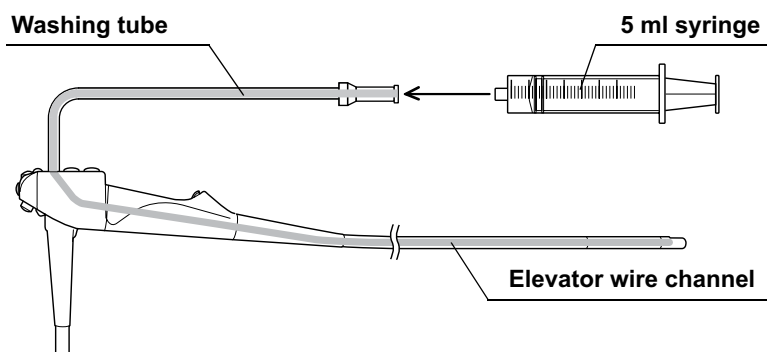
2 times flushing complete      Flushing not complete

Confirmation complete      Confirmation not complete

No air bubbles      Air bubbles

Additional flushing complete      Additional flushing not complete

No air bubbles      Air bubbles



(continued on next page)

<p><b>7</b> Raise the forceps elevator by turning the elevator control lever.</p>	Complete	Not complete
<p><b>8</b> Fill and attach a clean 5 ml syringe to the Luer port of the washing tube, and forcefully flush the elevator wire channel two times with a syringe filled with disinfectant solution (10 ml total). Confirm that no air bubbles exit the distal end of the endoscope's insertion section during the second flush. If air bubbles still exit, flush the channel with the disinfectant solution until no air bubbles exit.</p>	<p>Attaching complete</p> <p>2 times flushing complete</p> <p>Confirmation complete</p> <p>No air bubbles</p> <p>Additional flushing complete</p> <p>No air bubbles</p>	<p>Attaching not complete</p> <p>Flushing not complete</p> <p>Confirmation not complete</p> <p>Air bubbles</p> <p>Additional flushing not complete</p> <p>Air bubbles</p>
<p><b>9</b> Lower the forceps elevator by turning the elevator control lever.</p>	Complete	Not complete
<p><b>10</b> Confirm that the suction port of the injection tube (MH-946) is immersed in the disinfectant solution.</p>	Complete	Not complete

*(continued on next page)*

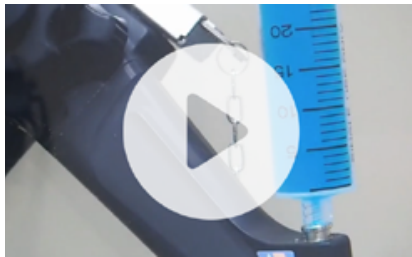


<b>11</b>	Attach a clean 30 ml syringe to the suction channel port of the injection tube, and forcefully flush the suction channel six times using the syringe filled with disinfectant solution (180 ml total). Confirm that no air bubbles exit the distal end of the endoscope's insertion section during the sixth flush. If air bubbles still exit, flush the channel with the disinfectant solution until no air bubbles exit.	Attaching complete	Attaching 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
<b>12</b>	Move the syringe to the air/water channel port of the injection tube, and forcefully flush the air/water channel six times using the syringe filled with disinfectant solution (180 ml total). 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

*(continued on next page)*

**13** Remove the biopsy valve cap of the channel plug (MH-944) 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 180 ml of the disinfectant solution, using the 30 ml 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.



Removing the biopsy valve cap complete

Removing the biopsy valve cap 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

**14** Raise the forceps elevator by turning the elevator control lever.

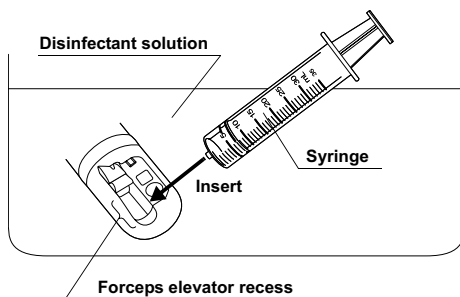
Complete

Not complete

**15** Insert the tip of the 30 ml syringe into the interior of the forceps elevator recess, keeping the distal tip of the endoscope in the disinfectant solution. Flush the interior of the recess two times using the syringe filled with disinfectant solution (60 ml total).

Insertion complete

Insertion not complete



2 times Flushing complete

Flushing not complete

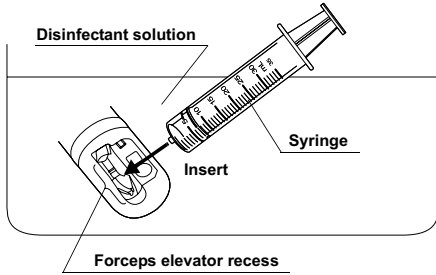
**16** Lower the forceps elevator by turning the elevator control lever.

