



label & envelope instructions

WHY

Why use SMS account labels?

To decrease the length of time it takes for you to receive your order.

In an effort to provide you with your order as quickly as possible, we are no longer printing SMS numbers on your test envelopes. Instead, we are providing you with SMS account labels.

WHAT

What is the purpose of the SMS account labels?

To identify your account on the test envelope.

Your test cannot be processed without this information. Each order now includes **one sheet of labels** for **one sterilizer** and **52 test envelopes**. Each label includes your SMS account number & name of your office.

WHEN

When to label the test envelopes?

Whenever it is most convenient for you.

Each week, you can place one label on one test envelope. Or you can label all 52 test envelopes with labels so that each one is prepared and ready to use.

REMINDER

What is the re-order reminder on the label sheet?

When the time to re-order approaches, a re-order reminder is located near the bottom of the label sheet and indicates that you have 8 test envelopes that remain (if labels are used from left to right, and top to bottom).

WHERE | WHO | WHAT

Where is the label placed? Who is the operator? What information is required on the test envelope?

All the following information **must** be included on the testing envelope to process your test.

WHERE to PLACE LABEL ?

above operator name box

WHO is the OPERATOR ?

enter name of person who ran test in the operator name box

WHAT is the TEST DATE ?

enter test month & day in the test date boxes

WHAT is the EQUIPMENT ?

circle A or C for sterilizer type (A = autoclave, C = chemiclave)

circle equipment number (1, 2, 3, 4)

(circle 1 if you have one piece of equipment, multiple units may then be identified as 2, 3, 4 etc.)

sms label (place here)				
operator name (please print)		TEST DATE	month	day
	autoclave (circle one)	A	1 2 3 4	
	chemiclave (circle one)	C	1 2 3 4	

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After placing the label and providing all the information listed above --- see information on reverse side for **how to complete spore testing**.

see reverse side →



spore testing instructions

how to use

TESTING ENVELOPES

- **RED ENVELOPES**
used for steam autoclaves & chemical sterilizers
- **GRAY ENVELOPES**
used for dry heat oven sterilizers
- **POCKET for CONTROL STRIP**
control strip packet is in **LEFT pocket** of envelope
LEFT pocket is **sealed**
 - do NOT open left pocket
 - do NOT remove control strip packet
 - do NOT sterilize control strip packet
- **POCKET for TEST STRIP**
spore strip packet is in **RIGHT pocket** of envelope
RIGHT pocket is **open**
- **SPORE STRIP PACKET**
spore strip is enclosed in a protective packet
do NOT remove spore strip from protective packet
any test run after expiration date on packet is invalid

CONTROL STRIP
--- do not sterilize ---

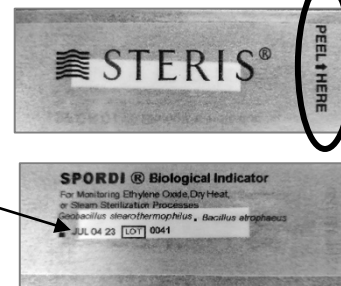
TEST STRIP

sms label (place here)

operator name (please print)

TEST DATE	month		day	
autoclave (circle one)				
A	1	2	3	4
chemiclave (circle one)				
C	1	2	3	4

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IMPORTANT
- do **NOT** peel here to open
- do **NOT** remove spore strip

how to complete

SPORE TESTING

- **REMOVE the SPORE STRIP PACKET**
remove spore strip packet from the **open RIGHT pocket**
place in **cassette / bag / pouch** to be sterilized
- **PLACE in STERILIZER**
place **cassette / bag / pouch** with spore strip packet in **middle of sterilizer**
run sterilizer containing a regular load of instruments
- **REMOVE from STERILIZER**
remove cassette / bag / pouch with spore strip packet from sterilizer
remove spore strip packet
- **PLACE in ENVELOPE**
place **spore strip packet** in the **open RIGHT pocket**
close adhesive flap to seal
- **COMPLETE and MAIL**
see reverse side for how to label and complete **required information** on testing envelope
add postage and **mail the same day test is run**