

**University of Pennsylvania-Radiology
Small Animal Imaging Facility Steering Committee
Standard Operating Procedure**

Title: Policy on Sharps Handling and Disposal

SOP Number: 2.03 **Revision Number:** 0

Effective Date: December 9, 2005 **Page** 1 of 2

Review Date: December 8, 2005

Approval: _____

Co-Director

Co-Director

I. Purpose: This policy has been established to clarify the procedures for handling and disposing of potentially dangerous and biohazardous items. Sharps can cause physical injury and serve as a fomite for infection. Improper disposal of these biohazardous items can pose a potential health threat to employees.

II. Responsibilities and Scope: All persons using biohazardous items are responsible for the content of this policy and are obliged to be compliant with it while working in any University of Pennsylvania animal facility.

III. Definitions:

1. Sharps: Hypodermic needles, syringes, pipettes, broken glass, and scalpel blades. Any item with a sharp or cutting edge qualifies as a sharp.

2. Sharps Disposal Containers: Containers made of puncture proof plastic or metal and are colored red to indicate biohazard material and is marked with the universal biohazardous symbol. The container must be sealable for handling and autoclavable. Some sharps containers contain a sterilization indicator strip (color change indicate that the container has been autoclaved) on their bottom, others do not.

IV. Procedures:

A. Sharps disposal containers must be provided in all areas where sharps are used.

B. Sharps must be placed directly into the sharps disposal container to limit the potential for injury. **Never** place sharps in regular trash!

C. Bending, recapping, clipping or removal of needles from syringes is prohibited.

V. Directions:

- A. On a daily basis, the sharps containers should be checked and replaced as needed. When a sharps container is 2/3 to ¾ full, its lid must be closed and sealed with autoclave tape in a crossover pattern before being removed from the procedure room for disposal.
- B. Any researcher observing problems with the sharps disposal containers or personnel compliance to procedures should report the problem to their supervisor. The supervisor will follow-up on the problem with the Office of Environmental Health and Radiation Safety (OEHS) at **215.898.4453**.

VI. Safety Considerations:

All Radiology staff are encouraged to attend the OEHS Bloodborne Pathogen Training on an annual basis.

VII. References:

University of Pennsylvania's Biological Safety Manual or online training website, <http://www.ehrs.upenn.edu/index.html>

VIII. Attachments:

X. Document History:

Version

Number Effective Date Author Reason

1 December 9, 2005 LR Cheatham New Policy

SOP #2.03 Policy on Sharp Handling and Disposal

Page 2 of 2