Complete

Not complete

*(continued on next page)*

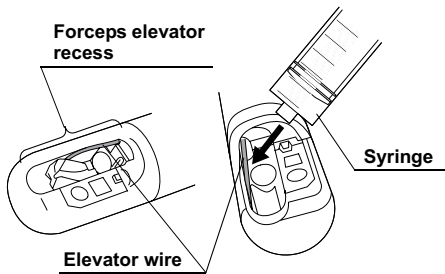
**17** Insert the tip of the 30 ml syringe into the interior of the forceps elevator recess, keeping the distal tip of the endoscope immersed in the disinfectant solution. Flush the interior of the recess two times using the syringe filled with disinfectant solution (60 ml total).



Insertion complete      Insertion not complete

2 times flushing complete      Flushing not complete

**18** Bring the tip of the 30 ml syringe obliquely close to the elevator wire in the forceps elevator recess, and flush the elevator wire two times using the syringe filled with disinfectant solution (60 ml total), keeping the distal end of the endoscope immersed in the disinfectant solution.



Bringing the syringe close to the wire complete      Not complete

2 times flushing complete      Flushing not complete

**19** Fill and attach a clean 5 ml syringe to the Luer port of the washing tube, and forcefully flush the elevator wire channel two times using the syringe filled with disinfectant solution (10 ml total). Confirm that no air bubbles exit the distal end of the endoscope's insertion section during the second flush. If air bubbles still exit, flush the channel with the disinfectant solution until no air bubbles exit.

Attaching complete      Attaching not complete

2 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

*(continued on next page)*

<b>20</b>	Raise the forceps elevator by turning the elevator control lever.	Complete	Not complete
<b>21</b>	Fill and attach a clean 5 ml syringe to the Luer port of the washing tube, and forcefully flush the elevator wire channel two times using the syringe filled with disinfectant solution (10 ml total). Confirm that no air bubbles exit the distal end of the endoscope's insertion section during the second flush. If air bubbles still exit, flush the channel with the disinfectant solution until no air bubbles exit.	Attaching complete	Attaching not complete
		2 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
<b>22</b>	Lower the forceps elevator by turning the elevator control lever.	Complete	Not complete
<b>23</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.	3 times complete	Not complete



*(continued on next page)*

**24** Flush the instrument channel with 90 ml of the disinfectant solution using the 30 ml syringe – i.e., fill the syringe with the disinfectant solution without air; put the distal end of the syringe in the instrument channel port, keeping the distal end of the endoscope 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.

3 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

**25** Repeat step 14 through 24 above.

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

**Immerse the endoscope and accessories in disinfectant solution**

**26** Detach the syringe from the accessories. While immersed, detach the channel plug (MH-944), the injection tube (MH-946) and the washing tube (MH-974) from the endoscope.

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

**27** Confirm that the endoscope and all accessories are completely submerged in the disinfectant solution.

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

**28** 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.

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

No air bubbles	Air bubbles
----------------	-------------

Wiping complete	Wiping not complete
-----------------	---------------------

No air bubbles	Air bubbles
----------------	-------------

*(continued on next page)*

**29** Cover the basin of the disinfectant solution with a tight-fitting lid to minimize the diffusion of disinfectant vapors.

Complete

Not complete

**30** Leave the endoscope, the channel plug, the injection tube, and the washing 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

**Actual condition**

Start time and date:

Reprocessing technician name:

Measuring complete

Measuring not complete

Actual immersion time:

Expiration date:

**Labeled condition**

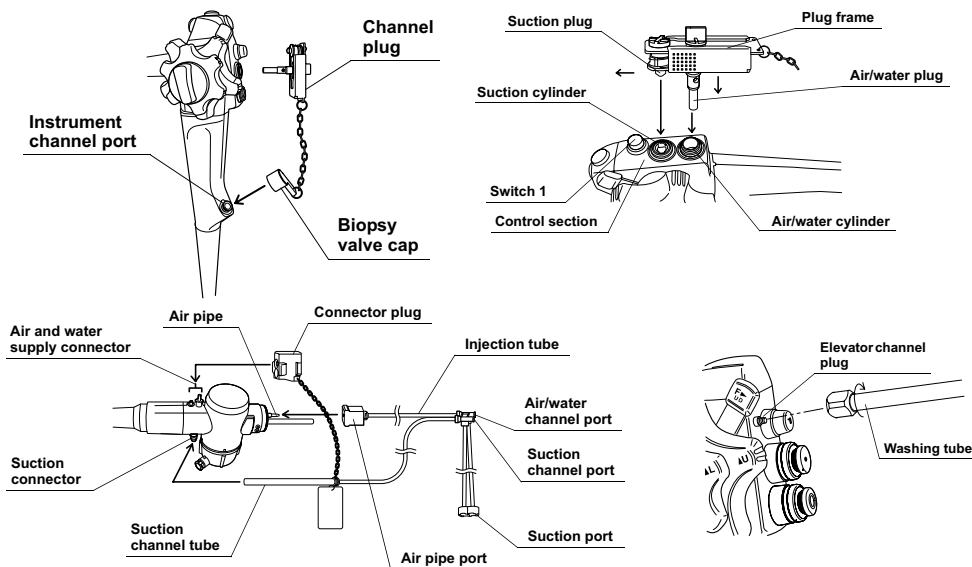
Labeled immersion time:

