

## Body Fluid Precautions (BFP) General Guidelines

### OREGON DEPARTMENT OF CORRECTIONS

#### Operations Division

#### Health Services Section Policy and Procedure #P-D-04.5

SUBJECT: BODY FLUID PRECAUTIONS (BFP)  
GENERAL GUIDELINES

POLICY: Safe handling and disposal of blood and body fluids is essential to minimize the risk of accidental contamination. Each person involved in specimen collection is responsible for his/her own safety and compliance with these safety standards. Careful planning and organization are critical to maintaining a safe working environment.

REFERENCES: NCCHC Standard P-D-04, Diagnostic Services  
NCCHC Standard P-B-01.2, Exposure Control Plan  
OAR 437 Division 2: Subdivision Z: 1910-1030  
DOC Policy 20.6.7, Blood Borne Pathogens

#### PROCEDURE:

- A. All Health Services employees will utilize standard precautions to prevent contact with blood and/or other potentially infectious materials when collecting specimens.
- B. Personal protective equipment (PPE) is available in all health services units and will be used by the employee to protect themselves from exposure to blood and/or other potentially infectious materials.
- C. Hand washing facilities and/or antiseptic hand cleansers are immediately available for employee use after removal of gloves and/or other PPE.
- D. Materials saturated with blood or body fluids will be disposed of into a color-coded, biohazard labeled, leak-proof container.
- E. Spills of blood or body fluids will be cleaned up immediately with an OSHA approved blood borne pathogen cleaning solution (such as Virustat).

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- F. Contaminated needles and sharps may NOT be bent, broke, or recapped. All sharps will be disposed of in a container that meets the following requirements: a) puncture resistant, b) color-coded and labeled biohazardous, c) leak proof on sides and bottom, d) closeable. If needles and sharps are being used in an area without an approved container, i.e., segregation tier, the Health Services staff will take an approved portable container to the site for immediate disposal of needles and sharps. At no time will Health Services staff transport contaminated needles or sharps in any manner other than in an approved disposal container.
- G. All procedures involving blood and/or body fluids will be performed in such a manner as to minimize splashing, spraying, spattering and generation of droplets.
- H. Blood specimens collected in serum separator tubes should not be aliquoted (pipetted) on site. Aliquoting (pipetting) will only be permitted in cases when it is impossible to process the specimen (per Interpath guidelines) without risk of specimen failure. These guidelines will be followed:
  - 1. Appropriate PPE is required, including lab jacket or other barrier, gloves and a face shields will be worn when working with open liquid samples.
  - 2. Use a new disposable pipette for each patient to avoid cross contamination between patients, mouth pipetting is prohibited.
  - 3. See attachment 1 to review Interpath Labs guidelines for aliquoting.
- I. When a syringe is used to obtain a blood specimen, the phlebotomy tubes will be placed in a rack before being penetrated with a needle. Blood culture bottles are always filled while sitting on a counter.
- J. Specimens will be placed in a container, which prevents leakage during collection, handling and transport. All specimens are transported in a color-coded, biohazard labeled container.

Effective Date: \_\_\_\_\_

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Attachment 1  
P&P D-04.5

### INTERPATH LABS—Guidelines for Aliquoting

#### **Aliquoting:**

Use a new disposable pipette for each patient to avoid cross contamination between patients. Transfer serum either by pipetting from red top tubes or by pouring serum off of the SST tube. Avoid contaminating serum with red blood cells. Leave a few drops of serum on the clot. Normally only serum is stored in C-tubes. If plasma is stored, clearly label the tube and indicate what type of plasma – EDTA, heparin, etc.

Transfer tubes in one hand. Double check ID numbers and secondary identifier. Double check that sample type is correct.

Using a disposable graduated pipette, pull up serum from the C-tube and transfer a portion of the serum to transfer tube. Avoid getting bubbles in the samples.

Plasma samples are aliquoted from the centrifuged primary tube, directly into the transfer tube(s). Using a new disposable pipette for each patient, (DO NOT use the serum pipette) remove plasma, being careful to avoid getting red blood cells in the testing aliquot. Be sure the correct type of plasma is used (i.e. LAV-P is from EDTA, GRN-P is from Heparin).

Tightly cap all samples

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