



## Standard Operating Procedure (SOP)



### BLOOD AND BODILY FLUIDS

Effective Date: 8/23/2013

Revised Date: 8/23/2013

#### INTRODUCTION

- This SOP applies to work with HUMAN BLOOD OR BODILY FLUIDS.
- Human blood and bodily fluids are potential sources of bloodborne pathogens.

#### GENERAL LAB RULES

1. No eating, drinking, smoking, handling contact lenses, or applying cosmetics in the laboratory.
2. Persons shall wear buttoned lab coat, long pants, safety glasses or goggles and appropriate gloves when working with hazardous chemicals.
3. Mouth pipetting is prohibited; mechanical pipetting devices are to be used at all times.
4. All procedures are performed carefully to minimize the creation of splashes or aerosols.
5. Wash hands
  - after handling chemicals materials,
  - after removing gloves, and
  - before leaving the laboratory.

#### HEALTH HAZARDS

- Human blood and bodily fluids are potential sources of bloodborne pathogens, including Hepatitis B or Human Immunodeficiency Virus (HIV).

#### PERSONAL PROTECTIVE EQUIPMENT

##### EYE PROTECTION

- Safety glasses, goggles or face shields shall be worn during operations in which HUMAN BLOOD OR BODILY FLUIDS might contact the eyes (e.g., through vapors or splashes of solution).
- Ordinary (street) prescription glasses do not provide adequate protection. Adequate safety glasses must meet the requirements of the Practice for Occupational Education Eye and Face Protection (ANSI Z87.1-1989) and must be equipped with side shields.

##### HAND PROTECTION

- Use disposable nitrile gloves when working with HUMAN BLOOD OR BODILY FLUIDS. Laboratory personnel should thoroughly wash hands with soap and water before and immediately upon removal of gloves.



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**LAB COATS, ETC.**

- Button lab coats, closed toed shoes, long pants and long sleeved clothing shall be worn when handling HUMAN BLOOD OR BODILY FLUIDS. Protective clothing shall be worn to prevent any possibility of skin contact with HUMAN BLOOD OR BODILY FLUIDS.

**MASKS**

- Masks, in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin-length face shields, shall be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

#### WORK PRACTICES

- Prior to working with biohazards, lab personnel must read and understand the Wake Forest University Biohazard Waste Management Plan. The plan is available on-line at the EHS website and several departmental websites. The Plan covers proper decontamination and disposal techniques for biohazards, blood and bodily fluids, and sharps.
- All procedures involving blood or other potentially infectious materials shall be performed in a manner to minimize splashing, spraying, spattering, and generations of droplets of these substances.
- Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
- Specimens of blood or other potentially infectious materials shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport, or shipping. The container for storage, transporting, or shipping shall be labeled or appropriately color-coded and closed prior to being stored, transported or shipped. When universal precautions are utilized in the handling of specimens, the labeling/color-coding of specimens is not necessary provided containers are recognizable as containing specimens. This exception only applies while such container is being handled by the person generating material. It must be appropriately labeled/ color-coded prior to being given to any other individuals.
- If an outside contamination of the primary container occurs, the primary container shall be placed within a second container which prevents leakage during handling, processing, storage, transport, or shipping and is labeled or color-coded. If the specimen could puncture the primary container, the primary container shall be placed within a secondary container which is puncture-resistant in addition to the above characteristics.
- Equipment which may become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary. An appropriate readily observable label will be attached to the equipment stating which portions remain contaminated. The University department which ships the equipment is responsible to ensure that this information is conveyed to all affected employees, the servicing representative, and/or the manufacturer as appropriate, prior to handling, servicing, or shipping.



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#### ENGINEERING CONTROLS

- Handwashing facilities are readily accessible in the workplace to employees that are reasonably anticipated to contact blood or other potentially infectious materials during the performance of their duties. In the event that handwashing facilities are not feasible, provisions will be provided for the placement of either an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. When antiseptic hand cleansers or towelettes are used, employees have been instructed to wash their hands with soap and running water as soon as possible.
- Employees are required to wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment. And, most importantly, employees are required to wash their hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.
- Contaminated needles and other contaminated sharps will not be recapped or removed unless it can be demonstrated that no alternative is feasible or that such action is required by a specific medical procedure. Under these circumstances, recapping or needle removal shall be accomplished through the use of a mechanical device or a one-handed technique.
- Immediately or as soon as possible after use, contaminated reusable sharps shall be placed in an appropriate container until properly processed. These containers shall be:
  - Puncture resistant
  - Appropriately labeled or color-coded
  - Leakproof on the sides and bottoms
  - Shall not be handled in a manner that requires employees to reach, by hand, into containers where these sharps have been placed.
- Eating, smoking, drinking, applying cosmetics or lip balm, and handling contact lenses is prohibited in work areas where there is reasonable likelihood of occupational exposure. Food and drink will not be stored in refrigerators, freezers, shelves, cabinets, or on cabinet tops or bench tops where blood or other potentially infectious materials are present.

Additional Lab Specific Special Handling/Storage Procedures



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#### WASTE DISPOSAL

- The Wake Forest Biohazard Waste Management Plan will be followed for the disposal of any blood or bodily fluids, contaminated PPE or debris, and any associated biohazardous material.

#### EMERGENCY PROCEDURES

##### Emergency Numbers:

|                                   |                           |
|-----------------------------------|---------------------------|
| Fire and Medical Emergencies      | x5911 (911 on cell phone) |
| Environmental Health and Safety   | x3427                     |
| Hillcrest Urgent Care (employees) | 336-760-8999              |
| Student Health (students only)    | x5218                     |
| Poison Control                    | 800-222-1222              |

#### FIRST AID

- In case of skin contact: Take off contaminated clothing and shoes immediately. Wash area with warm water and soap for at least 15 minutes.
- In case of eye contact: Rinse thoroughly with plenty of water at eyewash for at least 15 minutes.
- If swallowed: Do NOT induce vomiting. Never give anything by mouth to an unconscious person. Rinse mouth with water. Call x5911 for medical assistance.
- Call x5911 and describe the extent of injuries.
- Report all accidental exposures to your supervisor and Human Resources (employees) or Student Health (students). Strict confidentiality is maintained.
- Complete an [online injury/illness report](#) if there is an over-exposure to the chemical or if there is an accident involving the chemical.

#### SPILL AND ACCIDENT PROCEDURES

In the event of a spill, unplanned release, or potential release of Biohazard waste to the environment, Campus Police shall be contacted immediately, 24 hours a day, at extension 5911. The dispatcher on duty will contact the Environmental, Health and Safety Office and Environmental, Health and Safety shall take the necessary actions to mitigate or remediate the situation.

Spill of biohazardous materials shall be decontaminated using one of the following methods:

- Exposure to hot water of at least 82 degrees Centigrade (180 Fahrenheit) for a minimum of 15 seconds.
- Exposure to chemical sanitizer by rinsing with, or immersion in, one of the following for a



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minimum of three minutes:

- Hypochlorite solution (500 ppm available chlorine)
- Phenolic solution (500 ppm active agent)
- Iodoform solution (100 ppm available iodine)
- Quaternary ammonium solution (400 ppm active agent)

Personnel performing disinfection procedures shall be equipped with the appropriate personal protective equipment for the situation, but at a minimum shall wear splash eye protection and latex gloves. Protective clothing, shoes, and a face shield may be required for large quantities of biohazardous materials.