

STANDARD OPERATING PROCEDURES

DIVISION OF COMPARATIVE MEDICINE
UNIVERSITY OF SOUTH FLORIDA

SOP#: 031.1

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TITLE: Response to Suspect Exposure to Uncharacterized Human Blood, Tissue, and Body Fluids
SCOPE: All Animal Program Personnel
RESPONSIBILITY: Veterinary Staff, Facility Manager, All Animal Care Personnel, Administrative Coordinator
PURPOSE: To Outline Procedures for Responding to Suspect Occupational Exposure to Uncharacterized Human Blood, Tissue, and Body Fluids

I. PURPOSE

1. To effectively manage occupational suspect exposure to uncharacterized human blood, tissue, and body fluids.

II. RESPONSIBILITY

1. It is the responsibility of each individual to report all work related exposures immediately to their supervisor.
2. Facility Managers are required to maintain a record of information regarding every reported work related injury/exposure following **SOP #029** entitled **Reporting/Tracking Work Related Injury/Illness**.

III. PROCEDURES

1. **Immediate Response to Suspect Exposure:**
 - a. **Immediately following a suspect exposure:**
 1. Needlesticks/cuts and suspect exposures to non-intact skin should be washed with soap and water or suitable antiseptic solution (e.g., Betadine).
 2. Splashes to the mucous membranes should be flushed with copious amounts of water.
 3. Splashes to eyes should be irrigated with clean water, saline or sterile irrigants.
 - b. **Immediately notify your supervisor** of the incident.
 - c. **Immediately notify a health care professional.**
2. Animal Care Staff Supervisors ensure all incidents are **reported to the Facility Manager**.
3. USF employees with suspect **exposures at non-hospital based facilities** (e.g., College of Medicine, nonaffiliated facilities on the Tampa Campus):
 - a. **During regular business hours (M-F 8:00AM – 5:00PM)**
Contact USF Medical Health Administration Office:
813-974-3163 / 974-4403, Pager: 216-0153.
 - b. **After regular business hours**

Contact Infectious Disease Fellow on call at 974-2201.

4. Personnel with suspect **exposures at USF affiliated hospital based facilities** (i.e., H. Lee Moffitt Cancer Center, James A. Haley Veterans' Hospital,) should follow procedures specific for the affiliate hospital described below.
5. **H Lee Moffitt Cancer Center Facilities**
 - a. Staff should be familiar with and follow **Policy #12404-EH-20** entitled "**Employee Health – Blood and Body Fluid Exposure**". (Available electronically via computers maintained by Moffitt IT.
 - b. Complete an occurrence report at the time of injury (Also available electronically).
 1. Non-Moffitt employees must complete the **Patient/Visitor/Other Occurrence Report**.
 - c. **During regular business hours (M-F 8:00AM - 4:30PM)**
Immediately report to Employee Health - Room 28 hospital ground floor, phone 745-4276.
 - d. **After regular business hours**
Immediately report to the administrative coordinator (dial 44 and ask the hospital operator for the administrative coordinator on call).
6. **James A. Haley VA Facility**
 - a. All exposure incidents shall be reported.
 - b. **During regular business hours (M-F 7:30AM - 4:00PM)**
Immediately report to Occupational Health - Room 650 hospital 6th floor, phone 972-2000 ext. 7628, 7199, or 7046.
 - c. **After regular business hours**
Immediately report to the Emergency Department.
7. If you cannot reach the appropriate after hour contact, **USF always has an Infectious Disease Fellow on call after hours at 974-2201.**

Approved:

Date: