

To All _____ Vendors:

September 19, 2011

The _____ reprocesses single-use devices with a third-party provider in accordance with FDA regulations and guidelines. Below are the rules regarding vendor behavior with respect to the _____ reprocessing program:

The **expectations** for you and your company are as follows:

1. Do not speak negatively to any surgeon, nurse, or other _____ employee about SUD reprocessing.
2. Do not distribute any materials about SUD reprocessing to any _____ employee. This includes verbal, written, email or any other communications.
3. Do not offer seminars or CEU programs to _____ employees designed to discourage or negatively impact participation with reprocessing.

Violation of this policy will result in disciplinary action in accordance with the hospitals enforcement policy and may trigger a re-evaluation of the products purchased from your company. Please see Section I Single-Use Device (SUD) Reprocessing Program in the new _____ Vendor Policy.

If you have any questions about the intent of this notice, please call Procurement Services at _____.

Thank you,

Product Assurance Coordinator
Recall & Vendor Management
Procurement Services