

UNIVERSITY OF TOLEDO

SUBJECT: DISPOSAL AND TRANSPORTATION OF SHARPS

Procedure No: HM-08-020

PROCEDURE STATEMENT

Standard procedures for the disposal of sharps (needles, syringes with needles, syringes without needles, blades, etc.), both contaminated and non-contaminated, in accordance with EPA, NIOSH and OSHA criteria.

PURPOSE OF PROCEDURE

To prevent employees from sustaining accidental percutaneous injury from contaminated and non-contaminated sharps.

PROCEDURE

Bio-Contaminated Sharps

1. Needles must not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.
2. In rare circumstances where needles must be recapped after use, hemostats or other needle removal devices must be used, or needle-safe technologies should be utilized.
3. Approved sharps disposal containers are available, via request, from Environmental Health and Radiation Safety on the Health Science Campus and from research supply vendors for the research laboratories. Sharps containers for some applications (large sharps disposal) require the individual University Medical Center department to purchase the containers via Central Supply.
4. After use, all disposable syringes with needles, needles, lancets and scalpel blades must be placed in the approved needle sharps disposal containers. All small pieces of glass contaminated with blood or body fluid will be placed in sharps disposal containers. All needle-safe shield devices must be activated immediately after use and placed in sharps containers.
5. Approved sharps containers must be:
 - a. Closeable, puncture proof, and leak proof on side and bottom.
 - b. Easily accessible and located as close as is feasible to area being used.
 - c. Universal biohazard logo affixed and/or color coded in red.
 - d. Translucent so as to be able to see how full the container is.
 - e. Stands upright, and not easily knocked over, "stands or reservoirs ("dog dishes") shall be used when available, or mounted to wall or other suitable vertical surface.
 - f. Mounted on wall height shall be between 52"-56" (for top), sitting on table 38"-42" (for top).
6. Needle disposal containers must not be overfilled. Containers will be changed out by a Daniels SharpsSmart representative when full. For emergent replacement after-hours or on weekends, full sharps containers can be removed and replaced by Environmental Services. Filled containers are locked closed and placed in a designated transport container by the Daniels SharpSmart Representative. In areas not serviced by Daniels SharpSmart/SharpSmart System, personnel should close and lock full containers and place them in a designated infectious waste container.
7. Transporting of reusable sharps must be done using a closable, latchable, puncture proof, leak proof on side and bottom container using the following process:
 - a. At point of use, wipe the reusable sharps with a wet gauze.
 - b. Place the reusable sharps in a HUMIPAK ® according to package directions.
 - c. Place the sharps in the container described above and transport from point of use to dirty room.
 - d. Fill out a control sheet with data and list of instruments to be delivered to Sterile Processing.

- e. Ensure contaminated reusable sharps are delivered to Sterile Processing at the end of each day.
- f. Reusable bins are to be cleaned and decontaminated as soon as feasible or after use .

Syringes without Needles

1. *Syringes that do not contain needles must be disposed of in an infectious waste container.*

Non-Contaminated Sharps

1. All non-contaminated sharps (syringes with needles, needles, blades, etc.) shall be disposed of to approved sharps disposal containers.
2. Clean, empty, broken non-contaminated glass such as medicine vials, CRIS administration vials and IV bottles shall be disposed of in the university approved glass disposal containers. Only clean, non-contaminated glass (intact or broken) shall be placed in approved glass disposal containers. Unbroken clean, empty and non-contaminated glass may be placed in an appropriate solid waste receptical.
3. Glass disposal containers must not be overfilled and should be lined with a clear plastic liner to prevent release of any residual liquids. If volume and weight of glass in the disposal container dictates removal, please contact Environmental Services on HSC and Building Services on MC. If the container is damaged or overweight, environmental services is not permitted to dispose of the box. Additional boxes may be requisitioned from Stores on the HSC or purchased via a third-party vendor on the MC. Glass waste from college laboratories should be disposed of in the Glass Washing/Autoclave rooms, or in sealed cardboard boxes labeled "Broken Glass", or to containers listed above.

Any problems or concerns involved with disposal of sharps shall be directed to:
Environmental Services, 419-530-5353 (HSC)
UT Emergency Department, 419-383-4000, in the event of needlesticks/sharps wounds
Environmental Health and Radiation Safety Department, 419-530-3600, for general disposal questions.

Chemically Contaminated Sharps

1. Needles contaminated with chemicals must be disposed of in a puncture proof container (not a red sharps container) and labeled "Non-Regulated Waste - Needles". The name(s) of the chemicals involved shall also be on the label.
2. These containers will be disposed of by Environmental Health and Radiation Safety.

Reference: NISOH Publication "Selection, Evaluating and Using Sharps Disposal Containers", January 1998.

Source: Safety & Health Committee

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