OnTrack Reprocessing In-Service/Customer Competency for CF/PCF/GIF/SIF Endoscopes (EVIS, EXERA, EXERA II, EXERA III)

THIS CHECKLIST IS DESIGNED FOR USE SOLELY AS A CUSTOMER EDUCATIONAL TOOL AND IS NOT INTENDED TO REPLACE OR IN ANY WAY MODIFY THE OLYMPUS INSTRUCTION MANUAL/REPROCESSING MANUAL. BE SURE TO FOLLOW THE DETAILED STEPS OUTLINED IN THE REPROCESSING MANUAL THAT WAS INCLUDED WITH YOUR OLYMPUS EQUIPMENT WHEN PURCHASED. WHILE OLYMPUS' TRAINING MAY BE USED IN SUPPORT OF A FACILITY'S OVERALL COMPETENCY PROGRAM, IT SHALL NOT CONSTITUTE CERTIFICATION OF THE FACILITY'S CDS PROTOCOL. OLYMPUS SHALL IN NO EVENT BE HELD RESPONSIBLE FOR A FACILITY'S PROPER PERFORMANCE OF CDS PROTOCOL NOR FOR A FACILITY STAYING CURRENT WITH ONGOING CDS INSTRUCTIONAL CHANGES AND CORRESPONDING TRAINING UPDATES. FACILITY OWNERS OF OLYMPUS EQUIPMENT ARE FULLY RESPONSIBLE FOR COMPLYING WITH INDUSTRY CDS STANDARDS AND MANUFACTURER'S PROPER USE AND CDS INSTRUCTIONS.

☐ **Olympus In-Service** (For In-Service, the Olympus Field Employee must complete the Facility Information below and the **FM-SOP-020-02: OnTrack In-Service Attendance Sheet**)

Facility Information

Facility Name: _____ **Date of Training:** _____

Facility Address: _____ **City:** _____ **State:** ____ **Zip Code:** _____

☐ **Facility-Verified Customer Competency** (For competency, the facility staff must complete both Facility Attendee and Verifier information below)

Facility Attendee

Print Name _____ **Signature** _____ **Date:** _____

Title _____ **Email** _____

Facility Verifier

Print Name _____ **Signature** _____ **Date:** _____

Title _____ **Email** _____

For assistance call the Technical Assistance Center (TAC) at 1-800-848-9024, or go to www.olympusconnect.com.

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Regarding Non-Olympus Repair and Servicing

Instructions provided in this document 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. In the event that your device has been repaired by a non-Olympus facility, please contact that repair facility for instructions regarding reprocessing.

Instructions provided in this document regarding material compatibility are not valid for Olympus devices repaired by a non-Olympus facility. Olympus repairs devices to manufacturer's specifications by using original equipment manufacturer's (OEM) materials. The use of non-OEM materials to repair an Olympus device may affect the material compatibility of the device with certain reprocessing chemicals or methods. In the event that your device has been repaired by a non-Olympus facility, please contact that repair facility for instructions regarding material compatibility.

Important Information

Always wear appropriate personal protective equipment when reprocessing an endoscope.

Refer to the specific endoscope reprocessing manual if any issues are encountered.

Endoscope Models: Check each model reviewed during this session. Any additional scope models reviewed that are not listed below can be typed into the Comment field.

CF

- ☐ CF-H180AL/I
- ☐ CF-Q180AL/I
- ☐ CF-HQ190L/I
- ☐ CF-H180DL/I
- ☐ CF-Q160S
- ☐ CF-H190L/I

PCF

- ☐ PCF-H190L/I
- ☐ PCF-H190TL/I
- ☐ PCF-H180AL/I
- ☐ PCF-Q180AL/I
- ☐ PCF-H190DL/I
- ☐ PCF-HQ190L/I
- ☐ PCF-PH190L/I

GIF

- ☐ GIF-H180
- ☐ GIF-N180
- ☐ GIF-XP180N
- ☐ GIF-H190
- ☐ GIF-XTQ160
- ☐ GIF-1TH190
- ☐ GIF-H180J
- ☐ GIF-Q180
- ☐ GIF-HQ190
- ☐ GIF-XP190N