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

**31** Attach the channel plug (MH-944), the injection tube (MH-946) and the washing tube (MH-974) to the endoscope.

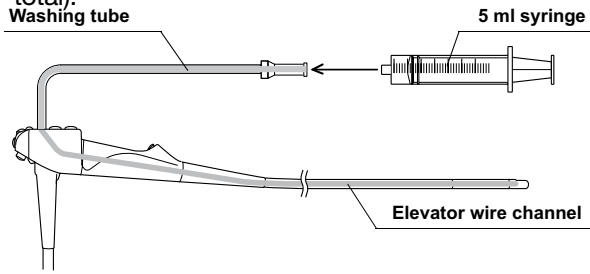
Complete

Not complete



(continued on next page)

**32** Fill and attach a sterile 5 ml syringe to the Luer port of the washing tube, and flush the elevator wire channel two times using the syringe filled with air (10 ml total).



Attaching complete      Attaching not complete

2 times flushing complete      Flushing not complete

**33** Raise the forceps elevator by turning the elevator control lever.

Complete      Not complete

**34** Fill and attach a sterile 5 ml syringe to the Luer port of the washing tube, and flush the elevator wire channel two times using the syringe filled with air (10 ml total).

Attaching complete      Attaching not complete

2 times flushing complete      Flushing not complete

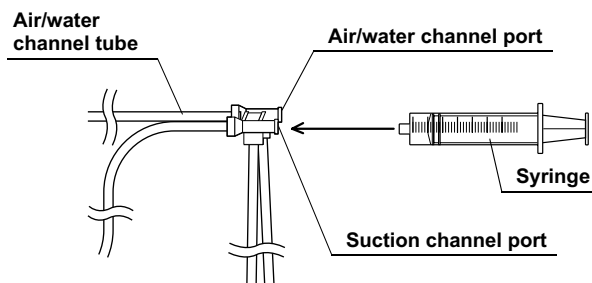
**35** Lower the forceps elevator by turning the elevator control lever.

Complete      Not complete

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

Complete      Not complete

**37** Attach a sterile 30 ml syringe to the suction channel port of the injection tube, and flush the suction channel three times using the syringe filled with air (90 ml total).



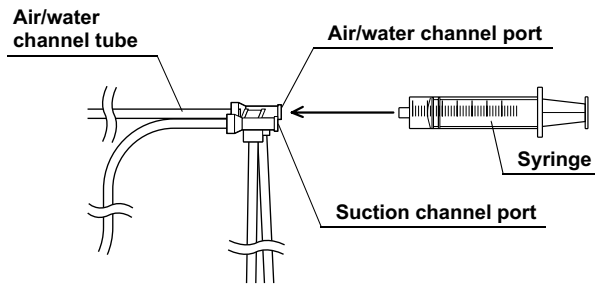
Attaching complete      Attaching not complete

3 times flushing complete      Flushing not complete

*(continued on next page)*

**38** Move the 30 ml syringe to the air/water channel port of the injection tube, and flush the air/water channel three times using the syringe filled with air (90 ml total).

Moving Complete Not complete



3 times flushing complete Flushing not complete

**39** 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:



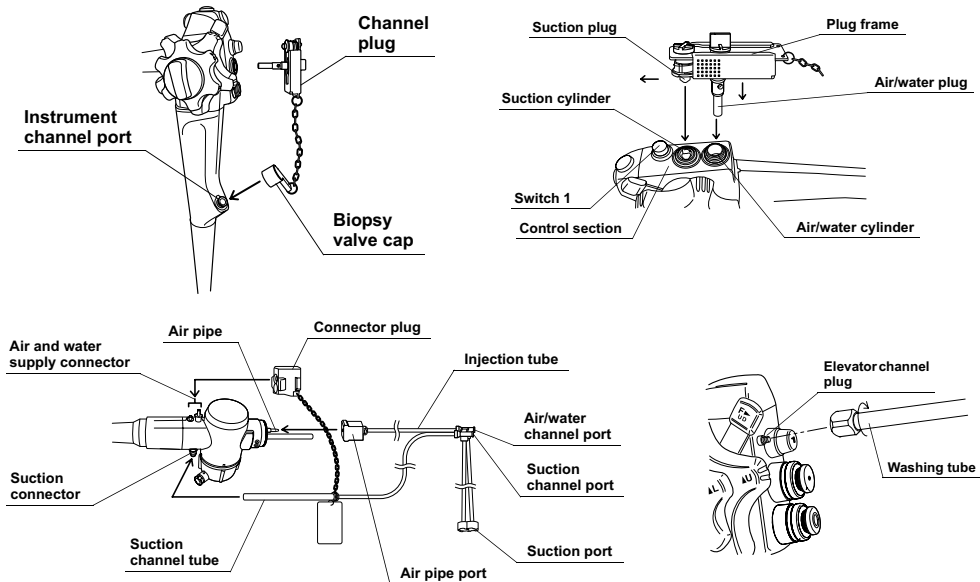
# Rinsing

Use sterile water for rinsing--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 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:

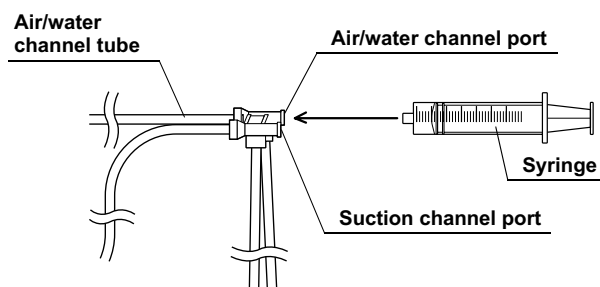
## Rinse the endoscope and accessories

- |          |   |          |              |
|----------|---|----------|--------------|
| <b>1</b> | Fill a sterile, large basin with the rinse water.   | Complete | Not complete |
| <b>2</b> | Immerse the endoscope with attached accessories in the rinse water.   | Complete | Not complete |
| <b>3</b> | Detach the channel plug (MH-944), the injection tube (MH-946) and the washing tube (MH-974) from the endoscope. | Complete | Not complete |
| <b>4</b> | Wipe all external surfaces of the endoscope and accessories using a sterile, lint-free cloth.                   | Complete | Not complete |
| <b>5</b> | Attach the channel plug, the injection tube, and the washing tube to the endoscope.                             | Complete | Not complete |



(continued on next page)

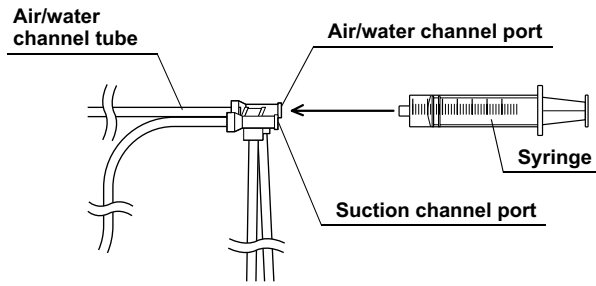
<p><b>6</b> Immerse the suction port of the injection tube in the rinse water.</p>	<p>Complete</p>	<p>Not complete</p>
<p><b>7</b> Fill and attach a sterile 5 ml syringe to the Luer port of the washing tube, and flush the elevator wire channel three times using the syringe filled with rinse water (15 ml total).</p>	<p>Attaching complete</p>	<p>Attaching not complete</p>
<p></p>	<p>3 times flushing complete</p>	<p>Flushing not complete</p>
<p><b>8</b> Raise the forceps elevator by turning the elevator control lever.</p>	<p>Complete</p>	<p>Not complete</p>
<p><b>9</b> Fill and attach a clean 5 ml syringe to the Luer port of the washing tube, and flush the elevator wire channel three times using the syringe filled with rinse water (15 ml total).</p>	<p>Attaching complete</p>	<p>Attaching not complete</p>
<p></p>	<p>3 times flushing complete</p>	<p>Flushing not complete</p>
<p><b>10</b> Lower the forceps elevator by turning the elevator control lever.</p>	<p>Complete</p>	<p>Not complete</p>
<p><b>11</b> Confirm that the suction port of the injection tube (MH-946) is immersed in the rinse water.</p>	<p>Complete</p>	<p>Not complete</p>
<p><b>12</b> Attach a sterile 30 ml syringe to the suction channel port of the injection tube, and flush the suction channel three times using the syringe filled with rinse water (90 ml total).</p>	<p>Attaching complete</p>	<p>Attaching not complete</p>



(continued on next page)

<p>3 times flushing complete</p>	<p>Flushing not complete</p>
----------------------------------	------------------------------

**13** Move the 30 ml syringe to the air/water channel port of the injection tube, and flush the air/water channel three times using the syringe filled with rinse water (90 ml total).



