

Update: Purchase of Restricted Items Policy

Policy 3220 Purchase of Restricted Items

which previously completed its full review and approval process, is now published and effective.

This policy is intended to ensure that individuals and departments needing restricted items at the University have the capability to acquire them in compliance with applicable University, state, and federal requirements.

Ordering Information

Due to their critical and/or regulated nature, restricted items may only be ordered via Yale's procurement system and only if all necessary approvals have been obtained. University purchasing cards, personal credit cards, checks, cash or standing orders **may not** be used to order any of these items.

Please review [Policy 3220 Purchase of Restricted Items](#) to ensure adherence.



This issue

- Needlesticks and Other Sharps Exposures/Injuries
- Purchase of Restricted Items Policy
- PPE Policy & Procedure Updates
- Shipping Science Safely: Avoiding Legal and Visa Trouble
- Exposure Control Plan for Bloodborne Pathogens

Needlesticks and Other Sharps Exposures/Injuries

Questions to Ask Before Handling Sharps

- Is the sharp required? Can it be avoided, eliminated or replaced by a safe-sharp device?
- Have I thought about how the sharp will be used before, during or after use?
- What safe sharps work practices can I utilize to prevent exposure?
- Am I able to keep my non-dominant hand out of the direction of the sharp end of the device?
- Have I selected the engineering controls that will help further prevent exposure, such as tweezers, forceps, clamps, brushes with magnetic ends for handling or moving cryostat blades?
- Have I thought about protecting the needle after loading it? One 50 ml Falcon tube can be used as a temporary home for a loaded needle.
- Can a puncture-resistant or cut-resistant glove help protect me?
- Have I discussed with colleagues how to work without harming each other? This includes no-hands pass of sharps in clinical environments, dedicated location for sharps waste, and use of transfer containers if the sharps disposal container cannot be placed in a sterile area.
- Do we know when, where and how the sharps will be utilized during the procedure? Have we discussed where everyone will be minimizing disruption for the person using the sharps?
- Have I received adequate training in handling laboratory animals before working with animals exposed to biohazards? If not, please contact your lab's OARS Liaison.
- Do I feel comfortable using this sharp with biohazards in any environment? If not, please seek training and a competency assessment from senior experienced members of your laboratory.
- Do I have any skin breaks, such as unhealed cuts or lacerations? If yes, have I checked with Yale Employee Health (203-432-7978) before working with biohazards to see if a waterproof bandage and double gloves will offer protection?
- If your protocol absolutely requires the needle to be recapped, have I contacted Yale EHS to get approval to do so from the Yale Biological Safety Committee?

Continued on next page

Basic Rules to Follow When Working with Sharps

- Never recap needles.
- Never bend, break, or otherwise manipulate needles by hand.
- Discard the needle and syringe as an intact unit.
- Position the sharps disposal container in the immediate vicinity of use (within arm's reach).
- Make sure the sharps disposal container is positioned in a manner that allows you to see into the top to prevent accidental sticks from items that are protruding from it.
- Syringes, with or without a needle attached, are regulated as a sharp and must be discarded in a sharp's disposal container.
- Replace and discard sharps disposal containers when they are two-thirds full.
- Keep your non-dominant hand outside of the path of the sharp during use.
- Eliminate sharps in cell culture and use plastic alternatives in their place (no needles or glass Pasteur pipettes).
- Ensure that new personnel are trained, competent and comfortable when working with sharps and biohazards (in both animal facilities and clinics).
- Use cut-resistant and puncture-resistant gloves wherever feasible (contact your [Yale EHS Safety Advisor](#) or Biosafety Office for information on ANSI cut and puncture resistance gloves).
- Use safe sharps devices, such as retractable needles, needles with sliding shields, disposable scalpels whenever possible.
- Never remove a scalpel blade by hand, use forceps, tweezers, clamps, or blade removal and disposal devices like the [ClickSmart blade remover](#).
- Follow Yale EHS's [Cryostat/Microtome Safety Guidelines](#).
- Use engineering controls for cleaning and disinfecting reusable sharps. Never clean them directly with your hands wiping the sharps.

If You Are Exposed to Biological Materials...

1. Immediately wash the exposed area for 15 minutes with soap and water or use and eye wash for 15 minutes for exposure to your eyes, nose, or mouth.
2. Notify your manager or supervisor if available (text is acceptable) and call the EHS Emergency line at 203-785-3555.
3. Call Yale Employee Health Monday-Friday between 8:30 AM and 4:30 PM at 203-432-7978, or Yale Health Acute Care after hours at 203-432-0123 to report the incident and get advice on next steps following the exposure.

Once you return to your workplace, report the incident to Yale's Worker Compensation vendor CorVel at 833-400-7222 to document the event.

