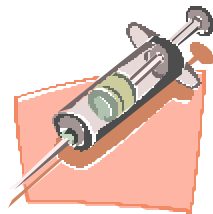


NEEDLE DO'S AND DON'TS

**ALWAYS**

- ✓ Dispose of needles and syringes in a sharps container that is:
  - Rigid
  - Puncture resistant
  - Leakproof on sides and bottom
  - Portable
  - Closeable and sealable
- ✓ Use a one handed technique when recapping needles (see below for description)



**NEVER**

- ✗ Overfill a sharps container
  - (Never let container be more than 2/3rds full)
- ✗ Shear, break, or bend contaminated needles
- ✗ Recap needles UNLESS:
  - New unused needles are removed from unused syringes that still has cap on the needle
  - Required for procedure being done
    - Must use one handed recapping technique
- ✗ Use hand to place cap on needle

**ONE HANDED RECAPPING TECHNIQUE**

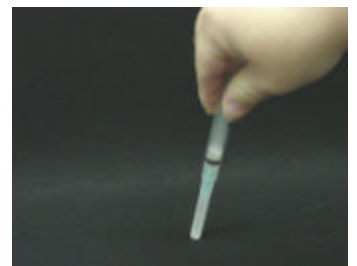
Only recap when absolutely necessary



1. Place cap on hard flat surface.



2. Scoop cap with end of needle so that the cap is sitting on the needle.



3. Press the cap and needle on the hard flat surface until the cap snaps into place.

For any questions regarding needles or any sharps please contact the Safety Office at x6727 or [safety@caltech.edu](mailto:safety@caltech.edu).