



Procedures for Returning a Scope for Repair

- In order to protect the health of all persons handling endoscopes in need of repair, every scope should be **CLEANED and DISINFECTED** prior to sending in for repair according to facility, SGNA, and industry standards.
- Dry-leak testing of scopes prior to wet-leak testing (immersion) is recommended. This will help in detecting leaks prior to exposing the endoscope to further damage. If no leak is found after dry and wet-leak testing, reprocess the scope as normal and send in for service with proper documentation accompanying the scope. See below for instructions on scopes that have **MINOR or MAJOR** leaks.

MINOR LEAKS – Small leaks, which are detected by seeing a slow drop in pressure on a leak tester gauge during dry or wet-leak testing. Leaks are indicated by a slow or moderate steady stream of little bubbles or continuous slow steady bubbles appearing after the scope is pressurized and immersed. These scopes should only be reprocessed by keeping constant pressure going into the internal chambers of the scope throughout the entire reprocessing process. **Initial “dry” leak testing should be done prior to “wet” leak testing in water. This will determine whether the leak is minor or major.**

1. Keep leak tester attached to the scope and pressurized during dry and wet-leak testing.
2. If a minor leak is found during wet-leak testing, clean outside and inside of scope manually while keeping it pressurized.
3. Next, take the scope out of water and if the leak is detected on the insertion tube, bending section, or on the light guide section, use waterproof tape (e.g. electrician tape) to seal the point of the leak. Dry the compromised area off before taping. If this seals the leak, continue reprocessing the scope using the manual method of reprocessing or an approved AER. Note: The tape should be wrapped around the instrument area so that it will hold securely. Further fluid invasion may occur if not secure (sealing the hole) and if the scope is not constantly pressurized internally. Manual reprocessing may be the best method of reprocessing any scope with a leak.
4. After sealing the leak, continue with all subsequent phases of reprocessing; including brushing, flushing, disinfecting, and drying (follow SGNA guidelines). For external leaks, leave the tape on the affected area through all phases of cleaning, disinfecting, and shipping. **If the small leak is internal or in an area that cannot be sealed, continue the disinfecting phase only if pressure inside of scope is maintained at the recommended positive pressure to insure no further fluid invasion.** The preferred method of reprocessing a scope with an internal leak is by manual disinfecting.
5. Once cleaned and disinfected, package scope according to facility guidelines and include proper documentation indicating the scope has been cleaned and reprocessed.
6. **All scopes being sent in for repair MUST have documentation or a completed copy of Fujinon’s Service/Return Notification (SRN) form included with the returned item indicating reprocessing has been accomplished.**

MAJOR LEAKS – A large gushing leak, which will not allow for retention of air inside of scope, or one that bleeds out too fast to maintain a dry environment inside of scope. This type of scope leak may not allow it to be disinfected and only limited cleaning is possible due to the nature of the problem. Immediate cleaning of the scope as best possible is the goal. **Note: according to SGNA, Fujinon, and industry standards, all scopes used in an endoscopy procedure must be wiped down and suctioned out in the exam room immediately “post procedure,” prior to taking to a reprocessing room.**

1. Dry-leak testing is recommended prior to the standard “wet” leak test method for detecting leaks. If a major leak is detected upon wet-leak testing, immediately remove scope from water. If “dry” leak testing reveals a major leak, **DO NOT IMMERSE**.
2. Do not immerse scope into a fluid environment if pressurization cannot be maintained.
3. Keep the leak tester attached to the scope and flow a high volume of air into the leak tester. Constant high volume of air flowing into the leak tester is needed to prevent further damage to scope.
4. Wipe down outside of scope with enzymatic solution.
5. Load enzymatic solution into channels, brush and flush channels until scope debris is cleaned out.
6. Flush the internal channels with water, followed by alcohol.
7. Wipe down outside of scope with water, followed by alcohol.
8. Dry off outside of scope and purge all internal channels with air so that as much fluid as possible is out of the scope.
9. Red Bag the scope and put into scope case. Use caution not to contaminate outside of Red Bag.
10. Box and follow shipping and handling guidelines for shipping a contaminated scope.

All appropriate documentation to indicate the status of the scope being shipped **MUST** accompany any scope being returned for repair.

NOTE: For scopes that cannot be cleaned and disinfected entirely, place scope in RED plastic bag (at least 3 mil thick) and then seal bag with tape.

1. Label as Biohazard.
2. Insert scope and completed Service/Return Notification (SRN) in scope case/suitcase.
3. Place suitcase into shipping box.
4. Label outside of box to indicate Biohazard.
5. Be sure to comply with all Local, State and Federal laws with the respect to shipping Biohazard materials.

Always complete the Service/Return Notification (SRN) form indicating how your equipment has been cleaned and reprocessed. Send the completed SRN with your equipment. This form is our only verification as to whether your equipment is safe for handling. If we do not receive the SRN form with your returned scope, we will contact you and require that you fax it to us or an additional \$150.00 reprocessing fee will be added to the repair of your equipment. If you have any questions please call 973-633-5600.