

## TRAINING UPDATE

**Lab Location:** GEC, SGMC & WAH  
**Department:** All staff

**Date Distributed:** 6/1/2016  
**Due Date:** 6/30/2016  
**Implementation:** 7/1/2016

### DESCRIPTION OF PROCEDURE REVISION

<b>Name of procedure:</b>
<b>Personal Protective Equipment (PPE) Usage GEC / SGAH / WAH.SA16 v1</b>
<b>Description of change(s):</b>
Section 3: update job titles Section 5: remove CHY, QDNI and EHS Section 6: add phlebotomy SOP  <b>This revised SOP will be implemented on July 1, 2016</b>

Document your compliance with this training update by taking the quiz in the MTS system.

**Approved draft for training (version 1)**

Non-Technical SOP

<b>Title</b>	<b>Personal Protective Equipment (PPE) Usage</b>	
<b>Prepared by</b>	Bryan Mason	Date: 3/24/2011
<b>Owner</b>	Lori Loffredo	Date: 3/24/2011

<b>Laboratory Approval</b>		
<b>Print Name and Title</b>	<b>Signature</b>	<b>Date</b>
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

<b>Review:</b>		
<b>Print Name</b>	<b>Signature</b>	<b>Date</b>

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### 1. PURPOSE

Personal protective equipment (PPE) is an integral part of employee protection from biological, chemical or radiological hazardous materials. Employees required to use PPE must be trained in the use of the PPE.

### 2. SCOPE

This SOP [applies to all laboratory employees.](#)

### 3. RESPONSIBILITY

[Laboratory management is responsible for ensuring compliance with this SOP.](#)

[The Regional Laboratory Director is responsible for review and revision of this SOP as needed.](#)

### 4. DEFINITIONS

**Personal Protective Equipment (PPE)** - Specialized equipment or apparel worn by an employee for the purpose of protection against a hazard. General items of personal apparel such as shirts and pants are not considered to be PPE.

**Readily available** – Available to personnel in adequate quantities at any time work is performed.

### 5. POLICY

- a. Personal Protective Equipment (PPE) shall be made readily available for use by employees. Adequate supplies of PPE shall be maintained ~~in the Chantilly Warehouse and~~ within the work area at all times.

- b. Supervisors shall designate those tasks which require the use of PPE and shall provide training on the use of PPE ~~either through the department or through the Safety Office. The Manager, EHS shall approve the selection and use of all PPE within QDNI.~~ See Appendix A.
- c. Directors, Managers and Supervisors shall be responsible for enforcing the use of required PPE by employees within their department.
- d. Employees **must** use **the designated** PPE ~~designated by department supervisory personnel and/or the Manager, EHS.~~
- e. Disposable PPE contaminated with biological material ~~shall~~ **must** be removed immediately and discarded in the biohazard waste.
- f. Reusable PPE contaminated with biological materials **must** be decontaminated as instructed by the manufacturer. Contaminated reusable PPE shall not be used until the equipment has been decontaminated.
- g. Disposable PPE contaminated with chemical **must** be removed at once and disposed of as chemical hazardous waste.
- h. Reusable PPE contaminated with chemical **must** be removed immediately and decontaminated as instructed by the manufacturer. Contaminated reusable PPE shall not be worn until the equipment has been decontaminated.
- i. Contaminated personal protective equipment may be removed from the work area. Employees **must** remove all PPE prior to leaving the work area.
- j. Reusable PPE shall be cleaned at the expense of the Company. No PPE shall be taken from the work site and cleaned at home.
- k. Employees are required to wear a mask or respirator during direct patient care as specified on the isolation posting when entering an isolation area. Masks and respirators are provided by the Adventist Healthcare hospitals. **Respirator fit testing follows the specific hospital protocol.**

## 6. RELATED DOCUMENTS

Chemical Hygiene Plan, Safety SOP

- Bloodborne Pathogens Exposure Control Plan, Safety SOP
- **Respiratory Protection Certification Process (Fit Testing), Phlebotomy procedure**
- Respiratory Protection Program, Infection Control Policy Manual, Washington and Shady Grove Adventist Hospitals, available on Adventist Healthcare intranet

## 7. REFERENCES

29CFR 1910.1450 *Occupational Exposure to Hazardous Chemicals in Laboratories*, OSHA.

29CFR 1910.1030 Bloodborne Pathogen, OSHA

**8. REVISION HISTORY**

<b>Version</b>	<b>Date</b>	<b>Reason for Revision</b>	<b>Revised By</b>	<b>Approved By</b>
		Supersedes Personal Protective Equipment (PPE) Usage, dated 3/1/2004		
000	5/6/16	Section 3: update job titles Section 5: remove CHY, QDNI and EHS Section 6: add phlebotomy SOP Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13	L. Barrett	L. Loffredo

**9. ADDENDA AND APPENDICES**

Appendix A - Task List of Required Personal Protective Equipment (PPE)

Appendix A

Task List of Required Personal Protective Equipment (PPE)

Required PPE marked with an “X”

Task	Gloves	Face/Eye	Lab Coat	Comments
<b>Handling Specimens</b>				
Handling closed containers of biological/chemical materials	X		X	Employee should make sure caps are tightly secured to containers. Use face/eye PPE if container is in dry ice.
Handling closed containers of biological materials contained inside of closed zip lock bags				Any openings in the skin must be covered.
Handling open containers of biological/chemical materials	X	X	X	
Transferring biological/chemical materials (i.e., pouring, pipetting, etc.)	X	X	X	
Vortexing closed containers of biological/chemical materials	X		X	Vortexing of open containers is <b>not</b> permitted. Make sure cap is secure before vortexing.
Performing work in a biological safety cabinet (BSC) or chemical fume hood	X		X	The BSC face is pulled down to protect the face and eyes.
Plating swabs and environmental cultures outside of the BSC (Microbiology)	X		X	Take care not to “flick” the swab during plating.
Plating biological materials outside of the BSC (Microbiology)	X	X	X	For all unfixed biological matrices
<b>Specimen Collection</b>				
Non-invasive phlebotomy procedures (i.e., urine collection)	X		X	Splitting or pouring urines requires the use of eye/face protection.
Invasive phlebotomy procedures (i.e., blood collection)	X		X	
<b>Waste / Cleaning</b>				
Preparing medical waste for transport or removal	X	X	X	Handle waste bags only by the neck.
Cleaning a spill of biological material/chemical spill	X	X	X	Broken glass and sharps (if any) must be removed from the spill by the use of mechanical means. Hands must <b>not</b> be used to pick up broken glass.
Routine decontamination of work surfaces (end of shift)	X	X	X	

Form revised 3/31/00