SIF

- ☐ SIF-Q180

Comments:

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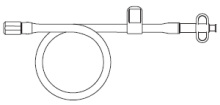
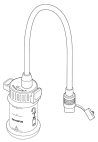
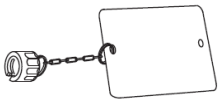
Parts Included in this OnTrack


MAJ-855: Auxiliary Water Tube

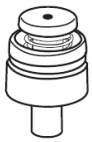

MAJ-901: Water Container

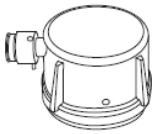

MAJ-902: Water Container


MB-155: Leakage Tester


MB-156: ETO Cap


MH-438: Air/Water Valve


MH-443: Suction Valve


MH-553: Water-Resistant Cap


MH-856: Suction Cleaning Adapter


MH-884: Water Container


MH-944: Channel Plug


MH-946: Injection Tube


MH-948: Air/Water Channel Cleaning Adapter

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Check the appropriate box in the right columns for the In-Service training done. If you check the No box, please document the reason in the Comments field below the checklist.

Precleaning	Demonstrated	
	Yes	No
1. In a clean 500 ml container, prepare clean water.	☐	☐
2. For 160 series endoscopes: In another clean 500 ml container (1,000 ml container for GIF-XTQ160), prepare a compatible detergent solution at the temperature and concentration recommended by the detergent manufacturer. Refer to the endoscope reprocessing manual or instruction manual for detergent specifications.	☐	☐
3. Turn OFF the video processor and light source.	☐	☐
4. As specified below, wipe down the entire insertion tube from the boot at the control section to the distal end: • For 190 and 180 series endoscopes: Use a clean, **water-soaked**, lint-free cloth or sponge. • For 160 series endoscopes: Use a clean, **detergent solution-soaked**, lint-free cloth.	☐	☐
5. Turn ON the suction source and ensure the biopsy valve cap is closed. If using KV-6 or KV-5, set the vacuum regulator to maximum.	☐	☐
6. For 190 and 180 series endoscopes: Immerse the distal end in **water** and depress the suction valve (e.g., MH-443) to aspirate water, as follows: • For 190 series endoscopes: Aspirate water for 10 seconds. • For 180 series endoscopes: Aspirate water for 30 seconds.	☐	☐
7. For 160 series endoscopes: Immerse the distal end in **detergent solution** and depress the suction valve (e.g., MH-443) to aspirate the detergent solution for 30 seconds.	☐	☐
8. Remove the distal end from the water/detergent solution and depress the suction valve to aspirate air for 10 seconds.	☐	☐
9. Turn OFF the suction source.	☐	☐
10. Detach the air/water valve (e.g., MH-438) and attach the air/water channel cleaning adapter (e.g., MH-948).	☐	☐
11. Turn ON the light source and set the airflow regulator to maximum (HIGH or 3).	☐	☐
12. Immerse the distal end in the water.	☐	☐
13. Depress the air/water channel cleaning adapter and flush with water, as follows: • For 190 series endoscopes: Flush with water for at least 10 seconds. • For 180 and 160 series endoscopes: Flush with water 30 seconds.	☐	☐

Comments: **If a No box is checked above, please document the reason for it here.**

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Check the appropriate box in the right columns for the In-Service training done. If you check the No box, please document the reason in the Comments field below the checklist.

