

APPENDIX D JEFFERSON LAB PROPERTY MANUAL

Title: Acquisition & Control of Non-Medical Hypodermic Needles & Syringes	Requirement: DOE Order 580.1 Personal Property Management
Number: Appendix D 2 Rev 0	Effective Date: 1 December 2009

I. PURPOSE

This administrative procedure defines the process that will be followed in order to comply with the requirements for acquisition and use of non-medical hypodermic needles and syringes contained in DOE Order 580.1.

II. APPLIES TO

This procedure applies to all staff members involved with the acquisition, approval or use of non-medical hypodermic needles and syringes. (Note: Medical needles and syringes are acquired controlled by Jefferson Lab Medical Clinic following procedures for acquisition, use and disposal of medical “sharps”).

III. PERTIENT JEFFERSON LAB DIRECTIVE

The Jefferson Lab Property Management and Policy Manual.

IV. RESPONSIBILITY

Custodians of Non-Medical Needles and Syringes shall:

1. Generate purchase request for needles and syringes using the correct account code (43-005) and including a statement of intended use.
2. Keep needles and syringes in secure locked cabinet or drawer.
3. Properly dispose of used needles and syringes.

(Note: Grease syringes or other similar devices which are not designed to be mated with a hypodermic needle are not subject to the requirements contained in this appendix.

Commodity Manager:

1. Reviews and has approval authority for all purchase requests for hypodermic needles and syringes.
2. Ensures quantities are commensurate with stated purpose.

Shipping & Receiving Manager:

1. Receives and delivers hypodermic needles and syringes to end user.

2. Informs Controlled Substance Auditor of each delivery of needles and syringes.
3. Provides copies of bill of lading or shipping invoices that provide type and quantity to Controlled Substance Auditor.

Controlled Substance Auditor:

1. Maintains list of all non-medical users of hypodermic needles and syringes and retains history of amount acquired and consumed. Annually conducts audit of each custodian to document on hand quantity and verify that needles and syringes are stored in a secure location and disposed of properly.
2. Provides results of audit to Jefferson Lab Property Manager.

V. PROCESS

The following individuals are designated:

Commodity Manager	Johnie Banks
Shipping & Receiving Manager	Bill Brisiel
Controlled Substance Auditor:	Lawrence Ferbee

Ordering/Receiving/Delivery/Audit:

Custodians of non-medical hypodermic needles and syringes shall order them using a purchase request (PR) with the correct account code for hypodermic needles and syringes and including a brief statement of intended use for the items. The PR will be routed to the Commodity Manager for approval. Shipping & Receiving Manager shall ensure prompt delivery directly to the Custodian and shall provide a copy of the bill of lading or shipping invoice, accurately reflecting the date received to the Controlled Substance Auditor.

Use, Disposal and Inventory Control:

The Custodians shall keep needles and syringes in locked cabinet or drawer. Used non-medical needles and syringes shall be disposed in a “sharps” container provided by the Jefferson Lab Industrial Hygiene Department. When the container is ½ full the custodian shall turn the container over to the Jefferson Lab Medical Clinic for disposal.

At the end of the calendar year the Controlled Substance Auditor shall audit each custodian to verify on hand quantity and proper storage/disposal of hypodermic needles and syringes. The Controlled Substance Auditor shall and submit an annual audit report to the Jefferson Lab Property Manager by 31 October.