

CHAPTER 285: STERILE PROCESSING SERVICE

1	PURPOSE AND SCOPE	285-2
2	DEFINITIONS.....	285-2
3	OPERATING RATIONALE AND BASIS OF CRITERIA	285-6
4	INPUT DATA STATEMENTS (IDS)	285-6
5	SPACE PLANNING CRITERIA.....	285-7
6	PLANNING AND DESIGN CONSIDERATIONS.....	285-15
7	FUNCTIONAL RELATIONSHIPS.....	285-16
8	FUNCTIONAL DIAGRAM	285-17



1 PURPOSE AND SCOPE

This document outlines space planning criteria for services and programs provided in VA Chapter 285: Sterile Processing Service for the Department of Veterans Affairs (VA). It applies to all medical facilities at the VA.

Policies and directives, VA Subject Matter Experts (SMEs), and established and / or anticipated best practice guidelines / standards provides the foundation for the workload based space criteria and Net Square Footages (NSF) for each space.

2 DEFINITIONS

AAMI: In conjunction with ANSI, The Association for the Advancement of Medical Instrumentation (AAMI) is the source for all practice and design standards for decontamination, disinfection, and sterilization.

ANSI: Supporting the development and approval of national voluntary standards, the American National Standards Institute (ANSI) develops accreditation programs and serves as the U.S. representative to the International Standards Organization (ISO).

Automated Endoscopic Reprocessor (AER): A fully automated device for testing, cleaning and high-level disinfection of various types of flexible fiberoptic scopes. These devices are used to minimize hand washing and eliminate soaking scopes in toxic chemical agents. AERs can foster standardized scope processing and promote a consistent level of care.

Biomedical Engineering: A support department that inspects, tests, repairs and maintains a wide range of patient care equipment. Biomedical Engineering may provide primary response for maintaining SPS equipment. It also works closely with Logistics for the temporary storage of new items before they are put into service, and for existing items awaiting repair or parts. Biomedical Engineering may also be called Clinical Engineering.

Case Cart: A physical cart, but also a supply concept, whereby most supplies and instruments needed for a surgical procedure are pre-assembled, and placed into a (case) cart. The case cart is designated for a specific procedure, a specific surgeon, and a specific patient that is scheduled for an assigned time and location (procedure room). Case carts are typically pre-assembled the day before a scheduled case, but can also be assembled as needed / “just-in-time”.

Container Rack: A specialty cart used in conjunction with an automatic cart washer, which accommodates rigid instrument containers and tops for cleaning and disinfection.

Decontamination - Soiled Work: Includes the receipt, cleaning and disinfection of surgical instruments, scopes, patient care equipment, reusable medical devices, carts and related patient care items.

Infection Control Risk Assessment (ICRA): A multidisciplinary, organizational, documented process that considers the medical facility’s patient population and mission to reduce the risk of infection based on knowledge about infection, infectious agents, and the care environment, permitting the facility to anticipate potential impact.



Preparation and Assembly – Clean Work: Includes inspection, reassembly, functional testing and packaging of instruments, instrument sets, scopes, and related medical devices prior to terminal sterilization of these items.

Receiving, Storage and Dispatch Area: Spaces to handle the receipt and storage of clean supplies, sterile supplies, and sterile instruments within a controlled environment prior to distributing these items to end users.

Reverse Osmosis Deionized (RO / DI) Purified Water: Water suitable for sterile processing applications has specific resistivity of 0.1 megohm per cm. RO / DI purified water is required for the final rinse cycle of instrument washer-decontaminators, at the clean-up sinks, and is used in ultrasonic cleaners.

Standard Storage Unit: Used as a metric for planning SPS and Unit Item storage requirements, using modules representing typical open wire shelves with dimensions of 24” D x 60” W x 72” H. It is also applicable for planning other storage requirements in areas such as the surgical suite / clean core.

Sterile Processing Service (SPS): provides the cleaning disinfection and sterilization for surgical instruments, and various reusable medical devices and patient care equipment. SPS typically stores surgical supplies, instrumentation and related items for distribution to all clinical areas, from inpatient care units, Operating Rooms, and procedure rooms, to outpatient surgical units, clinics, and ED.

Sterilization: The elimination of all living microorganisms.

Transport Cart: A mobile cart used to transport instruments, scopes or supplies between sterile processing and patient care areas. Transfer carts may be used to deliver clean / sterile items from sterile processing to user areas, or to collect and return soiled items to sterile processing. A transport cart may also be referred to as a Transfer Cart.