Precleaning (continued)	**Demonstrated**	
	Yes	No
14. Release the air/water channel cleaning adapter to flush air for 10 seconds.	☐	☐
15. Turn OFF the light source.	☐	☐
16. For 190 and 180 series endoscopes with an auxiliary water channel:		
• For manual flushing of the auxiliary water channel:		
a. Attach a clean auxiliary water tube (e.g., MAJ-855) to the auxiliary water inlet.	☐	☐
b. Immerse the distal end in water.	☐	☐
c. Fill a 30 cc syringe with water, attach to the auxiliary water tube, and flush 30 ml of water.	☐	☐
d. For 180 series endoscopes: Fill a 30 cc syringe with air, attach to the auxiliary water tube, and flush 30 ml of air.	☐	☐
e. Detach the syringe and leave the auxiliary water tube attached to the endoscope.	☐	☐
• For automated flushing of the auxiliary water channel using the OFP:		
a. Confirm proper attachment of the auxiliary water tube and tubing.	☐	☐
b. Immerse the distal end in water.	☐	☐
c. Activate the OFP pump for at least 10 seconds.	☐	☐
d. Detach the irrigation tube, and filter if applicable, from the auxiliary water tube.	☐	☐
e. Leave the auxiliary water tube attached to the endoscope.	☐	☐

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Precleaning (continued)	**Demonstrated**	
	Yes	No
17. For 160 series endoscopes with an auxiliary water channel:		
a. Attach a clean auxiliary water tube (e.g., MAJ-855) to the auxiliary water inlet.	☐	☐
b. Immerse the distal end in water.	☐	☐
c. Fill a 30 cc syringe with detergent, attach to the auxiliary water tube, and slowly flush detergent several times until no bubbles exit the distal end.	☐	☐
d. Fill a 30 cc syringe with water, attach to the auxiliary water tube, and slowly flush 30 ml of water. Complete this step 3 times, for a total of 90 ml of water.	☐	☐
e. Fill a 30 cc syringe with air, attach to the auxiliary water tube, and slowly flush air several times until a steady stream of bubbles exits the distal end.	☐	☐
18. Where applicable, detach the videoscope cable (e.g., MAJ-1430, MAJ-843, MH-976) from the electrical connector of the endoscope.	☐	☐
19. Detach the suction tube from the suction connector on the endoscope connector.	☐	☐
20. Detach the metal tip of the water container (e.g., MAJ-901, MAJ-902, MH-884) from the air/water supply connector on the endoscope connector.	☐	☐
21. Insert the metal tip of the water container tube into the tip receptacle on the lid of the water container.	☐	☐
22. For 180 and 160 series endoscopes: Confirm that the water-resistant cap (e.g., MH-553) is dry and free of debris, and attach the water-resistant cap.	☐	☐
23. Transport to reprocessing area in covered container.	☐	☐

Comments: **If a No box is checked above, please document the reason for it here.**

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Check the appropriate box in the right columns for the In-Service training done. If you check the No box, please document the reason in the Comments field below the checklist.

Leakage Testing	Demonstrated	
	Yes	No
1. In a clean basin, large enough to completely immerse the endoscope, prepare clean water. Refer to the specific endoscope reprocessing manual for container requirements.	☐	☐
2. Connect the leakage tester (e.g., MB-155) to the air source.	☐	☐
3. Turn ON air source, and set airflow regulator to maximum (if using a light source).	☐	☐
4. Depress pin inside connector cap to confirm that air is being emitted.	☐	☐
5. Confirm that the leakage tester's connector cap and venting connector are dry.	☐	☐
6. Connect the leakage tester to the endoscope.	☐	☐
7. Completely immerse the endoscope in water.	☐	☐
8. Observe for 30 seconds while angulating the bending section in all directions.	☐	☐
9. If a continuous series of bubbles emerges from any location, remove the endoscope from the water, and contact Olympus for further instructions.	☐	☐
10. If no leak is detected, remove the endoscope from the water and turn OFF the air source.	☐	☐
11. Disconnect the leakage tester from the air source.	☐	☐
12. Wait 30 seconds or until the bending section contracts to its pre-expansion size.	☐	☐
13. Disconnect the leakage tester connector cap from the venting connector.	☐	☐

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Check the appropriate box in the right columns for the In-Service training done. If you check the No box, please document the reason in the Comments field below the checklist.