Moving complete

Moving not complete

3 times flushing complete

Flushing not complete

**14** Raise the forceps elevator by turning the elevator control lever.

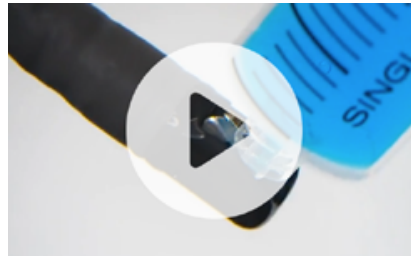
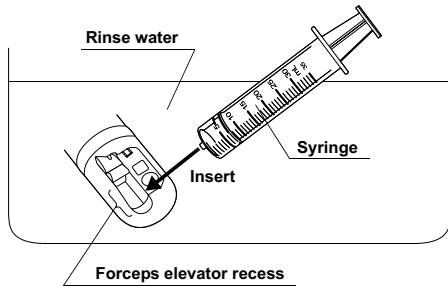
Complete

Not complete

**15** Insert the tip of the 30 ml syringe into the interior of the forceps elevator recess, keeping the distal tip of the endoscope immersed 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

**16** Lower the forceps elevator by turning the elevator control lever.

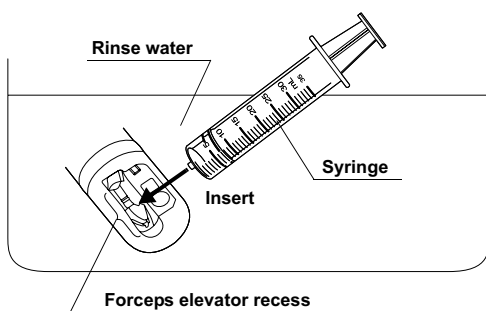
Complete

Not complete

**17** 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

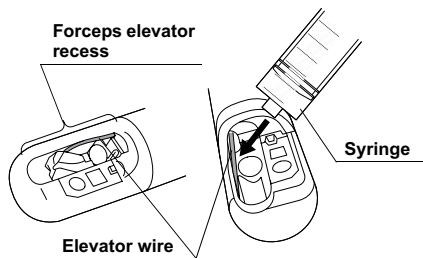


Flushing complete

Flushing not complete

*(continued on next page)*

**18** Bring the tip of the 30 ml syringe obliquely close to the elevator wire in the forceps elevator recess, and flush the elevator wire with 30 ml of the rinse water, keeping the distal end of the endoscope immersed in the rinse water.



Bringing the syringe close to the wire	complete	Not complete
Flushing	complete	Flushing not complete

**19** 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
---------	----------	--------------

**20** Repeat step 2 through 19 above for the necessary number of times, following the rinsing method described in the disinfectant solution manual.

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

**21** By turning the elevator control lever, put the forceps elevator in intermediate position of the range of movement.

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

**22** Remove the endoscope with attached accessories from the rinse water and place them in a sterile basin.

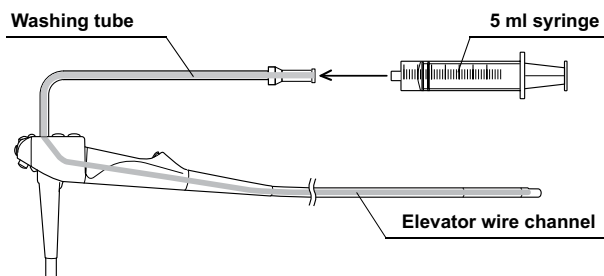
Complete	Not complete
----------	--------------

**23** 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
----------	--------------

**24** Fill and attach the 5 ml syringe to the Luer port of the washing tube, and flush the elevator wire channel three times using the syringe filled with air (15 ml total).

