



Needle Recapping & Handling

Description

This procedure outlines the methods for the safe recapping of needles and covers the safe handling, practices, disposal, and needlestick reporting requirements pertaining to hypodermic needles, hypodermic needles with syringes, needles with attached tubing, and other needle equipment. It is the responsibility of all laboratory staff to contribute to and comply with these procedures.

Potential Hazards

Needles present serious health hazards because people can be easily exposed parenterally to hazardous chemicals and infectious biological agents through injection. Recapping needles is extremely dangerous because it can result in the accidental stabbing of hands and other body parts. If working with human blood or other potentially infectious material, ensure that an Exposure Control Plan is completed and available. All applicable work requirements such as SOPs, universal precautions, hepatitis vaccination, etc. are required to be followed.

Engineering Controls/Workplace Controls

NEEDLES SHOULD NOT BE RECAPPED, BENT, REMOVED OR OTHERWISE MANIPULATED BY HAND.

❖ However, if it is essential that a needle be recapped due to the nature of the work, the use of a mechanical device or the one-handed scoop method must be used. In addition, there needs to be written justification and instructions for any procedures that involves the recapping of needles (SOP).

- Needles Will Be Recapped: Yes (if yes, state the justification below) No
 - Justification of Recapping Needles. In addition, if either of the two methods below are not used, provide additional instruction (e.g. How to use forceps to recap, etc.):

Needle Recapping Instructions:

1. One-Handed Scoop Method

Step 1: Place the cap on the desk or other flat surface with something firm to “push” the needle cap against.

Step 2: Holding the syringe with needle attached in one hand, slip the needle into the cap without using the other hand.

Step 3: Push the capped needle against a firm object to “seat” the cap onto the needle firmly using only one hand.

2. Needle Recapping Devices

These are devices with a hole in the center that hold needle caps and allow for single hand uncapping and recapping.

Additional Guidelines

- Keep needles away from fingers and other body parts.
- Place uncapped needles in a rigid tray during procedures and transportation.
- Do not leave unprotected needles on work surfaces.
- Shearing or breaking of contaminated needles is prohibited.
- Use disposable needle locking syringe units and other engineered sharps injury protections, which has a built-in safety feature or mechanism that effectively reduce exposures, and needleless systems whenever possible.
- Blunt cannulas should be used as alternatives to needles wherever possible.
- Needles and syringes should never be used as a substitute for pipettes.
- Used disposable needles and syringes must be placed in conveniently located appropriate sharps disposal containers and discarded as infectious waste.
- Use extreme caution and be alert when handling sharps. Avoid distractions and keep sight of the needle.
- Ensure that animals are restrained when using needles on animals and be on the alert for any unexpected movements.
- The use of needles and syringes should be restricted to procedures for which there is no alternative.
- Refer to your department's Exposure Control Plan and Biosafety Manual for additional information.

Personal Protective Equipment (PPE)

Wear safety glasses/goggles, gloves, lab coat/gown, close-toe shoes, and any other applicable PPE when handling needles and syringes.

Waste Disposal

Upon completion of a procedure involving use of needle equipment, immediately discard the items, including syringes connected to the needle, tubing, etc., into a clearly and properly labeled or color-coded rigid, closable, leakproof, puncture-resistant, disposable sharps container located in the work area at the point of use. All used needle equipment waste must be discarded as infectious waste and in compliance with OSEH requirements. NEVER reach into the sharps container. Never empty the contents into another container. Do not overfill the sharps container.

Accidental Needle Stick/Exposures/Unintended Contact



If the employee is in need of emergency medical attention, call 911 immediately.



If a needlestick injury should occur, wash the puncture area with soap and water, report the incident to the supervisor and principal investigator, and seek medical attention as soon as possible. **Any needlestick with recombinant DNA and/or an infectious agent must be reported to UM Flint EHS and the U-M Biological Safety Officer (BSO) (734-763-3133) as soon as possible.** The U-M BSO will determine if institutional notification to Federal Agencies is required within 24 hours per applicable regulations. Failure to report may result in severe penalties to the researcher, laboratory, department or institution.

Report all needlesticks to WorkConnections within 24 hours by completing and submitting the [Illness and Injury Report Form](#). Please include (1) the type and brand of device involved in the incident. (2) The work unit or work area where the exposure incident occurred. (3) An explanation of how the incident occurred. Follow the directions on the WorkConnections website [Forms Instructions](#) to obtain proper medical treatment and follow-up. Additionally, employees and supervisors must be sure to report the injury to EHS.

If you were involved in or observed an incident or near miss, please complete the [EHS Laboratory Incident and Near-Miss Report Form](#). This will be valuable in improving laboratory safety on UM-Flint campus.

TREATMENT FACILITIES:

| <u>MAJOR INJURIES</u> | <u>MINOR INJURIES –During Business Hours</u> | <u>MINOR INJURIES –After Business Hours</u> |
|---|--|---|
| <p>Genesys Hospital One Genesys Parkway Grand Blanc, MI 48439 (810) 606-5710</p> <p>Hurley Medical Center One Hurley Plaza Flint, MI 48503 (810) 262-9000</p> <p>McLaren Hospital Flint 401 South Ballenger Hwy Flint, MI 48532 (810) 342-2000</p> | <p>Genesys Occupational Health Network 1460 Center Rd. Burton, MI 48509 (810) 715-4620 Mon. to Fri. 7:30 am to 10 pm Sat. & Sun. Noon to 8 pm</p> <p>McLaren Flint-Burton OCC Center 1459 S. Center Rd. Burton, MI 48509 (810) 496-0900 Mon. - Fri. 8 am to 8 pm Sat & Sun 10 am to 2 pm</p> | <p>Downtown Flint 420 S. Saginaw St. Flint, MI 48502 (810) 762-1550</p> <p>Genesys East 1096 S. Belsay Rd, Suite F Burton, MI 48509 (810) 743-3351</p> <p>Genesys North 4154 W. Vienna Rd Clio, MI 48420 (810) 686-7397</p> <p>Genesys South 8447 N. Holly Rd Grand Blanc, MI 48439 (810) 603-0856 Mon. - Fri. 6 to 10pm / Sat. & Sun. 1-10pm</p> |

Click [here](#) for more information on the UM – Flint Emergency Preparedness and Response Plan.

Training of personnel

All personnel shall read and fully adhere to this SOP when handling needles. Additionally, other training requirements may exist such as BBP, Lab Safety, etc.

Certification

I have read and understand the above SOP. I agree to contact my Supervisor or Lab Manager if I plan to modify this procedure.

| Name | Signature | UM ID # | Date |
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Prior Approval required – Is this procedure hazardous enough to warrant prior approval from the Principal Investigator? YES NO

Principal Investigator _____

Revision Date _____