Clinical Process Instruction Manual

Ice Machine Best Practices Process Instruction

Policy:

Ice is used for a number of purposes, including cooling of solutions used for recovery, packing and transportation of tissues and samples. Research has implicated ice making machines in healthcare associated infection. Sources of contamination are seeding from water mains supply, faulty plumbing, irregular cleaning and contaminants from hands, improper storage of ice, ice handling implements and the environment.

This document describes the general requirements for set up, use, and maintenance, as well as best practices for maintaining a clean supply of ice.

Process:

General

1. Machines shall be plumbed directly into the main water supply.
2. Machines must be installed in strict accordance with manufacturer's guidance and regulations.
3. A U-bend and air break in the drain is desirable to prevent backflow.
4. There should be adequate separation of air inlet and air outlet in the heat exchange mechanism to permit efficient cooling. The placement of the machine should not be obstructed.
5. Adequate maintenance schedules shall be developed to ensure the machine is maintained as per manufacturer's instructions. Maintenance records shall be kept in accordance with *General Equipment Process Instruction, CPI-9-538*.

Use

6. No objects shall be placed on or adjacent to the machine so as to block the air vents.
7. The door to the ice storage compartment must be kept closed except when removing ice.
8. Food or other items are not to be stored in ice machines.
9. Wherever possible, ice machines are to be disconnected before planned water disruptions.

10. Ice must not be handled with bare hands, or be returned to the storage compartment once removed.

11. A dedicated hard surface, smooth and impervious scoop must be used to obtain ice. The scoop's surface should be intact with no cracks or scratches. The scoop should only be held by the handle. Other parts of the scoop or the inside of the storage bin should not be touched. The scoop shall be kept on an impervious tray or other easily cleaned receptacle. Do not store the ice scoop loose in the ice machine.

12. Hands must be washed before handling the scoop.

13. Scoops must be rinsed in clean water after each use and dried using disposable paper towel.

Cleaning

14. Machines shall be cleaned in accordance with manufacturer's instructions.

15. The scoop shall be disinfected daily, allowed to dry and returned to its tray. Sufficient numbers of scoops are required to allow disinfection and drying time.

16. All parts of the ice machine that come in contact with water or ice shall be cleaned according to manufacturer's instructions. Any ice cubes within the storage compartment must be discarded before cleaning.

17. A record of routine cleaning and cleaning after unscheduled maintenance shall be maintained by the Inventory Assistant.

18. The ice machine shall be visually inspected on a regular basis and any signs of mould need to be documented/reported.

19. All exterior surfaces need to be cleaned according to manufacturer's instructions.

20. The contracted maintenance company needs to be contacted bi-annually to arrange routine cleaning. Sanitization shall take place using a disinfectant identified by the manufacturer. The date of maintenance and cleaning shall be documented on the Tissue Equipment Maintenance Log CSF-9-144.

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Records:

Record Name	Form No. (if applicable)	Record Holder	Record Location	Record Retention Time (as a minimum)
Tissue Equipment Maintenance Log	CSF-9-144	Tissue Department	Tissue Department	16 Years

References:

- *General Equipment Process Instruction, CPI-9-538.*