

STANDARD OPERATING PROCEDURES
DIVISION OF COMPARATIVE MEDICINE
UNIVERSITY OF SOUTH FLORIDA

SOP#: 902.3

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TITLE:

Procedures for Handling Syringes, Needles, and Sharps

SCOPE:

All Authorized Personnel

RESPONSIBILITY:

Facility Manager, and Teciag I. PURPOSE

1. This procedure outlines methods for safe handling and disposal of all discarded syringes, needles, or sharps used by the animal care and research staff in the care and use of animals.

II. RESPONSIBILITY

1. It is the responsibility of all program staff to contribute to and comply with these procedures.
2. It is the responsibility of the facility manager to provide and maintain a sufficient number of properly labeled sharps containers in surgical and procedural areas throughout the animal facility and as described in this procedure.

III. PROCEDURES

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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.

**ALL NEEDLE STICKS WILL BE REPORTED AT ONCE TO YOUR SUPERVISOR
AND AN ACCIDENT REPORT FILLED OUT.**

Approved:

Date: