



September 30, 2023

**RE: Vendor Instrumentation and Access**

Dear Vendor,

Due to space constraints, potential liability, staff and patient security, non-consigned instrument trays and implants will no longer be stored in the Sterile Processing Department (SPD) and the sterile supply room at Naples Comprehensive Health (NCH). If you wish to consign your instrument trays or implants, please make an appointment with Supply Chain Management to obtain clearance for consigning your trays and implants.

We ask that you provide pictures, a detailed list of instruments with their product number, OEM's and IFU's for your individual trays. All non-consigned trays must be removed from the premises no later than midnight October 15, 2023. Trays that have not been removed by this date will be moved to the loading dock on October 16, 2023.

Entry to the Operating Room and SPD will be limited to vendors who have a valid access badge from the vendor system, *Green Security*. Previously issued *facility* badges will be discontinued on November 1<sup>st</sup>, 2023, for vendors and couriers. Vendors will also be required to sign in at the internal OR desk, effective October 15, 2023. If you are not properly dressed or without a valid vendor badge, you will not be allowed access.

Finally, no vendor is permitted to transport any tray within NCH that is sterile for any reason and all trays leaving NCH must be unwrapped prior to leaving SPD. Non-consigned trays, requiring sterilization, must be brought in no less than 24 hours before the case to allow for proper processing.

Thank you for your prompt response to this request. Should you have questions, please contact NCH Supply Chain Management.

Kind regards,

Surgical Services Leadership  
Sterile Processing Leadership