STANDARD OPERATING PROCEDURE-SHARPS

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| **CONTACT INFORMATION** | | | |
| **Location** | Building: | | Room: |
| **Street Address:** |  | | |
| **Lab Safety Contact:** | Name: | | |
| Lab Phone: | Office Phone: | |
| **Emergency Contact** | Name: | Phone: | |
| **TYPE OF STANDARD OPERATING PROCEDURE** | | | |
| Indicate which type of Standard Operating Procedure applies  Specific Process or Equipment  Specific Hazardous Chemical  Hazard Class for a Group of Chemicals | | | |
| **DESCRIBE PROCESS/EQUIPMENT, HAZARDOUS CHEMICAL or HAZARD CLASS** | | | |
| **Safe Use and Disposal of Sharps** | | | |
| **HAZARD SUMMARY** | | | |
| Improper use and disposal of sharps can result in lacerations and needlesticks. These may result in exposures or contamination. | | | |
| SPECIAL HANDLING AND STORAGE REQUIREMENTS | | | |
| Use plastic instead of glass. Routinely inspect glassware and remove from service items that are damaged, starred, cracked, or chipped. Make sure lighting is adequate and the work space is not crowded for the task at hand. Be alert at all times when handling sharps. Don’t look away or become otherwise distracted while handling a sharp object. Use cut-resistant gloves if practicable. In some cases, heavy rubber gloves (i.e., glassware washing) or double gloving (when manual dexterity is important) may be appropriate. Do not handle sharp objects (i.e., broken glass) with bare hands. Use mechanical devices. Use needle syringes only when absolutely necessary. Do not try to recap the needle of a syringe. An accidental puncture might occur. Used needles must not be bent, sheared, broken, recapped, removed from disposable syringes, or otherwise manipulated by hand before disposal. Read the authorized sharps container manufacturer’s instructions and recommended user training information prior to use. | | | |
| **ENGINEERING AND VENTILATION CONTROLS** | | | |
| Select rounded or blunt end devices when practicable. Broken glass must be discarded into a plastic-lined container with the label “Broken Glass”, unless it is contaminated with biological materials. Broken glass contaminated with biological materials must be discarded in a red sharps disposal container. Do not leave unprotected sharps (i.e., razor blades, scalpel tips, etc.) on bench tops or loose in drawers. Use protective shields, cases, Styrofoam blocks, tube holders, etc. Protect the sharp when passing from one person to another. If not feasible, use verbal communication when passing. Use a syringe that automatically resheathes the needle. Keep a sharps disposal container immediately accessible. Do not overfill the sharps container. Do not try to retrieve items from sharps containers. | | | |
| **PERSONAL PROTECTIVE EQUIPMENT** | | | |
| **PPE Requirements:**  Long pants or clothing that covers all skin below the waist  Shoes that cover the entire foot  Gloves; indicate type: Cut resistant if practical  Inspect gloves before use. Use proper glove removal technique to avoid skin contact with outer surface of glove. Wash hands after removing gloves.  Safety goggles  Safety glasses  Face shield  Lab coat  Flame-resistant lab coat  Other:  If the use of an N95, half mask, or full face respirator is requested, the individual and/or their supervisor must first contact Environmental Health & Safety for a consultation to determine if respirator use is necessary. If EH&S determines the use of a respirator is necessary, the individual must participate in the University’s respirator program. This includes a medical evaluation; respirator fit test, and training. | | | |
| **EMERGENCY PROCEDURES** | | | |
| In case of fire or large and/or extremely hazardous chemical releases pull the fire alarm and evacuate the area  If someone is seriously injured or unconscious  **CALL 911 or CAMPUS POLICE AT <enter your campus PD #>**  From a safe place, provide as much information as possible to the emergency responders including chemical name, volume, hazards, injuries, and location.  **Chemical Exposure**: Remove any contaminated clothing, and IMMEDIATELY flush contaminated skin with water for at least 15 minutes following any skin contact. For eye exposures, IMMEDIATELY flush eyes with water for at least 15 minutes. Consult SDS for guidance on appropriate first aid. Where medical attention is required, bring the SDS(s) of chemical(s) to aid medical staff in proper diagnosis and treatment.  **Evacuation Procedure**   * Immediately evacuate the building via the nearest exit when the fire alarm is activated. * If unable to evacuate due to a disability, shelter in the area of rescue / refuge, typically a stairwell landing, and wait for assistance from drill volunteers or emergency responders. * Instruct visitors and students to evacuate and assist them in locating the nearest exit. * Do not use elevators to exit the building during an evacuation as they may become inoperable. * Carry only those personal belongings that are within the immediate vicinity. * Close doors to limit the potential spread of smoke and fire. * Terminate all hazardous operations and power off equipment. * Close all hazardous materials containers. * Remain outside of the building until the building is released for reentry. * Do not restrict or impede the evacuation. * Convene in the designated grassy gathering area and await instruction from emergency responders or drill volunteers. Avoid parking lots. * Report fire alarm deficiencies, (e.g., trouble hearing the alarm) to facilities personnel for repair. * Notify evacuation drill volunteers or emergency responders of persons sheltering in the areas of rescue/ refuge. * **Never assume that an alarm is a “false alarm”. Treat all fire alarm activations as emergencies. Get out of the building!**   **Incident and Near Miss Reporting**: Report any incident that occurs in any University of South Florida affiliated teaching or research laboratory/studio or field research project. An incident means any unplanned event within the scope of a procedure that causes, or has the potential to cause, an injury or illness and/or damage to equipment, buildings, or the natural environment. Due to medical privacy concerns, no personal identifying information of the person involved in the incident shall be entered or submitted with the form.  <http://www.usf.edu/administrative-services/environmental-health-safety/reporting/index.aspx>  **Workers’ Compensation Procedure:** Call AmeriSys at 800-455-2079 to report a work-related injury or illness. Complete the Supervisor’s Accident Investigation Report available from the Human Resources website. | | | |
| **WASTE DISPOSAL** | | | |
| All chemical waste generated within USF System laboratories is considered hazardous waste and must be disposed of as hazardous waste in accordance with USF Hazardous Waste Management Procedure, the EPA, and the DEP. The USF Hazardous Waste Management Procedure can be found using the following link, <http://www.usf.edu/administrative-services/environmental-health-safety/resources/manuals-procedures.aspx> | | | |
| **TRAINING REQUIREMENTS** | | | |
| All individuals working with chemicals in USF laboratories must take EH&S’s Laboratory Safety Training. To register for Laboratory Safety Training, please use the following link, <http://www.usf.edu/administrative-services/environmental-health-safety/programs-services/laboratory-safety/lab-safety-training2.aspx>.  This procedure may warrant additional safety training per the PI, EH&S, or an authorizing unit such as the Biosafety or Radiation Safety programs. Check training requirements for this activity below:  Research Specific Training from the PI/Lab Supervisor or their designee  EH&S Laboratory Safety Training  EH&S Hazard Communication  EH&S Hazardous Waste Awareness and Handling  EH&S Respirator Fit Test  EH&S Biomedical Waste  EH&S Hazardous Waste Pharmaceutical Training  EH&S Fire Prevention Safety  EH&S Slips, Trips, and Falls  RIC Biosafety Core Course  RIC Shipping Biohazardous Materials  RIC BSL 3  RIC Radiation Safety  RIC Laser Safety  RIC Boating Safety  RIC Scientific Diving  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **PRIOR APPROVALS** | | | |
| This activity requires prior approval from the PI/designee.  If this box is checked, working alone is not allowed. | | | |

By signing and dating here the Principal Investigator/ or a designee certifies that the Standard Operating Procedure (SOP) for ***Sharps*** is accurate and effectively provides safe standard operating procedures for employees and students in this lab who will handle this hazardous chemical.

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Signature Printed Name Date

I affirm that I have read and understand the Standard Operating Procedure for ***Sharps*** and have undergone the EH&S Laboratory & Research training and any lab specific training regarding this SOP.

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| Printed Name | Signature | Date |
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