

## Instruction for reprocessing of manually operated dispenser systems:

ingo-man<sup>®</sup> classic

ingo-man<sup>®</sup> plus

Based on recommendations of the Commission for Hospital Hygiene and Infection Prevention at the Robert-Koch-Institute.<sup>1</sup>

**ingo-man<sup>®</sup> classic**



**ingo-man<sup>®</sup> plus**



A complete setup of the dispenser system requires several steps to be followed. Those steps, described in detail in the subsequent document, are structured as follows:

- Preparative measures and dispenser reassembly
- Cleaning measures
- Disinfection measures and dispenser reassembly
- Frequency of reprocessing and additional measures

<sup>1</sup> Händehygiene in Einrichtungen des Gesundheitswesens. *Bundesgesundheitsblatt - Gesundheitsforschung - Gesundheitsschutz* 2016, 59(9):1189-1220.

**Preparative measures and dispenser reassembly**

- For protection gloves should always be worn when cleaning and disinfecting any dispenser and pump – in accordance with the indication “contact with potentially infectious materials”.



- Remove the bottle from the dispenser.



- Front removal of pump – please note: push the corresponding unlock button for the removal.



- Remove the dispenser housing from back plate by pushing the tab on the back plate.



**Cleaning measures**

- Wipe the pump tube with a clean and disposable paper towel to remove potential product residuals.



- Clean the pump by applying hot water and with a clean disposable wipe with special focus on outlet of pump – for this cleaning step: you can remove the silicone membrane. Dry the pump by using a disposable paper towel.



- For soap dispensers: Rinse the pump with hot water.



- Clean the housing under running hot water – remove any soilings with a brush.



- Complete drying of housing by using a disposable paper towel.



**Disinfection measures and dispenser reassembly**

- Wipe disinfection of back plate by applying a suitable surface disinfectant.



- Wipe disinfection of pump by applying a suitable surface disinfectant.



- Wipe disinfection of dispenser housing by applying a suitable surface disinfectant.



- Affix the dispenser housing on back plate.



**Disinfection measures and dispenser reassembly**

- Reassemble the pump into dispenser.



- Insert a new bottle of alcohol-based hand rub.



- Pushing the lever of the dispenser several times before usage.



- Alternatively: dispensers for dosing soaps can be equipped with a new bottle of soap now. Please note: Pump the lever several times to get soap.



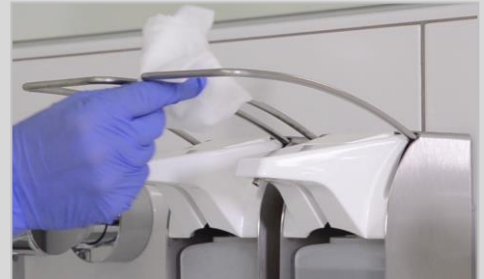
**Frequency of reprocessing and additional measures**

Frequency of reprocessing

- The Robert Koch-Institute recommends: The scope and frequency of checks and the reprocessing of dispensers should be specified in the internal hygiene plan.<sup>2</sup>

Additional measures:

- Daily wipe disinfection of the lever.
- Visible soilings on the outlet should be removed by performing a wipe disinfection.
- Visible soilings on the dispenser housing should be removed by performing a wipe disinfection.



<sup>2</sup> Händehygiene in Einrichtungen des Gesundheitswesens. *Bundesgesundheitsblatt - Gesundheitsforschung - Gesundheitsschutz* 2016, 59(9):1189-1220.