Space Planning / SEPS

Building Gross (BG) Factor: A Factor applied to the sum of all the Departmental Gross Square Footage (DGSF) in a project to determine the Building Gross Square Footage. This factor accounts for square footage used by the building envelope, structural systems, horizontal and vertical circulation including main corridors, elevators, stairs and escalators, shafts, and mechanical spaces. The Department of Veterans Affairs has set this factor at 1.35 and included guidance in case of variance when developing a Program for Design (PFD) in SEPS.

Department Net to Gross (DNTG) Factor: A parameter, determined by the VA for each clinical and non-clinical department PG-18-9 space planning criteria chapter, used to convert the programmed Net Square Feet (NSF) area to the Department Gross Square Feet (DGSF) area.

Full-Time Equivalent (FTE): A staffing parameter equal to the amount of time assigned to one full time employee. It may be composed of several part-time employees whose combined time commitment equals that of one full-time employee (i.e., 40 hours per week).



Functional Area (FA): The grouping of rooms and spaces based on their function within a clinical service or department.

Functional Area Criteria Statement (FACS): A verbalized mathematical / logical formulation assigned to a FA incorporating answers to Input Data Statements (IDSs) to determine the condition for providing the rooms / spaces listed in the FA in the baseline space program or Program for Design (PFD) for a project. Certain rooms / spaces may or may not have additional conditions.

Input Data Statement(s): A question or set of questions designed to elicit information about the healthcare project to generate a Program for Design (PFD) based on the parameters set forth in this set of documents. This information is processed through mathematical and logical operations in the VA Space and Equipment Planning system (SEPS).

JSN (Joint Schedule Number): A unique five alpha-numeric code assigned to each content item in the PG-18-5 Standard. JSNs are defined in DoD's Military Standard 1691 and included in SEPS Content Table.

Net Square Feet / Net Square Meters (NSF/NSM): The area of a room or space derived from that within the interior surface of the bounding walls or boundaries.

Program for Design (PFD): A project specific itemized listing of the spaces, rooms, and square foot area required for the proper operation of a specific service / department, and the corresponding area for each. PFDs are generated by SEPS based on the PG-18-9 Standard.

PG-18-5: A Department of Veterans Affairs' Equipment Guidelist Standard for planning, design, and construction of VA healthcare facilities; a Program Guide (PG) that lists assigned room contents (medical equipment, furniture, and fixtures) to each room in PG-18-9. PG-18-5 follows PG-18-9's chapter organization and nomenclature.

PG-18-9: A Department of Veterans Affairs' Program Guide for the Space Planning Criteria Standard use to develop space planning guidance for the planning, design, and construction of VA healthcare facilities; a Program Guide (PG) that provides space planning guidance for VA Medical Centers (VAMCs) and Community Bases Outpatient Clinics (CBOCs). PG-18-9 is organized by chapters, as of September 2021 there are 56 clinical and non-clinical PG-18-9 chapters; they are implemented and deployed in SEPS so that space planners working on VA healthcare projects can develop baseline space programs.

PG-18-12: A Department of Veterans Affairs' Design Guide Standard for planning, design and construction of VA healthcare facilities, a Program Guide (PG) that provides design guidance for VA Medical Centers (VAMCs) and Community Bases Outpatient Clinics (CBOCs). The narrative section details functional requirements and the Room Template section details the planning and design of key rooms in PG-18-9. Not all PG-18-9 chapters have a corresponding PG-18-12 Design Guide; one Design Guide can cover more than one PG-18-9 chapter.

Room Area: The square footage required for a clinical or non-clinical function to take place in a room / space. It takes into account the floor area required by equipment (medical and



non-medical), furniture, circulation, and appropriate function / code-mandated clearances. Room area is measured in Net Square Feet (NSF).

Room Code (RC): A unique five alpha-numeric code assigned to each room in the PG-18-9 Standard. Room Codes in PG-18-9 are unique to VA and are the basis for SEPS's Space Table for VA projects.

Room Criteria Statement (RCS): A mathematical / logical formulation assigned to each room / space included in PG-18-9 incorporating answers to Input Data Statements (IDSs) to determine the provision of the room / space in the baseline space program or Program for Design (PFD) for a project.

SEPS: Acronym for Space and Equipment Planning System which produces equipment lists and Program for Design for a healthcare project based on specific information entered in response to Input Data Questions.

SEPS Importer: A style-based format developed to allow upload of RCSs and IDSs to SEPS to implement and operationalize space planning criteria in PG-18-9 in the SEPS digital tool. This format establishes the syntax used in the RCSs and allows the use of Shortcuts. Shortcuts allow developers of space planning criteria statements to simplify RCSs making full use of their logical and mathematical functionality. A shortcut can refer to an RCS, a room in any FA or a formula. Shortcuts are [bracketed] when used in FAs and RCSs and are listed along with their equivalences at the end of the Space Planning Criteria section.

