

Memorandum**Senior Vice President
Health Services**

DATE: July 13, 2005

To: All Staff and Physicians

FROM: Michele T. Lahey

CC.: Sheila Weatherill

RE: **NEEDLESTICK INJURIES AND WASTE DISPOSAL PROCEDURES**

We have recently received reports of used needles and syringes being discarded in recycling containers. This is to remind you that the presence of biomedical and hazardous waste in the wrong containers can lead to injury. The safety of co-workers, patients, and waste handlers is of the utmost importance. Please use the following procedures to dispose of biomedical and general solid waste:

Biomedical Waste:

- Place needles and syringes in approved clinical sharps containers.
- Place blood and body fluids in yellow biomedical waste pails.
- Place disposable items that are saturated with blood or body fluids, dialysis waste or isolation waste in biomedical waste boxes lined with yellow plastic bags.

General Solid Waste:

- Place general solid waste (used IV tubing, most patient bedside waste, paper towels, food waste, "regular garbage") in a container lined with a dark green or black plastic bag – double bag wet material.
- Wrap sharp materials, such as broken glass, separately to avoid injury during the disposal process.

Attached is a detailed information sheet, which outlines how to manage the disposal of waste materials on a daily basis. Please post this memo and information sheet in an appropriate place as a reminder to follow safe disposal procedures. If you have any questions, **please contact BizWorx at 471-4249.**

Thank you for your attention to this important issue.

(original signed)