Manual Cleaning	Demonstrated	
	Yes	No
1. In a clean container, large enough enough to completely immerse the endoscope, prepare a compatible detergent solution at the temperature and concentration recommended by the detergent manufacturer. Refer to the endoscope reprocessing manual for detergent specifications and container requirements.	☐	☐
2. Completely immerse the endoscope and accessories in detergent solution.	☐	☐
3. Use a brush, lint-free cloth, or sponge to thoroughly clean the external surfaces of the insertion section, the control section and surrounding parts, and the endoscope connector and universal cord.	☐	☐
4. Use endoscope model-specific brushes to brush channels/cylinders/ports until no visible debris remains.		
a. Brush the suction/instrument channel in the insertion tube with the channel cleaning brush.	☐	☐
b. Brush the suction channel in the universal cord with the channel cleaning brush.	☐	☐
c. Brush the suction cylinder with the channel-opening brush.	☐	☐
d. Brush the instrument channel port with the channel-opening brush.	☐	☐
5. Remove the endoscope from the detergent solution and attach the suction cleaning adapter (e.g., MH-856) to the instrument channel port.	☐	☐
6. Connect the suction tube from the suction source to the suction connector on the endoscope.	☐	☐
7. Immerse the distal end and weighted end of the suction cleaning adapter in detergent.	☐	☐
8. Turn ON the suction source.	☐	☐
9. Cover the suction cylinder and aspirate detergent solution for at least 30 seconds.	☐	☐
10. Turn OFF the suction source.	☐	☐
11. Detach the suction tube and the suction cleaning adapter.	☐	☐
12. Attach the channel plug (e.g., MH-944).	☐	☐

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Check the appropriate box in the right columns for the In-Service training done. If you check the No box, please document the reason in the Comments field below the checklist.

Manual Cleaning - Manual Flushing of Endoscope Channels	Demonstrated	
	Yes	No
1. Attach the injection tube (e.g., MH-946).	☐	☐
2. Immerse the suction port of the injection tube into the detergent solution.	☐	☐
3. Attach a 30 cc syringe to the air/water port of the injection tube.	☐	☐
4. Flush the air/water channel with 30 ml of detergent solution. Complete this step 3 times, for a total of 90 ml of detergent.	☐	☐
5. For endoscopes with an auxiliary water channel:		
a. Attach the auxiliary water tube (e.g., MAJ-855) to the auxiliary water inlet.	☐	☐
b. Use a 30 cc syringe to flush detergent, as follows: • For 190 endoscopes: Flush 30 ml of detergent solution. • For 180 and 160 series endoscopes: Flush 30 ml of detergent solution into the auxiliary water channel. Complete this step 3 times, for a total of 90 ml of detergent solution.	☐	☐
6. Use a clean lint-free cloth, brush, or sponge to wipe external surfaces of the endoscope/accessories.	☐	☐
7. Soak the endoscope and accessories in detergent solution for the time specified by the detergent manufacturer.	☐	☐
8. Remove the endoscope and accessories from the detergent solution.	☐	☐
9. Immerse endoscope and accessories in clean water, and gently agitate to rinse.	☐	☐
10. Use a 30 cc syringe to inject 30 ml of water through each side of the injection tube. Complete this step 3 times, for a total of 90 ml of water.	☐	☐
11. For endoscopes with an auxiliary water channel: Attach a 30 cc syringe to the auxiliary water tube, and inject water, as follows: • For 190 series endoscopes: Inject 30 ml of water. • For 180 and 160 series endoscopes: Inject 30 ml of water. Complete this step 3 times, for a total of 90 ml of water.	☐	☐

Comments: **If a No box is checked above, please document the reason for it here.**