Sharps Safety Resources

- [Lessons Learned: Most Common Sharps Injuries](#)
- [Safe Sharps Product Ordering Information](#)
- [Yale Exposure Control Plan for Bloodborne Pathogens](#)
- [International Biosafety Month-Safe Sharps Guidance](#)
- [Yale Biological Safety Manual](#)

If you need assistance in evaluating or implementing safe sharps precautions in your laboratory or clinic, please contact your Safety Advisor or the Biosafety Office at 203-785-3550.

PPE Policy & Procedure Updates

The Laboratory Safety Committee, in collaboration with Environmental Health and Safety (EHS), recently reviewed the University’s [Personal Protective Equipment \(PPE\) Policy](#) and the [Procedure: Selection and Use of Personal Protective Equipment and Attire in Laboratories](#). These documents are designed to ensure that all members of the Yale community—including faculty, staff, and students—understand the proper selection, use, and maintenance of PPE, and to support compliance with established safety standards.

As part of our commitment to continuous improvement, we conduct periodic reviews to ensure that our policies remain accurate and relevant. The latest review resulted in minor updates to the Policy and several key changes to the Procedure, outlined below:

Key Procedure Updates:

- **Laboratory Hazard Assessment Tool (EHS Integrator):**
Must be reviewed and updated when new hazardous materials, conditions, or processes are introduced, and at least every two years.
→ *Frequency of update clarified.*
- **PPE Training Requirements:**
All staff, students, affiliates, and visitors must receive applicable PPE information and training before exposure to laboratory hazards, and at least annually thereafter.
→ *Frequency requirement added.*



New Additions to PPE Requirements

Activity/Task	Potential Exposure	Required PPE
Working at heights (≥4 ft without guardrails)	Fall to lower level (body)	Active fall protection (requires site-specific training)
Handling large volumes of flammable liquids (>4L) or heating flammable liquids	Splashing (eyes/face), fire	Safety glasses*, Nitrile gloves, flame-resistant lab coat
Working with open flames	Burns	Safety glasses*, Nitrile gloves, flame-resistant lab coat
Using an autoclave	Contamination/burns (eyes, face, hands, body)	Lab coat, face shield, heat-resistant apron, heat-resistant gloves

*Note: “Safety glasses” includes ANSI-approved prescription safety glasses with side shields.



Update: Exposure Control Plan for Bloodborne Pathogens

Yale EHS has posted its annual update of the [University's Exposure Control Plan for Bloodborne Pathogens](#) as required by the U.S. Occupational Safety and Health Administration (OSHA). The plan outlines Yale employees with occupational exposure to human blood, body fluids, tissues, and other potentially infectious materials, and provides information on how to work safely when handling these materials.

Shipping Science Safely: Avoiding Legal and Visa Trouble

Earlier this year, a researcher at another institution got into [serious trouble](#) when U.S. Customs and Border Protection discovered undeclared biological materials in their luggage, including frog embryos and microscope slides. They admitted they hadn't declared the samples and, according to [reports](#), even discussed skipping the declaration process with colleagues. The results were [severe](#). Their J-1 visa was revoked, they were detained by ICE, and they now face criminal smuggling [charges](#) with a possible 20-year prison sentence. This story has made headlines internationally, and it's a stark reminder for all of us about why following proper shipping procedures matters.

Why this Matters to You

Shipping scientific samples may feel routine, but mistakes can have serious consequences including:

- losing your visa or travel privileges.
- facing criminal charges or fines.
- damaging your reputation and that of your lab or Yale.

At Yale, we are directed by [Shipping Policy 1430](#) and use the [eShipGlobal](#) platform to help researchers handle shipments safely and legally. The system guides you step by step, helping you:

- describe exactly what you're shipping.
- choose the correct packaging and labels.
- make sure all permits and documentation are in place before you send anything.

EHS is Here to Help

Before any hazardous or regulated materials leave your lab, EHS reviews the shipment in [eShipGlobal](#). This extra layer of oversight ensures materials are classified correctly and handled safely. It also prevents mistakes caused by assuming some samples are "minor" or "routine."

These rules exist for a reason: to protect you, your colleagues, the public, and the environment. Non-compliance, even accidental, can carry serious consequences.

Your Role in Safe Shipping

Ultimately, the responsibility for shipping safely rests with you. Following hazardous materials shipping protocols isn't just bureaucracy, it's part of responsible research.

How EHS and eShipGlobal Support You

- [EHS Shipping Team](#): Reviews and approves shipments to make sure everything is described correctly. Ships materials for researchers when they are not certified to do so (e.g., chemicals and radioactive materials).
- [eShipGlobal](#): Walks you through the shipping process and ensures you have the right documentation.

Working together, these resources make shipping safer, protect our institution, and let your research continue smoothly.