Attaching	Attaching
complete	not complete



3 times	Flushing
flushing	not complete
complete	

(continued on next page)

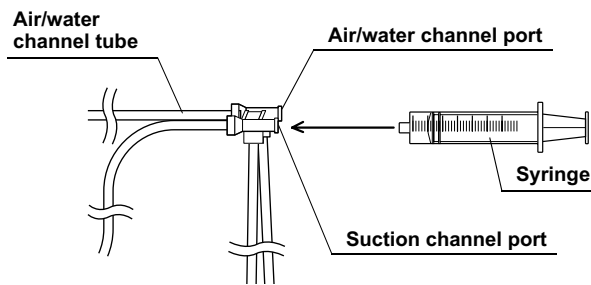
<b>25</b>	Raise the forceps elevator by turning the elevator control lever.	Complete	Not complete
-----------	---	----------	--------------

<b>26</b>	Fill and attach the 5 ml syringe to the Luer port of the washing tube, and flush the elevator wire channel three times using the syringe filled with air (15 ml total).	Attaching complete	Attaching not complete
-----------	---	--------------------	------------------------

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

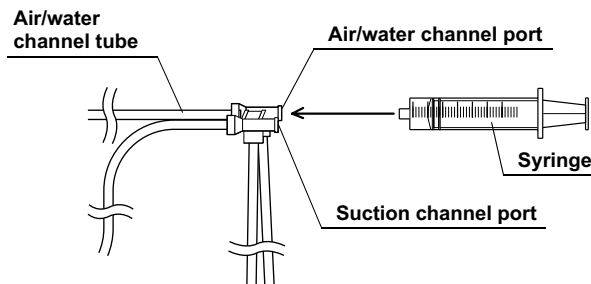
<b>27</b>	Lower the forceps elevator by turning the elevator control lever.	Complete	Not complete
-----------	---	----------	--------------

<b>28</b>	Attach the 30 ml syringe to the suction channel port of the injection tube, and flush the suction channel three times using the syringe filled with air (90 ml total).	Attaching complete	Attaching not complete
-----------	--	--------------------	------------------------



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

<b>29</b>	Move the syringe to the air/water channel port of the injection tube, and flush the air/water channel three times using the syringe filled with air (90 ml total).	Moving complete	Moving not complete
-----------	--	-----------------	---------------------



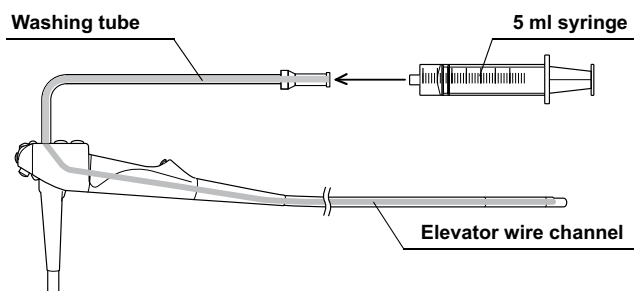
3 times flushing complete	Flushing not complete
---------------------------	-----------------------

(continued on next page)

**30** Fill and attach the 5 ml syringe to the Luer port of the washing tube, and flush the elevator wire channel three times using the syringe filled with air (15 ml total).

Attaching complete

Attaching not complete



3 times flushing complete

Flushing not complete

**31** Raise the forceps elevator by turning the elevator control lever.

Complete

Not complete

**32** Fill and attach the 5 ml syringe to the Luer port of the washing tube, and flush the elevator wire channel three times using the syringe filled with air (15 ml total).

Attaching complete

Attaching not complete

3 times flushing complete

Flushing not complete

**33** Lower the forceps elevator by turning the elevator control lever.

Complete

Not complete

**34** Remove the cloth(s) from the endoscope.

Complete

Not complete

**35** Detach only the injection tube from the endoscope.

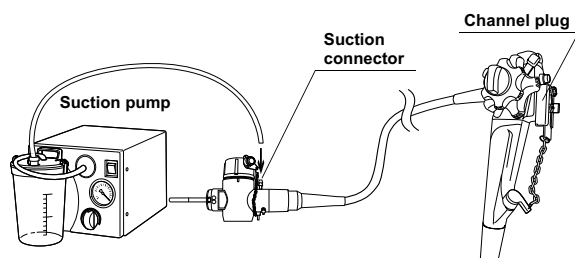
Complete

Not complete


**36** Attach a sterile suction tube from the suction pump to the suction connector on the endoscope connector.

Complete

Not complete



(continued on next page)

<b>37</b>	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
<b>38</b>	While continuing the aspiration, raise and lower the forceps elevator three times by turning the elevator control lever.	3 times complete	Not complete
			
<b>39</b>	Turn the suction pump OFF.	Complete	Not complete
<b>40</b>	Detach the suction tube, the channel plug and the washing tube from the endoscope.	Complete	Not complete
<b>41</b>	Thoroughly dry the external surfaces of the endoscope, the channel plug, the injection tube, and the washing tube by wiping with a sterile, lint-free cloth(s).	Complete	Not complete
<b>42</b>	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
<b>Evaluation of the “Rinsing”</b>		No deviation	Deviation

