

1. PURPOSE AND SCOPE

The purpose of this standard operating procedure is to provide instruction on how to safely handle and dispose of used syringes found in the public trash receptacles or in public areas throughout the City.

2. MATERIALS

- Red Sharps Container
- Tongs



Example of a Red Sharps Container

3. SAFETY KEY POINTS

- Always wear nitrile gloves and safety glasses when handling or disposing of trash from public receptacles.
- Remove and dispose of your nitrile gloves once you are finished handling the trash, but before you get back into the truck.
- All syringes are to be considered to be used and potentially contaminated with a Bloodborne Pathogen such as, but not limited to HIV, Hepatitis B or Hepatitis C.
- Never rummage through a trash receptacle for any reason. Not only uncapped syringes could be hidden within the trash, but other hazardous materials could be present.
- Never push the trash down into the receptacle in order to fit all of the trash into the garbage bag.
- Use caution when lifting the trash bag out of the receptacle, holding the bag away from your body.
- Always use a tong or similar device to pick-up an uncapped syringe.
- Never attempt to recap or break off the needle of a syringe.
- Never fill the red sharps container beyond the full line, which is typically $\frac{3}{4}$ full.
- Use the lift gate to place heavy or large bags of trash into the back of the truck.
- Immediately report any needle stick to your supervisor, complete a First Report of Injury and seek medical attention at Concentra.

4. PERSONAL PROTECTIVE EQUIPMENT

- Nitrile Gloves
- Safety Glasses

5. If you Discover a Syringe Laying on Top of the Trash

- 5.1. Retrieve the red sharps container and the tongs.
 - 5.1.1. Place the red sharps container on the ground, next to the trash receptacle.

- 5.3. Using the tongs, carefully grasp the syringe by the barrel, remove it from the trash and place it into the red sharps container.
- 5.4. Return the red sharps container and tongs back to the truck.
- 5.5. Carefully remove and seal the bag of trash from the receptacle.
 - 5.5.1 Use caution handling this bag of trash. There could be more syringes poking out of the bag.
- 5.6. Carefully carry the bag back to the truck and use the lift gate to place the trash bag into the truck.
- 5.7. Remove and dispose of the nitrile gloves before getting back into the truck.

6. Disposal

- 6.1. Once the red sharps container is $\frac{3}{4}$ full or to the full line, seal the container shut.
- 6.2. Bring the full, sealed red sharps container to the Public Works Stores Clerk and ask for an empty sharps container in return.
 - 6.2.1. The Public Works Stores Clerk will add the full sharps container to the Stericycle bio-medical waste box.
 - 6.2.2. Once the Stericycle bio-medical waste box is full, the Public Works Stores Clerk will seal up the box and contact Public Health and Community Services (PHCS) to schedule a date and time to bring the box to 103 Texas Ave. for disposal.
 - 6.2.3 Obtain an empty Stericycle bio-medical waste box and red liner from Public Health and Community Services and set it up in the waste storage area.