Space Planning Concept Matrix (SPCM): A working document developed during the chapter update process. It lists all the rooms organized by Functional Area and establishes ratios between the directly and the indirectly workload driven rooms for the planning range defined in this document. The matrix is organized in ascending workload values in ranges reflecting existing facilities and potential future increase. Section 5 of this document Space Planning Criteria reflects the values in the SPCM.

VA Room Family (VA RF): An organizational system of rooms / spaces grouped by function, a 'Room Family'. There are two "Orders" in the VA RF: Patient Care and Patient Care Support; Patient Care features four sub-orders: Clinical, Inpatient, Outpatient and Residential Clinical. There are also four sub-orders in the Patient Care Support order: Building Support, Clinical Support, Staff Support and Veteran Support. Each room in a Family has a unique Room Code and NSF assigned based on its Room Contents and function which correspond to the specific use of the room. The same RC can be assigned to different Room Names with the same function in this document and can be assigned an NSF that varies based on the PG-18-5 Room Contents assigned to the room.

VA Technical Information Library (TIL): A resource website maintained by the Facilities Standards Service (FSS) Office of Construction and Facilities Management (CFM) containing a broad range of technical publications related to the planning, design, leasing, and construction of VA facilities. VA-TIL can be accessed at: <https://www.cfm.va.gov/TIL/>

Workload: Workload is the anticipated number of procedures, clinic stops, clinic encounters etc. that is processed through a department/service area. The total workload applied to



departmental operational assumptions will determine overall room requirements by modality.

3 OPERATING RATIONALE AND BASIS OF CRITERIA

- A. Space Planning parameters and metrics in this document are based on the Sterile Processing Service Space Planning Criteria Matrix (SPCM) developed as a basis for this chapter. The SPCM lists all the spaces a VA Sterile Processing Service site would require; the quantity and NSF for each room is calculated based on the number of instrument sets, scopes, to be processed, processed per day, the number of Operating Rooms -all types- and the number of daily procedures projected in twenty ranges organized in four groups of five ranges each as follows:
1. Instrument sets: 100 per range, total 500
 2. Scopes: 15 per range, total 75
 3. Operating Rooms (ORs) all types: 4 per range, total 20
 4. Daily procedures all types: 100 per range, total 500
- B. The room quantity (Q) and area (NSF) values included for each range in the SPCM are reflected in the Room Criteria Statements, placed immediately below each room name, room code and NSF/NSM, for each room in Section 5 of this document. The number of instrument sets and scopes to be processed daily, number of Operating Rooms (ORs) in the facility and number of daily procedures is included in the Input Data Statements (IDSs) in Section 4. Both Sections are implemented in the Space Planning and Equipment System (SEPS) software accessible through the MAX.gov website. Planners programming a VA Sterile Processing Service project shall develop a baseline Program for Design (PFD) in SEPS.
- C. SEPS incorporates a Net-to-Department Gross (NTDG) factor of **1.30** for Sterile Processing Service and a Building Gross (BG) factor of 1.35 in the space calculation. These factors generate the Department Gross Square Feet (DGSF) and the Building Gross Square Feet (BGSF) for the project based on the aggregate resulting Net Square Feet (NSF) for all Departments included. Planners can adjust the BGSF factor in SEPS; the NTDG factor is fixed.
- D. The space planning and design Program Guides: PG-18-9, PG-18-5, and PG-18-12 are available at the [Department of Veterans Affairs Office of Construction and Facilities Management \(CFM\) Technical Information Library \(TIL\)](#) website.

4 INPUT DATA STATEMENTS (IDS)

- A. How many instrument sets are projected to be reprocessed daily? (W) (Values: 10 to 500)
- B. How many scopes are projected to be processed daily? (W) (Values: 5 to 75)
- C. How many Operating Rooms are projected? (Misc) (Values: 2 to 20)
- D. How many daily surgical procedures are projected? (W) (Values: 10 to 500)



5 SPACE PLANNING CRITERIA

A. FA 1: DECONTAMINATION AREA

1. **Soiled Transition / Drop-off Anteroom, SPS (SC851).....120 NSF (11.2 NSM)**
 - a. *Provide one if [instrument sets projected to be reprocessed daily] is between 10 and 100*
 - b. *Provide one at 150 NSF if [instrument sets projected to be reprocessed daily] is between 101 and 200*
 - c. *Provide one at 180 NSF if [instrument sets projected to be reprocessed daily] is between 201 and 300*
 - d. *Provide one at 210 NSF if [instrument sets projected to be reprocessed daily] is between 301 and 400*
 - e. *Provide one at 240 NSF if [instrument sets projected to be reprocessed daily] is between 401 and 500*

2. **PPE Alcove, SPS (SC856) 60 NSF (5.6 NSM)**
 - a. *Provide one if [instrument sets projected to be reprocessed daily] is between 10 and 200*
 - b. *Provide one at 80 NSF if [instrument sets projected to be reprocessed daily] is between 201 and 500*

This area is provided to dispense and don protective clothing prior to entering the Decontamination Work Area.