Deviation Comments:

## Alcohol flush

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

70% ethyl  
alcohol used

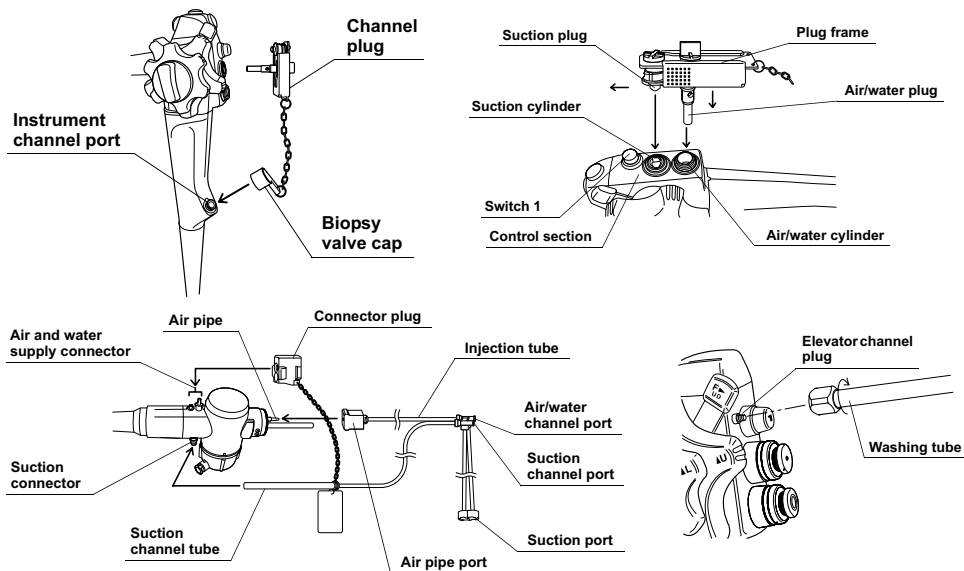
Other used

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), the injection tube (MH-946) and the washing tube (MH-974) to the endoscope. Complete    Not complete



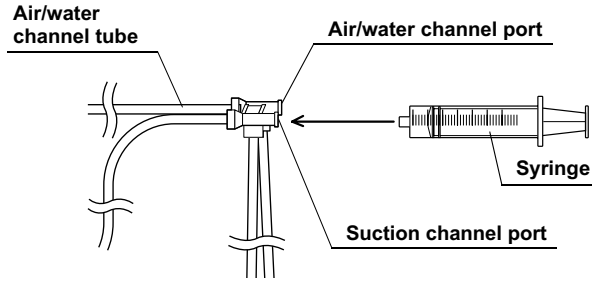
**3** Immerse the suction port of the injection tube in the alcohol. Complete    Not complete

**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 three times using the syringe filled with alcohol (90 ml total).



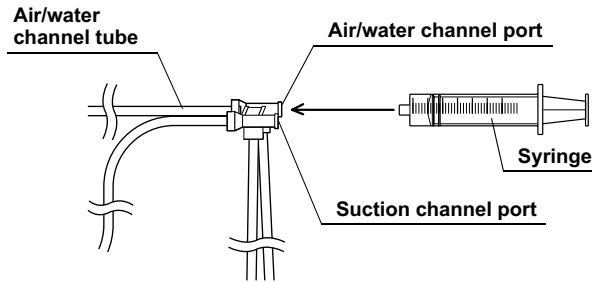
Attaching complete

Attaching not complete

3 times flushing complete

Flushing not complete

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



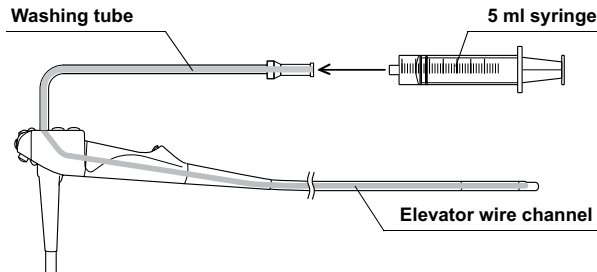
Moving complete

Moving not complete

Flushing complete

Flushing not complete

**7** Fill and attach a sterile 5 ml syringe to the Luer port of the washing tube, and flush the elevator wire channel three times using the syringe filled with alcohol (15 ml total).



