

University of Pennsylvania – Radiology

Small Animal Imaging Facility

Standard Operating Procedure

Title: SAIF Policy On Sharps Disposal SOP

Number: 2.03

Version Number: 01

Effective Date: August 15, 2023

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Approval: Stephen Pickup, Director of SAIF Operations

- I. **Purpose:** This policy has been established to clarify the correct procedure for the disposal of sharps. Sharps can cause physical injury and serve as a vector for infection. Thus, improper disposal of this equipment poses a threat to employees.
- II. **Responsibilities and Scope:** All persons who handle materials defined as sharp and work in the Small Animal Imaging Facility space are responsible for knowing this SOP and are required to be compliant with it.
- III. **Definitions**
 - a. Sharps include hypodermic needles, syringes, (with or without the attached needle), Pasteur pipettes, pipette tips and serological pipettes, scalpel blades, blood vials, needles with attached tubing, culture dishes, suture needles, slides, coverslips, and other broken or unbroken glass or plastic ware. Sharps must be placed in sharps containers and disposed of as infectious waste.
 - b. Sharps Disposal Containers: Containers that are non-breakable, leakproof, impervious to moisture, rigid, tightly lidded, puncture resistant, red in color, and marked with the universal biohazard symbol.
- IV. **Procedures:**
 - a. Sharps disposal containers and designated signage must be provided in all areas where sharps are used.
 - b. Sharps must be placed directly into sharps containers to limit the potential for physical injury. Never discard sharps in trash cans.
 - c. University policy forbids clipping or recapping needles as this practice increases the likelihood of injury.

- d. When the sharps container is $\frac{3}{4}$ full, the container must be sealed or securely closed before being removed from the procedure area and replaced with a new container.
- e. Radiation-contaminated sharps must be placed in a sharps container marked with the radioactive materials label located behind the lead bricks. If biohazardous, treat with Clidox 1:18:1 to deactivate the biohazard prior to placement in the sharps container. When the container is $\frac{3}{4}$ full, close the container and SAIF staff will place it in the appropriate area for disposal.
- f. Any researcher observing problems with sharps disposal containers or personnel compliance to procedures should report the problem to the SAIF supervisors.
- g. For more information on infectious waste disposal, refer to the Office of Environmental Health & Radiation Safety at <http://www.ehrs.upenn.edu/resources/waste/bio/default.html>

V. References:

- a. ULAR Policy on Sharps Disposal SOP 3.10
- b. <https://ehrs.upenn.edu/health-safety/regulated-waste/sharps-glassware/laboratorysharps-waste>

VI. Attachments: None

VII. Revision History:

Version Number	Effective Date	Author	Reason
0	December 9, 2005	LR Cheatham	New Policy