3. **Decontamination Room, SPS (SC861)390 NSF (36.3 NSM)**
 - a. *Provide one if [instrument sets projected to be reprocessed daily] is between 10 and 200*
 - b. *Provide one at 690 NSF if [instrument sets projected to be reprocessed daily] is between 201 and 400*
 - c. *Provide one at 990 NSF if [instrument sets projected to be reprocessed daily] is between 401 and 500*

4. **Automated Cart Washer, SPS (SC871)180 NSF (16.8 NSM)**
 - a. *Provide one if [instrument sets projected to be reprocessed daily] is between 10 and 500*

Includes cart queuing and drying space.

5. **Manual Cart Washer, SPS (SC872)140 NSF (13.1 NSM)**
 - a. *Provide one if [instrument sets projected to be reprocessed daily] is between 10 and 500*



- 6. Water Treatment / Detergent Storage Room, SPS (SC873)120 NSF (11.2 NSM)**
 - a. Provide one if [instrument sets projected to be reprocessed daily] is between 10 and 200*
 - b. Provide one at 150 NSF if [instrument sets projected to be reprocessed daily] is between 201 and 500*

This space provides storage for chemicals to be used for instrument and cart washers. This room also supports RO/DI water purification equipment for the final instrument washer rinse cycle and a RO/DI water “pistol” at each clean-up sink.

- 7. SPS Housekeeping Aides Closet (HAC), Bldg Sprt (SB244) 60 NSF (5.6 NSM)**
 - a. Provide one if [instrument sets projected to be reprocessed daily] is between 10 and 500*

B. FA 2: SCOPE PROCESSING AREA

- 1. Scope Processing Anteroom, SPS (SC881)..... 60 NSF (5.6 NSM)**
 - a. Provide one if [scopes projected to be processed daily] is between 5 and 75*
- 2. Scope Processing PPE Alcove, SPS (SC882)..... 60 NSF (5.6 NSM)**
 - a. Provide one if [scopes projected to be processed daily] is between 5 and 75*

This area is provided to dispense and don protective clothing prior to entering the Decontamination Room.

- 3. Scope Processing Decontamination Room, SPS (SC883).....120 NSF (11.2 NSM)**
 - a. Provide one if [scopes projected to be processed daily] is between 5 and 30*
 - b. Provide one at 200 NSF if [scopes projected to be processed daily] is between 31 and 75*

This space accommodates the gross cleaning and decontamination of flexible scopes. Provide eight linear feet of counter-top, a three-basin clean-up sink, a scope transfer utility cart at 10 NSF, and a PC with a scanner for scope tracking and documentation.

- 4. Scope Processing Room, SPS (SC885)150 NSF (14.0 NSM)**
 - a. Provide one if [scopes projected to be processed daily] is between 5 and 15*
 - b. Provide one at 180 NSF if [scopes projected to be processed daily] is between 16 and 30*
 - c. Provide one at 210 NSF if [scopes projected to be processed daily] is between 31 and 45*
 - d. Provide one at 240 NSF if [scopes projected to be processed daily] is between 46 and 75*

Minimum allocated NSF accommodates one double-basin automatic endoscope reprocessor (AER) at 30 NSF, one pass-through window assembly at 20 NSF, six linear feet of counter-top set-down space at 40 NSF, one scope drying cabinet at 16 NSF, and one utility transfer cart at 10 NSF. As part of a two-room suite, this room is



utilized for scope washing / high level disinfection, and equipped with a pass-through to receive scopes from the Soiled Scope Wash Utility Room.

- 5. Scope Staging Room, SPS (SC891)..... 80 NSF (7.5 NSM)**
 - a. Provide one if [scopes projected to be processed daily] is between 5 and 30*
 - b. Provide one at 120 NSF if [scopes projected to be processed daily] is between 31 and 75*

Staging Room accommodates the storage of scopes prior to distribution to the end users.