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Manual Cleaning - Manual Flushing of Endoscope Channels (continued)	**Demonstrated**	
	Yes	No
12. Remove the endoscope and accessories from the water, and place them in a clean basin.	☐	☐
13. Cover the distal end with a clean lint-free cloth.	☐	☐
14. Use a 30 cc syringe to inject 30 ml of air through each side of the injection tube. Complete this step 3 times, for a total of 90 ml of air.	☐	☐
15. For endoscopes with an auxiliary water channel: Attach a 30 cc syringe to the auxiliary water tube, and inject air, as follows: • For 190 series endoscopes: Inject 30 ml of air. • For 180 and 160 series endoscopes: Inject 30 ml of air. Complete this step 3 times, for a total of 90 ml of air.	☐	☐
16. Disconnect the channel plug (e.g., MH-944), injection tube, and auxiliary water tube from the endoscope.	☐	☐
17. Use a lint-free cloth to dry all external surfaces of the endoscope, channel plug, injection tube, and auxiliary water tube.	☐	☐
18. Reprocess the accessories as described in the *Olympus Reprocessing Manual*, Chapter 6, *Reprocessing the Accessories*.	☐	☐

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Automated Endoscope Reprocessor (AER) High-Level Disinfection	Demonstrated	
High-Level Disinfectant Type: **AER Type:**		
	Yes	No
1. Test disinfectant concentration (i.e., MRC) according to the manufacturer's instructions.	☐	☐
2. Inspect the endoscope connectors/adapters according to the AER manufacturer's instructions.	☐	☐
3. Verify that the proper connector is being used for the endoscope being reprocessed.	☐	☐
4. Attach the endoscope connectors/adapters to the AER and endoscope according to the AER manufacturer's instructions.	☐	☐
5. Operate the AER according to the AER manufacturer's instructions.	☐	☐
6. Ensure the endoscope is soaked in disinfectant solution according to the disinfectant manufacturer's recommendations for time and temperature.	☐	☐
7. Remove the endoscope promptly after the AER cycle is completed.	☐	☐
8. Perform the terminal steps that the AER does not perform (e.g., alcohol and air purge).	☐	☐
9. Use a lint-free cloth to wipe all external surfaces.	☐	☐
10. Dry the inside of the air/water and suction cylinders, and instrument channel port with sterile cotton swabs.	☐	☐
FOR FACILITY INTERNAL USE ONLY! Olympus personnel are unable to demonstrate use of individual manufacturer's AER.		

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Manual High-Level Disinfection	Demonstrated	
	Yes	No
1. In a clean basin, large enough to completely immerse the endoscope, prepare a compatible disinfectant solution at the concentration recommended by the disinfectant manufacturer. Refer to the endoscope reprocessing manual for disinfectant specifications and container requirements.	☐	☐
2. Test the disinfectant for Minimum Effective Concentration (MEC) according to the manufacturer's instructions.	☐	☐
3. Attach the channel plug (e.g., MH-944) and injection tube (e.g., MH-946) to the endoscope.	☐	☐
4. Completely immerse the endoscope and all accessories in disinfectant solution.	☐	☐
5. Use a 30 cc syringe to inject 30 ml of disinfectant into each side of the injection tube, and confirm that no bubbles exit the distal end. Complete this step 3 times, for a total of 90 ml of disinfectant.	☐	☐
6. For endoscopes with an auxiliary water channel:		
a. Attach the auxiliary water tube (e.g., MAJ-855).	☐	☐
b. Use a 30 cc syringe to inject disinfectant through the auxiliary water tube, as follows: • For PCF-H190TL/I and PCF-HQ190L/I series endoscopes: Inject 30 ml of disinfectant. If air bubbles are still visible, repeat the injection. • For 190 series endoscopes: Inject 60 ml of disinfectant. If air bubbles are still visible, repeat the injection. • For 180 and 160 series endoscopes: Inject 30 ml of disinfectant. Complete this step 3 times, for a total of 90 ml of disinfectant.	☐	☐
7. While keeping the endoscope and accessories completely immersed, disconnect all accessories from the endoscope.	☐	☐
8. Remove air bubbles that adhere to the surfaces with a gloved finger or clean lint-free cloth.	☐	☐
9. Cover the basin with a tight-fitting lid to minimize exposure to disinfectant vapors.	☐	☐
10. Soak the endoscope and accessories in the disinfectant solution for the time and at the temperature recommended by the disinfectant manufacturer.	☐	☐
11. Reattach the channel plug and injection tube to the endoscope.	☐	☐

