

**STANDARD OPERATING PROCEDURES**  
**DIVISION OF COMPARATIVE MEDICINE**  
**UNIVERSITY OF SOUTH FLORIDA**

SOP#: 902.3

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<b>TITLE:</b>	<b>Procedures for Handling Syringes, Needles, and Sharps</b>
<b>SCOPE:</b>	All Authorized Personnel
<b>RESPONSIBILITY:</b>	Facility Manager, and Technical Staff
<b>PURPOSE:</b>	To Outline the Procedures for the Safe Handling and Disposal of Syringes, Needles, and Sharps

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**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**

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. **Needles are single-use only and not to be re-used.**
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 placement within the facility.

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:**