



Form: 1000A

SOP Title:	Prohibition of Manual Manipulation of Needles
Number:	2010
Version Number	0
Adoption Date:	01/27/2017
Author:	Gilma Rodriguez
Applicable Department(s):	All Sagis Departments
Replaces Document, of Date:	N/A
Retired Date:	N/A

Effective Date:

*The effective date is the date training of relevant personnel is completed.

Version Tracking*

Version Number:	N/A
Adoption Date:	N/A
Effective Date:	N/A
Author:	N/A

Sections of Protocol Affected: N/A

*Applies if this is a revision leading to a new version.

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Purpose:

The purpose of this policy is to state the absolute prohibition of manual manipulation of needles.

Background:

N/A

Scope:

This policy applies to all technical laboratory staff at Sagis

Definitions:

N/A

Responsibilities:

N/A

Safety:

Treat all blood and body fluids with *Universal Precautions*.

Specimen Requirements:

N/A

Materials and Equipment:

N/A

Reagents:

N/A

Controls and Calibrations:

N/A

Validation:

N/A

Procedure:

- 1) There is absolute prohibition of any type of manipulation of the needles used in the laboratory. This includes but not limited to recapping, bending,

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breaking, removing from disposable syringes, or other manual manipulations of needles.

- 2) Once a needle or a syringe containing needles is used, it must be disposed immediately in the appropriate sharp's container without any further manipulation.
- 3) Sharps disposal containers must be puncture-proof/-resistant and must not be filled to capacity. When they are three-quarters full they should be placed in "infectious waste" containers.
- 4) All waste sharps are discarded in puncture-resistant containers that are easily accessible, located in areas where needles are commonly used, and properly labeled to warn handlers of the potential hazard.

Forms:

N/A

Quality Management:

N/A

Reference Intervals Defined:

N/A

Interpretation of Results:

N/A

Reporting:

N/A

Limitations of procedure/results:

N/A

Troubleshooting:

N/A

Manufacturer:

N/A

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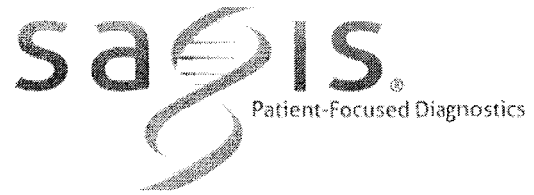
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Service:
N/A

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Maintenance:

N/A

References:

College of American Pathologist Laboratory General Check List 2016.

World Health Organization (2004). *Laboratory Biosafety Manual (3rd edition)*.

Retrieved on March 21, 2012 from:

<http://www.who.int/csr/resources/publications/biosafety/Biosafety7.pdf>.

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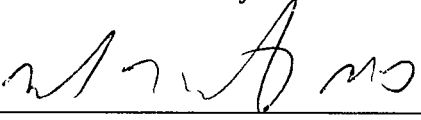
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Signature for original Adoption:

Signature of Laboratory Director:

 Date: 11/27/17

Print name: Harold L. Muckey, MD

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Signature for Adoption of Revision(s) if Applicable

Revision number: [Revision number]

Signature of Laboratory Director or by Technical Supervisor if appropriate:

_____ Date: _____

Print name:

Revision number: [Revision number]

Signature of Laboratory Director or by Technical Supervisor if appropriate:

_____ Date: _____

Print name:

Revision number: [Revision number]

Signature of Laboratory Director or by Technical Supervisor if appropriate:

_____ Date: _____

Print name:

Revision number: [Revision number]

Signature of Laboratory Director or by Technical Supervisor if appropriate:

_____ Date: _____

Print name:

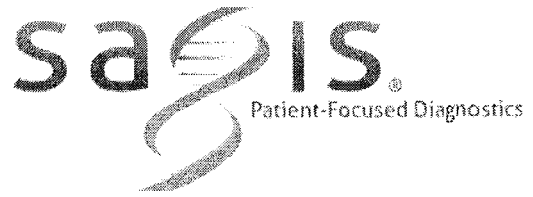
Revision number: [Revision number]

Signature of Laboratory Director or by Technical Supervisor if appropriate:

_____ Date: _____

Print name:

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Signatures for/indicating Periodic Review

Signature of Laboratory Director or Technical Supervisor:

_____ Date: _____

Print name:

Signature of Laboratory Director or Technical Supervisor:

_____ Date: _____

Print name:

Signature of Laboratory Director or Technical Supervisor:

_____ Date: _____

Print name:

Signature of Laboratory Director or Technical Supervisor:

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