I. **PURPOSE**
This procedure provides guidance to University of Rochester employees who discover one or more needles improperly discarded on non-medical University of Rochester property.

II. **PERSONNEL AFFECTED**
University of Rochester Facilities personnel covered under the University of Rochester Bloodborne Pathogens Control Plan. Examples include Environmental/Building Service Workers, Grounds, Security Officers, and Parking.

III. **DEFINITIONS**
- **Sharps Container**: hard plastic puncture resistant container made for disposal of used needles and syringes.

IV. **RESPONSIBILITIES**
A. **Department**
1. Ensure and document that appropriate staff have received mandatory annual bloodborne pathogens training.
2. Provide access to sharps containers
3. Provide access to designated disposal location for sharps containers
4. Provide appropriate tools for placing sharps into sharps containers (i.e. tongs, tweezers, pan and broom, scooper, puncture resistant gloves)

V. **PROCEDURES**
A. **Staff**
Report discovery of improperly discarded needle to supervisor.

B. **Supervisor**
Designate appropriate employee to clean up and dispose of needle
1. Verify that employee is covered by UR Bloodborne Pathogens Control Plan
   - All UR employees at the University who may come into contact with blood or body fluids as a routine part of their job are covered by the UR Bloodborne Pathogens Control Plan. This includes Facilities staff, Building Service Workers, Grounds, Parking and Security
2. Verify that employee has received annual bloodborne training
   - Annual bloodborne pathogen training is provided by EHS and the Facilities and Services Staff Development Coordinator
C. **Staff and Supervisor**
   1. Obtain sharps container
   2. Obtain appropriate tools for hands free disposal and/or personal protective equipment (i.e. puncture resistant gloves)
   3. Use tool and/or puncture resistant gloves to carefully pick up needle by and deposit into sharps container.
   4. Close sharps container
   5. Take closed sharps container to designated disposal location

I. **REFERENCES**
   - University of Rochester Bloodborne Pathogens Exposure Control Plan

II. **APPENDICES/FORMS**
    N/A

III. **REVISION HISTORY**

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<tr>
<th>Date</th>
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<tr>
<td>6/22/11</td>
<td>New</td>
<td>Establish written guidelines</td>
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