



Standard Operating Procedure (SOP)



BLOOD AND BODILY FLUIDS

Effective Date: 8/23/2013

Revised Date: 8/23/2022

Introduction

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

Health Hazards

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

Personal Protective Equipment

Gloves

Disposable, single use gloves must be worn when it can be anticipated hand contact with blood or other potentially infectious materials may occur and when handling or touching contaminated items or surfaces.

Lab Coats

Appropriate protective clothing such as, but not limited to, splash protective gowns, coveralls, aprons, lab coats, clinic jackets, or similar outer garments will be worn during occupational exposure situations. Surgical caps, hoods, and shoe covers will be worn in instances when gross contamination can be reasonably anticipated.

Mask/Shields

Face masks, in combination with eye protection devices, such as goggles or full face shields must be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated where eyes, nose, or mouth contamination can be anticipated.

WORK PRACTICES

- Prior to working with blood or bodily fluids, lab personnel must complete Bloodborne Pathogen training, and read and understand the [University Bloodborne Pathogen Exposure Control Plan](#) and [Biohazard Waste Plan](#).
- All procedures involving blood or other potentially infectious materials will 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 will be placed in a container which prevents leakage during collection, handling, processing, storage, transport, or shipping. The container for storage, transporting, or shipping will be labeled or appropriately color-coded and closed prior to being stored, transported or shipped.



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- If contamination of the primary container occurs, the primary container will 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 will 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 will be examined prior to servicing or shipping and will be decontaminated as necessary.

ENGINEERING CONTROLS

- Handwashing facilities are to be readily accessible 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 will wash their hands with soap and running water as soon as possible.
- Employees are required to wash their hands immediately after removal of gloves or other personal protective equipment.
- Contaminated needles and other contaminated sharps will not be recapped or removed.
- Immediately or as soon as possible after use, contaminated reusable sharps will be placed in an appropriate container until properly processed. These containers will be:
 - Puncture resistant
 - Appropriately labeled or color-coded
 - Leakproof on the sides and bottoms
- 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.

Waste Disposal

Laboratories will have distinct collection areas for bio-hazardous waste. Contact your department or the EHS office if you are unsure of the location.

Biohazardous waste collected outside laboratories should be brought to Student Health for proper storage and disposal.

Refer to the [Biohazard Waste Plan](#) for specific information on collection, storage and disposal of any contaminated items.



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Emergency Numbers

Fire and Medical Emergencies	x5911 (911 on cell phone)
Environmental Health and Safety	x3427
FastMed Urgent Care (employees)	(336) 714-4616
Student Health (students only)	x5218
Poison Control	800-222-1222

First Aid

1. In case of skin contact: Take off contaminated clothing and shoes immediately. Wash the area with warm water and soap for at least 15 minutes.
2. In case of eye contact: Rinse thoroughly with plenty of water at eyewash for at least 15 minutes.
3. If swallowed: Do NOT induce vomiting. Never give anything by mouth to an unconscious person. Rinse mouth with water. Call x5911 for medical assistance.
4. Call x5911 and describe the extent of injuries.
5. Report all accidental exposures to your supervisor and Human Resources (employees) or Student Health (students). Strict confidentiality is maintained.

Spill and Accident Procedures

Spill of bio-hazardous materials will 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 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 will be equipped with the appropriate personal protective equipment for the situation, but at a minimum will wear splash eye protection and latex gloves.

Protective clothing, shoes, and a face shield may be required for large quantities of bio-hazardous materials.