C. FA 3: PREPARATION AND ASSEMBLY AREA

- 1. Prep & Assembly Anteroom, SPS (SC881) 60 NSF (5.6 NSM)**
 - a. Provide one if [instrument sets projected to be reprocessed daily] is between 10 and 500*
- 2. Prep & Assembly PPE Alcove, SPS (SC882) 60 NSF (5.6 NSM)**
 - a. Provide one if [instrument sets projected to be reprocessed daily] is between 10 and 500*
- 3. Clean Instrument Set Assembly Workroom, SPS (SC892)480 NSF (44.6 NSM)**
 - a. Provide one if [instrument sets projected to be reprocessed daily] is between 10 and 200*
 - b. Provide one at 775 NSF if [instrument sets projected to be reprocessed daily] is between 201 and 400*
 - c. Provide one at 1,075 NSF if [instrument sets projected to be reprocessed daily] is between 401 and 500*

Minimum allocated NSF accommodates one workstation for instrument set assembly at 60 NSF, one workstation for individual instruments / peel pack at 60 NSF, one workstation for inspection / QA packaging / wrapping at 60 NSF, one information system workstation with computer, bar-code reader and laser printer at 30 NSF, one instrument washer unloading station at 15 NSF, one pass-through window (set-down / receiving) at 20 NSF, two storage carts or cabinets for supplies, instrument containers, wrappers, pouches, clean linen, etc. at 15 NSF and circulation space.

- 4. Supplies Storage Room, SPS (SC901) 80 NSF (7.5 NSM)**
 - a. Provide one if [instrument sets projected to be reprocessed daily] is between 10 and 200*
 - b. Provide one at 100 NSF if [instrument sets projected to be reprocessed daily] is between 201 and 400*
 - c. Provide one at 120 NSF if [instrument sets projected to be reprocessed daily] is between 401 and 500*



D. FA 4: STERILIZATION AREA

- 1. Steam Sterilization Room, SPS (SC902)200 NSF (18.6 NSM)**
 - a. *Provide one if [instrument sets projected to be reprocessed daily] is between 10 and 200*
 - b. *Provide one at 300 NSF if [instrument sets projected to be reprocessed daily] is between 201 and 400*
 - c. *Provide one at 400 NSF if [instrument sets projected to be reprocessed daily] is between 401 and 500*

Minimum allocated NSF accommodates two steam sterilizers at 60 NSF each, two sterilizer carts at 10 NSF each, one QA / biological workstation at 15 NSF and circulation.

- 2. Low Temp Sterilization Room, SPS (SC911)..... 30 NSF (2.8 NSM)**
 - a. *Provide one if [instrument sets projected to be reprocessed daily] is between 10 and 200*
 - b. *Provide one at 60 NSF if [instrument sets projected to be reprocessed daily] is between 201 and 500*
- 3. Ethylene Oxide (EtO) Gas Sterilization Room, SPS (SC921)..... 100 NSF (9.3 NSM)**
 - a. *Provide one if [instrument sets projected to be reprocessed daily] is between 10 and 500*
- 4. Ethylene Oxide (EtO) Gas Sterilization Abator Room, SPS (SC922)..... 100 NSF (9.3 NSM)**
 - a. *Provide one if [instrument sets projected to be reprocessed daily] is between 10 and 500*
- 5. Cart Return Area, SPS (SC923) 30 NSF (2.8 NSM)**
 - a. *Provide one if [instrument sets projected to be reprocessed daily] is between 10 and 500*
- 6. Unloading / Cooling, SPS (SC931) 60 NSF (5.6 NSM)**
 - a. *Provide one if [instrument sets projected to be reprocessed daily] is between 10 and 200*
 - b. *Provide one at 75 NSF if [instrument sets projected to be reprocessed daily] is between 201 and 400*
 - c. *Provide one at 90 NSF if [instrument sets projected to be reprocessed daily] is between 401 and 500*
- 7. Steam Generator, SPS (SC936) 60 NSF (5.6 NSM)**
 - a. *Provide one if [instrument sets projected to be reprocessed daily] is between 10 and 500*



E. FA 5: RECEIVING, STORAGE AND DISPATCH AREA

- 1. Vendor Drop-off / Pick-up Room, SPS (SC937).....120 NSF (11.2 NSM)**
 - a. Provide one if the total NSF of [Sterile Durables (Sterile Instruments) Storage Room, SPS (SC951)] + [Case Cart Assembly, SPS (SC961)] is between 120 and 640
- 2. Dispatch Room, SPS (SC941)..... 80 NSF (7.5 NSM)**
 - a. Provide one if the total NSF of [Sterile Durables (Sterile Instruments) Storage Room, SPS (SC951)] + [Case Cart Assembly, SPS (SC961)] is between 120 and 180
 - b. Provide one at 160 NSF if the total NSF of [Sterile Durables (Sterile Instruments) Storage Room, SPS (SC951)] + [Case Cart Assembly, SPS (SC961)] is between 181 and 320
 - c. Provide one at 240 NSF if the total NSF of [Sterile Durables (Sterile Instruments) Storage Room, SPS (SC951)] + [Case Cart Assembly, SPS (SC961)] is between 321 and 640
- 3. Case Cart Dispatch Workstation, SPS (SC946) 56 NSF (5.3 NSM)**
 - a. Provide one if the total NSF of [Sterile Durables (Sterile Instruments) Storage Room, SPS (SC951)] + [Case Cart Assembly, SPS (SC961)] is between 120 and 640
- 4. Sterile Durables (Sterile Instruments) Storage Room, SPS (SC951)120 NSF (11.2 NSM)**
 - a. Provide one if [Operating Rooms projected] is between 2 and 4
 - b. Provide one at 180 NSF if [Operating Rooms projected] is between 5 and 8
 - c. Provide one at 260 NSF if [Operating Rooms projected] is between 9 and 12
 - d. Provide one at 320 NSF if [Operating Rooms projected] is between 13 and 16
 - e. Provide one at 400 NSF if [Operating Rooms projected] is between 17 and 20