Attaching complete

Attaching not complete

3 times flushing complete

Flushing not complete

**8** Raise the forceps elevator by turning the elevator control lever.

Complete

Not complete

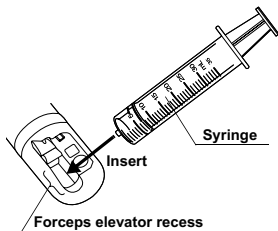
**9** Insert the tip of the 30 ml syringe into the interior of the forceps elevator recess, under the covering cloth(s), and flush the interior of the recess with 30 ml of alcohol.

Insertion complete

Insertion not complete

Flushing complete

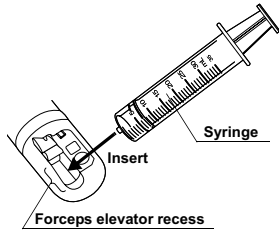
Flushing not complete



(continued on next page)

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

**11** Insert the tip of the 30 ml syringe into the interior of the forceps elevator recess, under the covering cloth(s) and flush the interior of the recess with 30 ml of alcohol. Insertion complete      Insertion not complete



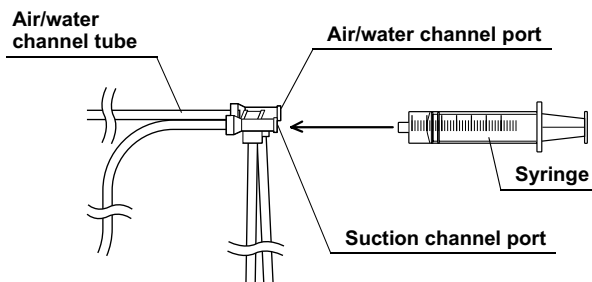
Flushing complete      Flushing not complete

**12** Turn the elevator control lever to raise and lower the forceps elevator three times. Complete      Not complete



**13** Remove the suction port of the injection tube from the alcohol. Complete      Not complete

**14** Attach the 30 ml syringe to the suction channel port of the injection tube, and flush the suction channel three times using the syringe filled with air (90 ml total). Attaching complete      Attaching not complete



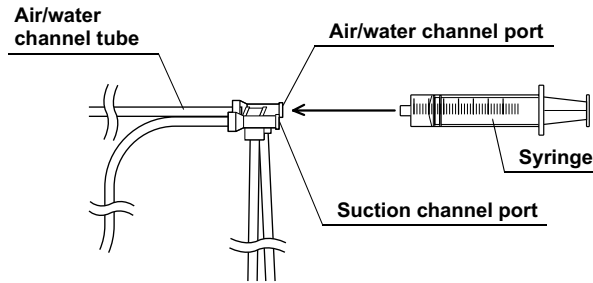
3 times flushing complete      Flushing not complete

*(continued on next page)*

**15** Move the 30 ml syringe to the air/water channel port of the injection tube, and flush the air/water channel three times using the syringe filled with air (90 ml total).

Moving complete

Moving not complete



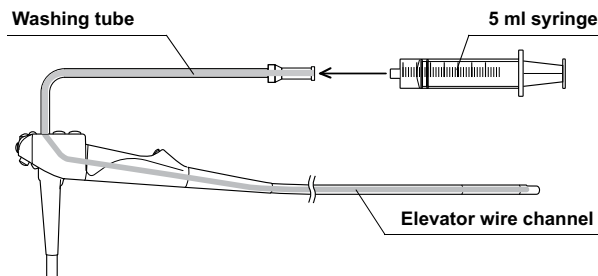
Flushing 3 times complete

Flushing not complete

**16** Fill and attach the 5 ml syringe to the Luer port of the washing tube, and flush the elevator wire channel three times using the syringe filled with air (15 ml total).

Attaching complete

Attaching not complete



3 times flushing complete

Flushing not complete

**17** Remove the cloth(s) from the endoscope.

Complete

Not complete

**18** Detach the channel plug, the injection tube, and the washing tube from the endoscope.

Complete

Not complete

**19** Thoroughly dry the external surfaces of the endoscope, the channel plug, the injection tube, and the washing tube, by wiping with a sterile, lint-free cloth(s).

Complete

Not complete

**20** 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) while raising and lowering the forceps elevator.

Complete

Not complete

### Evaluation of the "Alcohol Flush"

No deviation

Deviation

Deviation Comments:

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

<b>1</b> Put the forceps elevator in the intermediate position of the range of movement by moving the elevator control lever and set your endoscope 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 the 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 an 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 bacterial proliferation and pose an infection control risk.	Complete	Not complete
<b>Evaluation of the “Cleaning and Disinfection Using an Automated Endoscope Reprocessor (AER)”</b>	No deviation	Deviation

Deviation Comments:

## Overall Evaluation

**Evaluation of the “Cleaning and Disinfection of the TJF-160F/VF”**

No deviation

Deviation

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