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Manual High-Level Disinfection (continued)	**Demonstrated**	
	Yes	No
12. Remove the suction port of the injection tube from the disinfectant solution.	☐	☐
13. Attach a 30 cc syringe to each port on the injection tube, and inject 30 ml of air. Complete this step 3 times, for a total of 90 ml of air.	☐	☐
14. For endoscopes with an auxiliary water channel:		
a. Reattach the auxiliary water tube.	☐	☐
b. Use a 30 cc syringe to inject air into the auxiliary water tube, as follows: • For 190 series endoscopes: Inject 30 ml of air. • For 180 and 160 series endoscopes: Inject 30 ml of air. Complete this step 3 times, for a total of 90 ml of air.	☐	☐
15. Remove the endoscope and all accessories from the disinfectant solution.	☐	☐

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Check the appropriate box in the right columns for the In-Service training done. If you check the No box, please document the reason in the Comments field below the checklist.

Rinsing	Demonstrated	
	Yes	No
1. In a sterile basin, large enough to completely immerse the endoscope, prepare sterile water, filtered water, or tap water.	☐	☐
2. Completely immerse the endoscope and equipment in the water.	☐	☐
3. Detach the channel plug (e.g., MH-944), injection tube (e.g., MH-946), and auxiliary water tube (e.g., MAJ-855), if applicable.	☐	☐
4. Use a sterile, lint-free cloth to wipe all external surfaces.	☐	☐
5. Attach the channel plug and injection tube to the endoscope.	☐	☐
6. Use a 30 cc syringe to inject 30 ml of water through each side of the injection tube. Complete this step 3 times, for a total of 90 ml of water.	☐	☐
7. For endoscopes with an auxiliary water channel:		
a. Attach the auxiliary water tube.	☐	☐
b. Use a 30 cc syringe to inject water into the auxiliary water tube, as follows: • For 190 series endoscopes: Inject 30 ml of water. • For 180 and 160 series endoscopes: Inject 30 ml of water. Complete this step 3 times, for a total of 90 ml of water.	☐	☐
8. Remove the endoscope and accessories from the water and place them in a sterile basin.	☐	☐
9. Cover the distal end with a sterile, lint-free cloth.	☐	☐
10. Use a 30 cc syringe to inject 30 ml of air through each side of the injection tube. Complete this step 3 times, for a total of 90 ml of air.	☐	☐

Comments: **If a No box is checked above, please document the reason for it here.**

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Check the appropriate box in the right columns for the In-Service training done. If you check the No box, please document the reason in the Comments field below the checklist.

Rinsing (continued)	**Demonstrated**	
	Yes	No
11. For endoscopes with an auxiliary water channel:		
a. Attach the auxiliary water tube.	☐	☐
b. Use a 30 cc syringe to inject air into the auxiliary water tube, as follows: • For 190 series endoscopes: Inject 30 ml of air. • For 180 series and 160 series endoscopes: Inject 30 ml of air. Complete this step 3 times, for a total of 90 ml of air.	☐	☐
12. Remove the cloths from the endoscope.	☐	☐
13. Detach only the injection tube from the endoscope.	☐	☐
14. Attach a sterile suction tube from the suction source to the suction connector on the endoscope connector.	☐	☐
15. Turn ON the suction source and aspirate air for at least 15 seconds. Air will flow through the instrument channel and the suction channel of the endoscope.	☐	☐
16. Turn OFF the suction source.	☐	☐
17. Detach the suction tube, the channel plug, and the auxiliary water tube from the endoscope.	☐	☐
18. Use sterile lint-free cloths to thoroughly dry the external surfaces of the endoscope including the electrical contacts, the channel plug, the injection tube, and the auxiliary water tube.	☐	☐
19. Use sterile cotton swabs to thoroughly dry the inside of the suction cylinder, the air/water cylinder, and the instrument channel port of the endoscope.	☐	☐

Comments: **If a No box is checked above, please document the reason for it here.**

OnTrack Reprocessing In-Service/Customer Competency for CF/PCF/GIF/SIF Endoscopes (EVIS, EXERA, EXERA II, EXERA III)

Check the appropriate box in the right columns for the In-Service training done. If you check the No box, please document the reason in the Comments field below the checklist.