Minimum allocated NSF accommodates sterile instrument sets, scopes and associated hard goods to support surgery and other areas; and eight standard storage units for instruments at 15 NSF each.
- 5. Case Cart Assembly, SPS (SC961).....120 NSF (11.2 NSM)**
 - a. Provide one if [daily surgical procedure projected] is between 10 and 100
 - b. Provide one at 150 NSF if [daily surgical procedure projected] is between 101 and 200
 - c. Provide one at 180 NSF if [daily surgical procedure projected] is between 201 and 300
 - d. Provide one at 210 NSF if [daily surgical procedure projected] is between 301 and 400
 - e. Provide one at 240 NSF if [daily surgical procedure projected] is between 401 and 500

Space allocation for one day of case cart production includes: 1/3 clean empty carts, 1/3 in-process carts and 1/3 completed carts at 15 NSF per cart.



- 6. SPS Housekeeping Aides Closet (HAC), Bldg Sprt (SB244) 60 NSF (5.6 NSM)**
 - a. Provide one if the total NSF of [Sterile Durables (Sterile Instruments) Storage Room, SPS (SC951)] + [Case Cart Assembly, SPS (SC961)] is between 120 and 400*
 - b. Provide one at 80 NSF if the total NSF of [Sterile Durables (Sterile Instruments) Storage Room, SPS (SC951)] + [Case Cart Assembly, SPS (SC961)] is between 401 and 640*

F. FA 6: STAFF AND ADMINISTRATIVE AREA

- 1. SPS Chief Office, Stff Sprt (SS204) 100 NSF (9.3 NSM)**
 - a. Provide one if the total NSF of [Sterile Processing storage] is between 120 and 3,455*
- 2. SPS Assistant Chief Office, Stff Sprt (SS204) 100 NSF (9.3 NSM)**
 - a. Provide one if the total NSF of [Sterile Processing storage] is between 120 and 3,455*
- 3. SPS Clerical Workstation, Stff Sprt (SS218) 56 NSF (5.3 NSM)**
 - a. Provide one if the total NSF of [Sterile Processing storage] is between 120 and 2,615*
 - b. Provide two if the total NSF of [Sterile Processing storage] is between 2,616 and 3,455*
- 4. SPS Staff Training Room, Educ Svc (SS111)240 NSF (22.3 NSM)**
 - a. Provide one if the total NSF of [Sterile Processing storage] is between 120 and 2,615*
 - b. Provide one at 300 NSF if the total NSF of [Sterile Processing storage] is between 2,616 and 2,815*
 - c. Provide one at 545 NSF if the total NSF of [Sterile Processing storage] is between 2,816 and 3,455*

Allocated NSF accommodates six conference chairs @ 7.5 NSF each, two 5'-0" x 2'-0" tables at 10 NSF each, one credenza @ 8 NSF, and circulation; total six people.

- 5. SPS Copy / Supply Room, Stff Sprt (SS272) 80 NSF (7.5 NSM)**
 - a. Provide one if the total NSF of [Sterile Processing storage] is between 120 and 2,615*
 - b. Provide one at 100 NSF if the total NSF of [Sterile Processing storage] is between 2,616 and 3,455*



- 6. SPS Staff Breakroom, Stff Sprt (SS262)120 NSF (11.2 NSM)**
- a. *Provide one if the total NSF of [Sterile Processing storage] is between 120 and 2,615*
 - b. *Provide one at 140 NSF if the total NSF of [Sterile Processing storage] is between 2,616 and 2,815*
 - c. *Provide one at 160 NSF if the total NSF of [Sterile Processing storage] is between 2,816 and 3,215*
 - d. *Provide one at 180 NSF if the total NSF of [Sterile Processing storage] is between 3,216 and 3,455*

- 7. SPS Staff Toilet, Bldg Sprt (SB191) 60 NSF (5.6 NSM)**
- a. *Provide two if the total NSF of [Sterile Processing storage] is between 120 and 2,815*
 - b. *Provide three if the total NSF of [Sterile Processing storage] is between 2,816 and 3,455*

Allocated NSF accommodates one accessible toilet @ 25 NSF, one wall-hung lavatory @ 12 NSF, ABA clearances, and circulation.

