

To ensure the continued health and safety of medical staff and patients, Techno-Aide provides the following cleaning & care recommendations for all positioning sponge items. The recommendations provided within are meant to be a guideline based on manufacturing specifications and best practices. All recommendations are intended to increase safety by decreasing the risk of cross-contamination and extending the life of all applicable products. In order to be eligible for Techno-Aide's manufacturer warranty, the following guidelines must be adhered to.

Please Note: The following guidelines do not apply to Non-Coated or Uncoated foam sponges. These products do not feature a cleanable surface.

- 1) Initial Inspection & Testing
- 2) Cleaning & Care
- 3) Storage
- 4) Disposal

Initial Inspection & Testing

In order to be eligible for Techno-Aide's limited manufacturer warranty, products classified as sponges and/or positioning aids, must be inspected upon receipt by the customer before being put into service or used in any non-testing imaging environment. Techno-Aide requires issues or product concerns be submitted within 10 business days upon receipt of the initial delivery. Techno-Aide may require photographs, radiographs, or any other visual representation of customer concerns in order to approve and process any exchange and/or return.

Cleaning & Care

Sponges and positioning aids require regular preventative maintenance and care in order to fully extend the life of the product. Techno-Aide recommends cleaning all products between uses and anytime there is direct contact with patients and/or medical staff. The following cleaning recommendations should be followed as best as possible within facility guidelines and/or governing requirements.

- 1) **“Do’s” for Cleaning Sponges & Positioning Aids**
 - a. Clean and disinfect products on a regular basis. It is recommended that facilities establish and strictly adhere to a cleaning and care schedule for applicable products.
 - b. To clean: Dampen a non-abrasive clean cotton cloth, microfiber cloth, disposable cleaning towel, soft bristled brush, or otherwise preapproved porous sheet with cold or room temperature water and a mild soap, detergent, or other approved cleaning substances such as: *Clorox hydrogen peroxide disinfectant, 409 with Anti-Bacterial properties, Revolution Scrubbles Apron Cleaner, Sani-Cloth AF3 Wipes, Rescue cleaning agents, and Sentinel II Disinfectant.*
 - c. Wipe clean entire product surface despite lack of any visible contamination or uncleanness as harmful micro-bacteria may not be apparent.

- d. Rinse disinfected areas thoroughly with a separate dampened cotton cloth, microfiber cloth, disposable cleaning towel, or otherwise preapproved porous sheet. Be sure to remove all cleaning solution entirely from product.
- e. Allow product to sit undisturbed to allow proper drying. Drying times may vary by cleaning solution/compound used. Always follow manufacturer guidelines and recommendations.

2) “Do Not’s” for Cleaning Sponges & Positioning Aids

- a. Do not allow products to go without regular cleaning and preventative maintenance.
- b. Do not machine launder, autoclave, or dry-clean.
- c. Do not use abrasive and caustic chemicals and/or cleaners such as: *bleach, bleach alternative, petroleum based cleaners, chlorinated solvents, ether, and aliphatic or aromatic hydrocarbons.*
- d. Do not allow cleaning solutions to pool or sit longer than recommended by the original manufacturer.
- e. Do not soak or submerge any product in either water or chemical solutions for any length of time.

Storage

Properly storing sponges and positioning aids is a critical way to maintain the integrity of any product and helps ensure the continued safety of patients and medical staff. The following storage recommendations should be followed as best as possible within facility guidelines and/or governing requirements.

1) “Do’s” for Sponges & Positioning Aid Storage

- a. Techno-Aide recommends all applicable sponges and positioning aids be stored carefully and securely on designated storage racks, or equivalent storage units.
- b. Store products in a cool and dry location.
- c. Always close and secure any closures, extensions, and/or accessories a product may have when storing between use.
- d. Store products unstacked, or no more than two identical products stacked at a time, in a low-traffic area when not in use.

2) “Do Not’s” for Sponges & Positioning Aid Storage

- a. Avoid storing products (specifically items containing foam such as coated sponges) in direct sunlight.
- b. Avoid storing products in environments with excessive temperature fluctuations or extreme degrees, hot or cold.
- c. Do not store products with any closures, extensions, and/or accessories hanging loosely and unsecured.
- d. Do not stack or store items with heavier products on top. Avoid stacking items more than two of the identical product at a time.

Disposal

Sponges & Positioning Aids may contain materials not safe to dispose of through standard trash services. Any product that contains lead and/or certain chemicals must be disposed of properly and adhere to local and federal safety guidelines. Please consult directly with the proper authorities regarding local regulations and requirements governing your facility. For any questions regarding specific product disposal please contact us toll free at 1-800-251-2629 during normal business hours (Monday through Friday, 8AM to 4:30PM CST) or email customerservice@Techno-Aide.com anytime.