Alcohol Flush (70% isopropyl or ethyl alcohol)	Demonstrated	
	Yes	No
1. Fill an appropriately-sized sterile basin with 70% isopropyl or ethyl alcohol.	☐	☐
2. Attach a reprocessed channel plug (e.g., MH-944), injection tube (e.g., MH-946), and auxiliary water tube (e.g., MAJ-855) (if applicable) to the endoscope.	☐	☐
3. Cover the distal end with a sterile, lint-free cloth.	☐	☐
4. Immerse the suction port of injection tube in the alcohol.	☐	☐
5. Use a 30 cc syringe to inject 30 ml of alcohol through the suction channel of the injection tube. Complete this step 3 times, for a total of 90 ml of alcohol.	☐	☐
6. Use a 30 cc syringe to inject 30 ml of alcohol through the air/water channel of the injection tube.	☐	☐
7. Remove the suction port from the alcohol, and cover the distal end with a lint-free cloth.	☐	☐
8. Use a 30 cc syringe to inject 30 ml of air through the suction channel of the injection tube. Complete this step 3 times, for a total of 90 ml of air.	☐	☐
9. Use a 30 cc syringe to inject 30 ml of air through the air/water channel of the injection tube. Complete this step 3 times, for a total of 90 ml of air.	☐	☐
10. Use a 30 cc syringe to inject 30 ml of alcohol into the auxiliary water tube.	☐	☐
11. Use a 30 cc syringe to inject air into the auxiliary water tube, as follows: • For 190 series endoscopes: Inject 30 ml of air. • For 180 and 160 series endoscopes: Inject 30 ml of air. Complete this step 3 times, for a total of 90 ml of air.	☐	☐
12. For 160 and 190 series endoscopes:		
a. Detach the injection tube only.	☐	☐
b. Attach a sterile suction tube.	☐	☐
c. Turn ON the suction source, and aspirate air for at least 30 seconds.	☐	☐
d. Turn OFF the suction source.	☐	☐

Comments: **If a No box is checked above, please document the reason for it here.**

OnTrack Reprocessing In-Service/Customer Competency for CF/PCF/GIF/SIF Endoscopes (EVIS, EXERA, EXERA II, EXERA III)

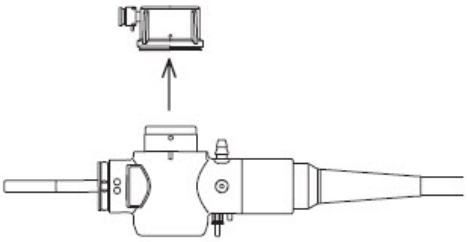
Check the appropriate box in the right columns for the In-Service training done. If you check the No box, please document the reason in the Comments field below the checklist.

Alcohol Flush (continued)	**Demonstrated**	
	Yes	No
13. Detach all accessories from the endoscope.	☐	☐
14. Use a lint-free cloth to wipe all external surfaces.	☐	☐
15. Dry the inside of the air/water and suction cylinders, and instrument channel port with sterile cotton swabs.	☐	☐
16. For PCF-H190TL/I and PCF-HQ190L/I endoscopes: Dry the endoscope by aerating the scope channels, as follows:		
a. Cover the distal end, control section, and endoscope connector with sterile lint-free cloths to prevent splashing alcohol from channel openings.	☐	☐
b. Feed compressed filtered air of less than 0.5 MPa from the suction cylinder to the suction channel and instrument channel until no alcohol exits from the distal end, instrument channel port, and suction connector.	☐	☐
c. Feed compressed filtered air of less than 0.5 MPa from the instrument channel port to the instrument channel until no alcohol exits from the distal end.	☐	☐
d. Feed compressed filtered air of less than 0.5 MPa from the air/water cylinder to the air channel and water channel until no alcohol exits from the distal end, air supply connector, water supply connector, and air pipe.	☐	☐
e. Feed compressed filtered air of less than 0.5 MPa from the auxiliary water inlet to the auxiliary water channel until no alcohol exits from the distal end.	☐	☐
f. Use sterile cotton swabs to thoroughly dry the inside of the suction cylinder, air/water cylinder, and instrument channel port.	☐	☐
g. Use sterile lint-free cloths to thoroughly dry the external surfaces of the endoscope.	☐	☐