- 8. SPS Female Staff Locker Room, Stff Sprt (SS232) 100 NSF (9.3 NSM)**
- a. *Provide one if the total NSF of [Sterile Processing storage] is between 120 and 2,615*
 - b. *Provide one at 150 NSF if the total NSF of [Sterile Processing storage] is between 2,616 and 2,815*
 - c. *Provide one at 200 NSF if the total NSF of [Sterile Processing storage] is between 2,816 and 3,215*
 - d. *Provide one at 250 NSF if the total NSF of [Sterile Processing storage] is between 3,216 and 3,455*

- 9. SPS Female Staff Toilet / Shower, Bldg Sprt (SB174)..... 85 NSF (7.9 NSM)**
- a. *Provide one if the total NSF of [Sterile Processing storage] is between 120 and 2,815*
 - b. *Provide two if the total NSF of [Sterile Processing storage] is between 2,816 and 3,455*

Allocated NSF accommodates one accessible toilet @ 25 NSF, one accessible wall-hung lavatory @ 13 NSF, one accessible shower @ 28 NSF, ABA clearances, and circulation.



10. SPS Male Staff Locker Room, Stff Sprt (SS241) 100 NSF (9.3 NSM)

- a. *Provide one if the total NSF of [Sterile Processing storage] is between 120 and 2,615*
- b. *Provide one at 150 NSF if the total NSF of [Sterile Processing storage] is between 2,616 and 2,815*
- c. *Provide one at 200 NSF if the total NSF of [Sterile Processing storage] is between 2,816 and 3,215*
- d. *Provide one at 250 NSF if the total NSF of [Sterile Processing storage] is between 3,216 and 3,455*

11. SPS Male Staff Toilet / Shower, Bldg Sprt (SB185) 85 NSF (7.9 NSM)

- a. *Provide one if the total NSF of [Sterile Processing storage] is between 120 and 3,215*
- b. *Provide two if the total NSF of [Sterile Processing storage] is between 3,216 and 3,455*

Allocated NSF accommodates one accessible toilet @ 25 NSF, one accessible wall-hung lavatory @ 13 NSF, one accessible shower @ 28 NSF, ABA clearances, and circulation.

G. SEPS IMPORTER SHORTCUTS

The following shortcuts are used in the Room Criteria Statements in the Sterile Processing Service Functional Areas. These shortcuts are used during upload of this document into the Space and Equipment Planning System (SEPS) software during implementation of the space planning parameters contained herewith to allow for mathematical or logical calculations to be performed. Input Data Statements (IDSs), Rooms or a partial calculation formula can have a shortcut.

1. *Sterile Processing storage*: [Decontamination Room, SPS (SC861)], [Water Treatment / Detergent Storage Room, SPS (SC873)], [Scope Processing Decontamination Room, SPS (SC883)], [Clean Instrument Set Assembly Workroom, SPS (SC892)], [Steam Sterilization Room, SPS (SC902)], [Sterile Durables (Sterile Instruments) Storage Room, SPS (SC951)], [Case Cart Assembly, SPS (SC961)]
2. *instrument sets projected to be reprocessed daily*: [How many instrument sets are projected to be reprocessed daily?]
3. *scopes projected to be processed daily*: [How many scopes are projected to be processed daily?]
4. *daily surgical procedure projected*: [How many daily surgical procedures are projected?]
5. *Operating Rooms projected*: [How many Operating Rooms are projected?]



6 PLANNING AND DESIGN CONSIDERATIONS

- A. Plan SPS for flexibility and adaptability to accommodate future expansion, storage capacity and equipment / technology. To the extent possible, provide space and utilities for one additional instrument washer-decontaminator and one additional steam sterilizer.
- B. Special consideration should be given to planning external circulation patterns in order to control the flow of clean and soiled traffic in and around SPS. The internal workflow of SPS should be unidirectional so that soiled items flow progressively to the clean work areas of the department. Similarly, clean items should flow to sterilization, to storage, to case cart staging, and finally dispatch/issue.
- C. Consider security requirements early on in design. This would include controlled access points and entrances, and video monitoring in strategic locations.
- D. SPS design and location must provide the complete, physical separation of soiled materials and activities from clean activities associated with instrument assembly, preparation, sterilization, storage and dispatch.
- E. SPS may be located on the same level and contiguous to the Surgical Suite. Alternatively, the two departments are most often stacked vertically to facilitate direct connections with dedicated clean and soiled elevators.
- F. A single elevator cannot be used for both clean and soiled transport. Dumbwaiters may be an alternative to supplement elevators, or to move only instruments or supplies. Cart lifts or floor loading dumbwaiters are not recommended in new construction as they limit staff interaction and communication, which are requirements for both SPS and Surgery.
- G. Refer to Department of Veterans Affairs (VA) Office of Construction and Facilities Management Technical Information Library (www.cfm.va.gov/til/) for additional technical criteria.



