Procedures for Handling Syringes, Needles, and Sharps

Purpose: All Authorized Personnel

Responsibility: ACF Manager, and Laboratory Animal Technician Staff

Procedure:

1. All needles, syringes, scalpel blades, disposable instrument, etc. will be disposed of at the point of use in rigid, leak proof sharps containers, labeled as biohazardous waste with the biohazardous symbol and phrase.

2. Always wear gloves and other appropriate personal protective equipment when performing procedures using needles and syringes.

3. Needle-locking syringes, butterfly catheters, catheter-needle units, or disposable syringe-needle units should be used for the injection or aspiration of infectious/hazardous materials.

4. Upon completion of a procedure involving use of a syringe and needle, discard entire needle and syringe system into a clearly labeled puncture-resistant hazardous waste container located in the work area.

5. New sharps containers will have a label placed on them that states: “CAUTION: DO NOT RECAP NEEDLES PRIOR TO DISPOSAL” when they are received and before they are distributed to animal rooms and service areas.

6. Needles should never be recapped, bent, broken, removed, or otherwise manipulated by hand.

7. When a sharps container is three-fourth’s full, don gloves, seal container, and place in the designated area for collection and disposal.

8. Syringe disposal containers will be checked and changed on an as needed basis.

9. If a needle stick should occur, wash area with soap and water, report incident to your supervisor, and seek medical attention as soon as possible.