

**Directions:** (1) Read and check all boxes to indicate compliance (2) Print the name of the dental facility and sign and date the form

Note: This checklist only covers the basics and dental facilities are subject to all applicable laws and rules and regulations

**PPE**

- Gloves  
 Masks  
 Eye Protection  
 Protective Clothing

Disposable one-use gloves are available and used by dentists and staff  
 Disposable one-use masks are available and used by dentists and staff  
*Note: The use of masks during Covid-19 pandemic is subject to the recommendations of the CDC, ADA, and IDA*  
 Eye protection is available and used by dentists and staff and if reusable is decontaminated between patients  
 Protective clothing is available and used by dentists and staff  
 1. If disposable, disposed when visibly soiled or contaminated, NOT to be worn outside operator  
 2. If reusable, laundered when visibly soiled or contaminated, NOT to be worn outside operator

**Hand Hygiene**

- Sink  
 Wash Hands / Blood  
 Wash Hands / Gloves

Sink is available for washing hands  
 If hands are exposed to blood or other potentially infectious material (OPIM), must wash hands with soap and water  
 Wash hands before putting on gloves and after taking off gloves  
 1. If hands are exposed to blood or OPIM, must wash with soap and water when changing gloves  
 2. If hands are not exposed to blood or OPIM, may disinfect with alcohol-based disinfectant when changing gloves

**Surface Protection**

- Disinfect  
 Barrier

Surfaces exposed to blood/OPIM, capable of being disinfected, should be disinfected between patients  
 Surfaces exposed to blood/OPIM, not capable of being disinfected, are covered with new barriers for each patient

**Infectious Waste - Sharps**

- Sharps Containers  
 Biohazard Symbol  
 Labels

Containers for sharps and potential sharps are one-use, not overfilled, stored safely, treated (off-site), and disposed  
*Note: Sharps Infectious Waste can be treated on-site with appropriate heat sterilization and subsequent disposal*  
 ALL sharps Infectious Waste containers need to have a biohazard symbol (usually on when purchased)  
 ALL sharps Infectious Waste containers need to be labelled with required information

**Infectious Waste - Non-Sharps**

- Non-Sharps Containers  
 Biohazard Symbol  
 Labels

Containers for non-sharps Infectious Waste can be one-use or reusable, stored safely, treated (off-site), and disposed  
*Note: If containers are reusable, they must be disinfected prior to being reused*  
*Note: Non-sharps Infectious Waste can be treated on-site with appropriate heat sterilization and subsequent disposal*  
 ALL non-sharps Infectious Waste containers need to have a biohazard symbol (usually on when purchased)  
 ALL non-sharps Infectious Waste containers need to be labelled with required information

**Storage - Infectious Waste**

- Secure Area  
 Biohazard Symbol  
 Employees Only

Infectious Waste needs to be stored in a secure area that is not readily accessible to patients or the public  
 Entrance to secure area needs to be marked with a biohazard symbol  
 Entrance to secure area needs to also be marked with an "Employees Only" sign

**Heat Sterilization**

- Usage  
 Process Instruments  
 Spore Tests  
 Sterilization Cycles  
 Chemical Indicators  
 Maintenance

Heat-stable, re-usable instruments capable of being heat sterilized are heat sterilized  
 Contaminated instruments are cleaned, rinsed, dried, packaged, sterilized, and stored in unopened packages  
 Each heat sterilizer is tested with a biological indicator (spore test) within 7 days prior to each sterilization cycle  
 Each time a heat sterilizer is used, the date and time of each cycle is recorded  
 Each time a heat sterilizer is used, adequate chemical indicators are used on and/or between packages  
 Routine maintenance and any other needed maintenance is recorded

**Chemical Sterilization**

- Usage  
 Container  
 Indicators  
 Sterilization Cycles  
 Chemical Indicators  
 Maintenance

*Note: It is best to avoid chemical sterilization whenever possible; instead use disposable equipment*  
 Only heat labile re-usable equipment is chemically sterilized  
 There is a properly marked container for containing chemical sterilant  
 Dental facility is aware that no biological indicators are readily available to monitor chemical sterilizers  
 Each time a chemical sterilizer is used, the date and time of each cycle is recorded  
 Dental facility is aware that no chemical indicators are readily available to monitor chemical sterilizations  
 Manufacturers instructions are followed for discarding and replacing chemical sterilant

**Disposable Items**

- One-use Items

One-use items are disposed immediately after use

**OSHA**

- Training  
 Refresher Course  
 Exposure Control  
 Review and Update

New hires and existing staff are trained in OSHA (IOSHA)  
 Dentists and staff take an annual refresher course on OSHA (IOSHA)  
 Facility has a written OSHA Exposure Control Plan  
 OSHA Exposure Control Plan is reviewed and updated at least annually

**Universal Precautions**

- Training  
 Written Policies  
 Review and Update  
 Required Use PPE  
 Staff Sanctions

New hires and existing staff are trained in Universal Precautions  
 Facility has written policies on Universal Precautions that are available to dentists and staff  
 Written policies are reviewed and updated by dentists and staff (annually)  
 Written policies require dentists and staff exposed to blood/OPIM to use PPE  
 Written policies contain sanctions including discipline and dismissal for failure to comply with Universal Precautions

More on reverse

**Infectious Waste**

- Training                      New hires and existing staff are trained in Infectious Waste
- Written Policies              Facility has written policies on Infectious Waste that are available to dentists and staff
- Review and Update          Written policies are reviewed and updated by dentists and staff (annually)
- Required Handling            Written policies require dentists and staff to handle Infectious Waste appropriately
- Staff Sanctions                Written policies contain sanctions including discipline and dismissal for failure to comply with Infectious Waste

**Universal Precautions - Patients' Rights**

- Display                        The *Universal Precautions and Patients' Rights* form is displayed prominently for patients to read

**Infectious Waste - Records**

- Records                      **A.** Facility keeps a form (log), or vendor's receipt, with name, address, phone number of *generating facility* (dental facility) and *treatment facility*, with the *treatment facility* being either a vendor (off-site) or the dental facility (on-site).  
**B.** Form (log), or vendor's receipt, should also contain brief description of waste and method of effective treatment  
**C.** Form (log), or vendor's receipt, should also contain signature of responsible staff and vendor

<hr/> <b>Name of Dental Facility</b>	
<hr/> <b>Signature of Representative of Dental Facility</b>	<hr/> <b>Date</b>