

INSTRUCTIONS FOR LOADING THE *REGULAR* COPPER T 380A IN ITS STERILE PACKAGE^{1,2}

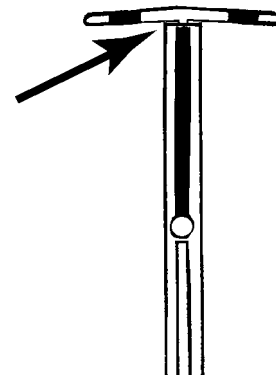
Do **not** open the IUD's sterile package or load it (as instructed below) until the final decision to insert an IUD has been made (i.e., until after the pelvic examination, including both bimanual and speculum exams, has been performed). In addition, do not bend the "arms" of the "T" into the insertion tube more than 5 minutes before the IUD is to be introduced into the uterus.

While performing the following steps, do not allow any part of the IUD or the IUD insertion assembly to touch any non-sterile surfaces (e.g., your hands, the table) that may contaminate it:

STEP 1: Adjust the contents of the package through the clear plastic cover:

- Ensure that the vertical stem of the T is fully inside the insertion tube (Figure 1, arrow).
- Ensure that the other end of the insertion tube (farthest from the IUD) is close to the sealed end of the package.

Figure 1. Vertical Stem of T Fully inside Insertion Tube



STEP 2: Partially open the package:

- Place the package on a clean, hard, flat surface with the clear plastic side up.
- Pull up on the clear plastic cover from the end that is farthest from the IUD (marked OPEN).
- Keep pulling the plastic cover until the package is open approximately half way to the blue depth-gauge.

STEP 3: Place the white plunger rod in the clear insertion tube:

- Pick up the package, holding the open end up toward the ceiling so that the contents do not fall out.
- Starting at the open end of the package, fold the clear plastic cover and white backing "flaps" away from each other (as shown in Figure 2a).
- Using your free hand, grasp the white plunger rod (behind the measurement insert) by the circular thumb grip and remove it from the package.

Do **not** touch the tip of the white plunger rod or brush it against another surface, as this will cause it to lose its sterility.

¹ This document is reprinted, with slight modifications, from: JHPIEGO. 2006. *IUD Guidelines for Family Planning Service Programs: A Problem-Solving Reference Manual*, 3rd edition. JHPIEGO: Baltimore, Maryland. The content of this document is adapted from: Program for International Training in Health (INTRAH). 1993. *Guidelines for Clinical Procedures in Family Planning: A Reference for Trainers*. INTRAH: Chapel Hill, North Carolina.

² Before loading the IUD, the provider should already have screened the woman to ensure that she is eligible for IUD use at this time and sounded the uterus.

Loading the Regular Copper T 380A in Its Sterile Package

- Place the plunger rod inside the insertion tube (Figure 2a) and gently push until the tip of the rod almost touches the bottom of the T (Figure 2b, arrow).

Figure 2a. Placing White Plunger Rod inside Insertion Tube

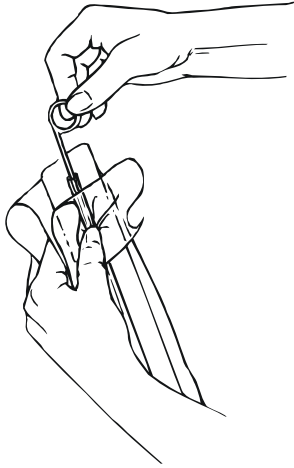
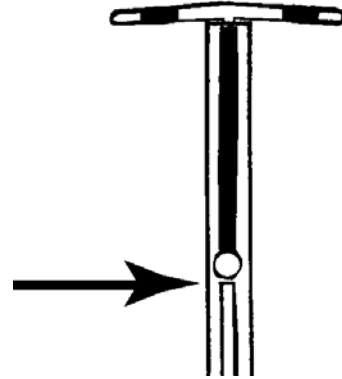


Figure 2b. Plunger Rod almost Touching Bottom of T

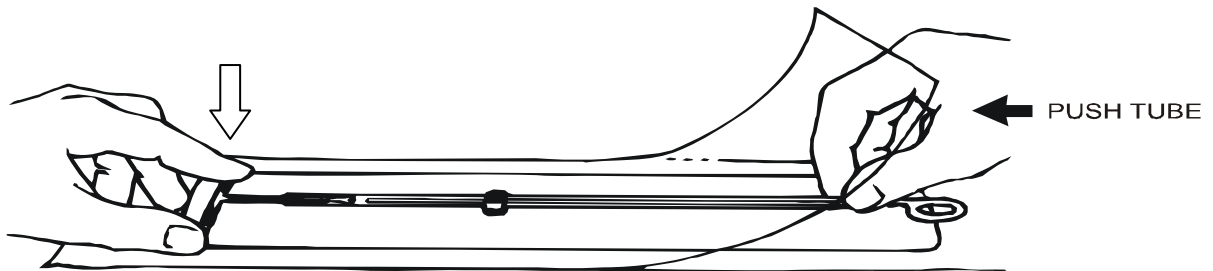


STEP 4: Bend the “arms” of the “T” downward:

Do **not** bend the arms of the T into the insertion tube more than 5 minutes before it is introduced into the uterus.

