

**Procedure
12.11**

**EFFECTIVE
DATE
1-15-02**

**Eugene
Police Department**



Contaminated Uniforms and Equipment

12.11.1 PURPOSE AND SCOPE

Refer also to *Policy 1005 – Exposure Control*.

PART I - Responsibilities and Procedures for All Personnel

- A. Substantial contamination
- B. Minor contamination

PART II - Responsibilities and Procedures for Uniform Stores Personnel

- A. Processing contaminated items

12.11.2 RESPONSIBILITIES AND PROCEDURES FOR ALL PERSONNEL

A. Substantial Contamination

1. If your washable clothing is substantially contaminated by blood or other body fluids:
 - a. Remove the contaminated item to the “bio-hazard” barrel in the open area outside the men’s locker room.
 - b. Prior to placing the item in the barrel, first place the item in a clear bio-hazard bag, a supply of which is located next to the barrel. Then, place the bagged item in a red bio-hazard bag.
 - c. Complete a “Contaminated Article Identification Tag”, a supply of which is located next to the barrel. **Be sure to write your name on the tag.** Using the wire attached to the tag, secure the bag and place the bag in the barrel labeled “bio-hazard laundry.”
 - d. To help assure the return of your clothing, it is recommended you write your name in indelible ink on the shirt tail and inside waistband of all your uniforms.
 - e. Send an e-mail message to the FEU/PCU Supervisor and the Stores Clerk advising them that the item has been placed there.

- f. Once the item has been decontaminated, you will be advised where to retrieve it.
2. Put other contaminated equipment items which are not washable clothing (e.g., handcuffs, batons, shoes) in a red bio-hazard bag and follow the remaining directions listed above.
3. If an item is contaminated to the point it is beyond repair, place it in the white boxes labeled "bio-hazard waste" in the fleet maintenance room.
 - a. If such an item is City-issued equipment or a personal item for which you seek reimbursement, inform your supervisor of its disposition and write a memo documenting the loss.
 - b. Sharps containers needing disposal should also be placed in one of these boxes.
4. Any item placed in either the bio-hazard barrel or the bio-hazard waste boxes (except a sharps container) must be first placed in a red biohazard bag, and the bag closed with tape or a cinch strap. Sharps containers must be taped shut.

B. Minor Contamination

If contamination is minor (e.g., a small spot of blood) you may remove it without risk of personal contamination by donning disposable rubber gloves and cleaning it with soap and water or its equivalent. Allow the cleaned area to air dry.

12.11.3 RESPONSIBILITIES AND PROCEDURES FOR UNIFORM STORES UNIT PERSONNEL

A. Processing contaminated items

1. Ensure that items for decontamination and bio-hazard waste are picked up in a timely manner.
2. When the items have been decontaminated, Logistics will return them to you. You will then inform the involved employee the decontaminated items are ready for retrieval as soon as possible.