Comments: **If a No box is checked above, please document the reason for it here.**

OnTrack Reprocessing In-Service/Customer Competency for CF/PCF/GIF/SIF Endoscopes (EVIS, EXERA, EXERA II, EXERA III)

Check the appropriate box in the right columns for the In-Service training done. If you check the No box, please document the reason in the Comments field below the checklist.

Sterilization	Demonstrated	
Ethylene Oxide (ETO) Gas	Yes	No
1. Dry all external and internal surfaces of the endoscope before sterilization.	☐	☐
2. For 180 and 160 series endoscopes: Detach the water-resistant cap (e.g., MH-553) from the electrical connector before sterilization. 	☐	☐
3. For 190 series endoscopes: Dry the ETO cap (e.g., MB-156) and attach the cap to the venting connector before sterilization. 	☐	☐
4. For PCF-H190TL/I and PCF-HQ190L/I endoscopes: Confirm that the auxiliary water inlet cap is open. When the auxiliary water inlet cap covers the auxiliary water inlet, open the auxiliary water inlet cap.	☐	☐
5. For PCF-H190TL/I and PCF-HQ190L/I endoscopes: Put the endoscope in a stainless steel wire mesh basket.	☐	☐
6. Seal the endoscope in individual packaging (where applicable, wrap the basket containing the endoscope with sterilization wrap) appropriate for ETO gas sterilization, according to your institution's protocol.	☐	☐
7. Sterilize and aerate the packaged endoscope according to the parameters described in the reprocessing manual. In addition, always comply with the instructions of the sterilizer manufacturer.	☐	☐

Comments: **If a No box is checked above, please document the reason for it here.**

OnTrack Reprocessing In-Service/Customer Competency for CF/PCF/GIF/SIF Endoscopes (EVIS, EXERA, EXERA II, EXERA III)

Check the appropriate box in the right columns for the In-Service training done. If you check the No box, please document the reason in the Comments field below the checklist.

Endoscope Storage	Demonstrated	
Sterilized	Yes	No
1. Record the sterile expiration date on the sterile packaging. Ensure the packaging is not damaged.	☐	☐
2. Store the sterilized endoscope and accessories in a proper storage cabinet, following your institutional guidelines.	☐	☐
Not Sterilized		
1. Detach all accessories:		
a. Detach all valves.	☐	☐
b. For 180 and 160 series endoscopes: Detach the water-resistant cap (e.g., MH-553) from the electrical connector (cap may remain attached to endoscope by the chain).	☐	☐
c. Uncap the auxiliary water inlet cap.	☐	☐
2. Confirm that the surfaces of the endoscope and accessories are dry.	☐	☐
3. Ensure all angulation locks are in the free position.	☐	☐
4. For endoscopes with flexibility adjustment make sure that the insertion tube is set to the most flexible condition.	☐	☐
5. Store the endoscope in a well-ventilated cabinet.	☐	☐
6. Hang the endoscope so that the universal cord and insertion tube are hanging vertically.	☐	☐

Important:

Sample Olympus cleaning brushes used must be properly disposed of at the end of the In-Service training.

Sample cleaning brushes are NOT to be provided for customer use.

Customers may contact their Olympus Sales Representative to order cleaning brushes.

Comments: **If a No box is checked above, please document the reason for it here.**