- Release the white backing flap so that it is flat again, and place the package back on the clean, hard, flat surface with the clear plastic side up.
- Through the clear plastic cover, place your thumb and index finger over the tips of the horizontal arms of the T to stabilize the IUD (Figure 3, open arrow).

Figure 3. Positioning IUD and Bending Arms of T



- At the open end of the package, use your free hand to push the measurement insert so that it slides underneath the IUD and stops at the sealed end of the package.
- Still holding the tips of the arms of the T, use your free hand to grasp the insertion tube and gently push it against the T (Figure 3, solid arrow). This pressure will cause the arms to begin bending downward, toward the stem of the T (as shown on the measurement insert).

Loading the Regular Copper T 380A in Its Sterile Package

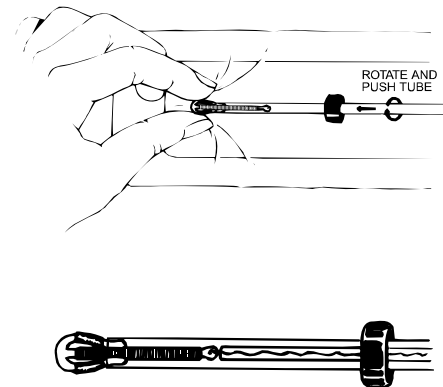
- Finish bending the arms of the T by bringing your thumb and index finger together, and continuing to push against the T with the insertion tube.

STEP 5: Pull the insertion tube away from the folded arms of the T: When the arms of the T are folded down enough to touch the sides of the insertion tube, pull the insertion tube out from between the arms.

STEP 6: Push the folded arms of the T into the insertion tube:

- Gently push and rotate the insertion tube back over the **tips** of the folded arms of the T, so that both tips are caught inside the insertion tube (Figure 4, Upper image). (As you maneuver the tips of the arms into the opening of the tube, it may help to slightly elevate the other end of the tube.)
- Push the folded arms of the IUD into the insertion tube only as far as necessary to keep them fixed in the tube (Figure 4, Lower image). Do not try to push the copper bands on the arms into the insertion tube, as they will not fit.

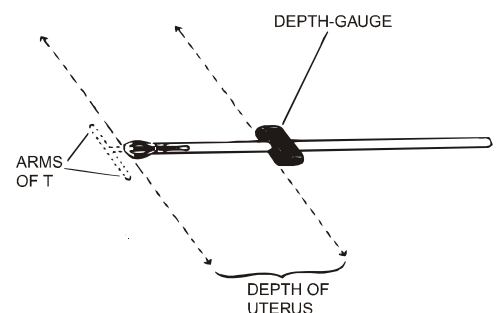
Figure 4. Inserting Folded IUD Arms into Insertion Tube



STEP 7: Set the blue depth-gauge to the appropriate measurement: With the loaded IUD still in the partially unopened package, set the blue depth-gauge to the corresponding measurement obtained from sounding the uterus:

- Move the depth-gauge so that its inside edge (the edge closest to the IUD) is aligned with the appropriate centimeter mark on the measurement insert (e.g., 6 cm, 7.5 cm, 8 cm).
- Press down on the depth-gauge with the thumb and index finger of one hand to keep it in place, while sliding the insertion tube with your other hand until the tip of the IUD (the top of the folded T) aligns with the tip in the diagram on the measurement insert. This is the “0” centimeter mark.
- Ensure that the distance between tip of the IUD and the inside edge of the depth-gauge is equal to the depth of the uterus as determined by uterine sounding (Figure 5).

Figure 5. Using Blue Depth-Gauge to Set Depth of Uterus on Insertion Tube



STEP 8: Align the depth-gauge and the folded arms of the T so that they are both in a “horizontal” position (i.e., flat against the measurement insert).

Loading the Regular Copper T 380A in Its Sterile Package

STEP 9: Remove the loaded IUD from the package:

- Finish peeling back the clear plastic cover from the white backing in one brisk, continuous movement with one hand, while holding the insertion assembly down against the white backing on the table (at the open end of the package) with the other hand.
- Lift the loaded IUD from the packaging, keeping it level so that the T and white plunger rod do not fall out (Figure 6). **Be careful not to push the white rod toward the T, as this will release the IUD from the insertion tube.**

Do **not** let the IUD or IUD insertion assembly touch any non-sterile surfaces that may contaminate it.

Figure 6. IUD Fully Loaded in Insertion Tube