7 FUNCTIONAL RELATIONSHIPS

Relationship of Service Organizations to services listed below:

TABLE 1: FUNCTIONAL RELATIONSHIP MATRIX

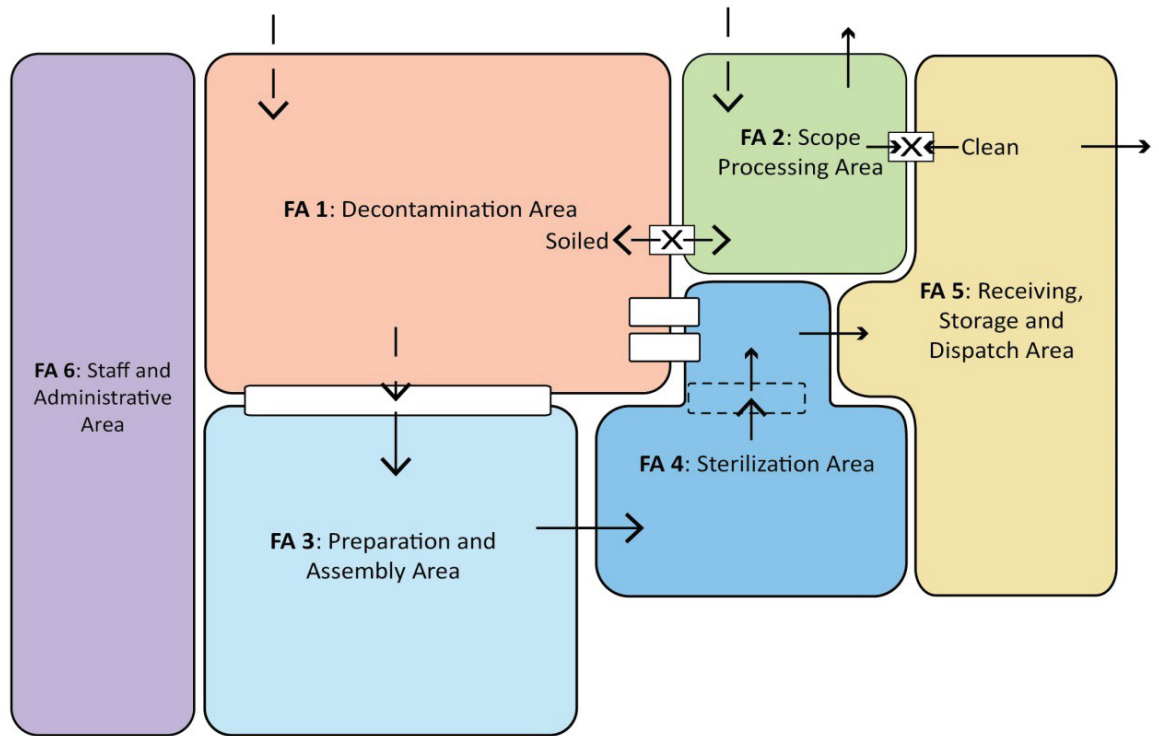
SERVICES	FUNCTIONAL RELATIONSHIP
CLNCL: Surg Svc: Inpatient Surgery	1
CLNCL: Surg Svc: Ambulatory Surgery	1
CLNCL: Dntl Svc: Dental Treatment	1
CLNCL: Dntl Svc: Dental Surgery	1
CLNCL: GI-Endoscopy	1
CLNCL: Pulm Svc: Pulmonary / Respiratory Care	2
CLNCL: Pulm Svc: Bronchoscopy	2
IP: ICU PCUs	3
IP: MS PCUs	3
IP: PRC: PCU	3
IP: SCI: AC PCU	3
CLNCL: Speech Language Pathology	3
CLNCL: Cardiology	3

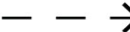




Legend:

1. High
2. Moderate
3. Minimal



8 FUNCTIONAL DIAGRAM



-  Soiled Process Flow
-  Clean Process Flow
-  Sterile Process Flow
-  Staff Flow
-  Vertical Circulation

