



End The Syndemic Tennessee
Harm Reduction Hub

SAFETY & SECURITY PLAN GUIDE

SCAN
HERE

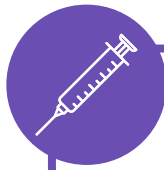
to access the
application



redcap.link/TNSSPApp

Per TN Code § 68-1-136b (2017), approved SSPs must provide “reasonable and adequate security of program sites, equipment, and personnel. Written plans for security shall be provided to the law enforcement offices with jurisdiction in the program location and shall be updated annually.”

This guide provides best practices and topics that are typically included in Safety & Security Plans submitted by approved SSPs. This guide also shows how to receive confirmation that law enforcement has received your plan, per Tennessee requirements.



Syringe collection and disposal

- Procedures
- Disposal company/ partnership
- Needle stick protocol



Testing procedures

- HIV testing
- HCV testing
- STI testing



Supply storage

- Security
- Access to locked supplies
- Inventory



Overview of services and agency

- Operational hours
- Locations
- Board of Directors



Data collection and reporting

- Confidentiality policy
- Intake forms
- TDH requirements
- Evaluation and quality assurance



Staff and volunteer training

- Standard hygiene practices
- Bloodborne pathogen training
- Overdose prevention training
- Harm reduction training



Staff and volunteers

- Personal protective equipment
- Identification, e.g., written verification for limited immunity
- Overdose response kit



Education and outreach

- Educational materials
- Outreach procedures
- Feedback surveys
- Referrals

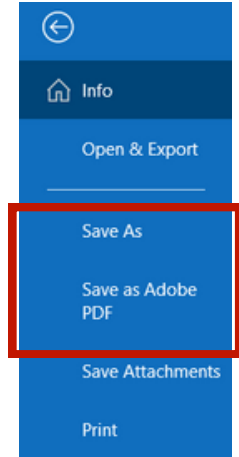
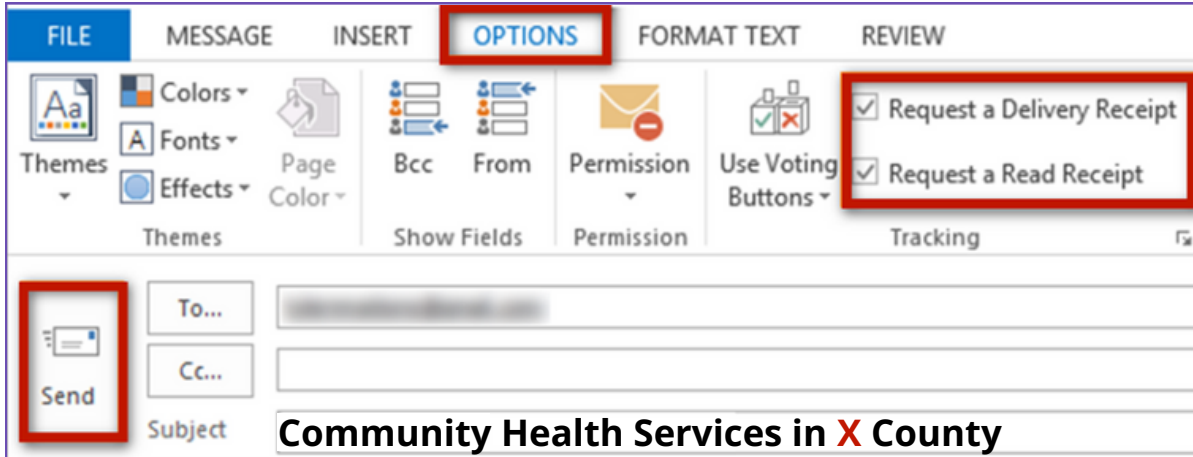
Questions?
Contact SSP.Health@tn.gov



SAFETY & SECURITY PLAN GUIDE DELIVERY & READ CONFIRMATION

It is required per TN Code that the SSP safety and security plan is sent to law enforcement and documentation of submission is required for the SSP application.

Most commonly, this is done through email by requesting a **“Delivery Receipt”** (to show that the email was successfully delivered) **and a “Read Receipt”** (to show that the recipient has read the email). Then, an agency saves the receipts as a PDF and upload it to the SSP application. The screenshots below show how to request receipts and save them as a PDF in Microsoft Outlook.



You can also physically mail the plan to your local law enforcement. If you do so, please request a delivery confirmation and request a signature so the receiving agency must sign to acknowledge they received the plan. Documentation is needed in the SSP application that demonstrate your SSP safety and security plan was delivered and received by law enforcement.

Take a picture of the signature confirmation or scan the documentation into your computer and upload it to the application.

When saving email(s) as a PDF, click “File” on the top header then “Save As” or “Save as PDF” to save the email(s) to your computer.



COMBINING PDFs INTO ONE FILE

There are two main ways to put two files into one. It depends on your file types.

1. If you have two PDFs, you can merge them into one with your computer’s software, Adobe Acrobat, or a PDF merge website.
 - a. There are many websites that provide free instant PDF merge services, including the following:
 - i. <https://smallpdf.com/merge-pdf>
 - ii. <https://www.freepdfconvert.com/merge-pdf>
2. If you have two pictures (JPG/PNG), you can put both pictures into a Word document (or other similar application: Google Docs, Pages, etc.), save the document, and upload it to the application.

Questions?
Contact SSP.Health@tn.gov



Example Safety & Security Documents	Description
<u>Hyde County Health Department (North Carolina): Security Plan for Syringe Exchange Program</u>	This document outlines security procedures and methods for maintaining supply records for an SSP within a health department.
<u>New York State Department of Health AIDS Institute Policies and Procedures for Syringe Exchange Programs</u>	This document serves as guidelines for approved SSPs in New York to develop their own policies and procedures to ensure programs are operating in compliance with State regulations.
<u>Santa Cruz County Health Services Agency Syringe Services Program (SSP) Policy and Procedures</u>	This document outlines the policy and procedures followed by one SSP in California to clarify the requirements as stated in the California Health and Safety Code.
<u>DC NEX: District of Columbia Needle Exchange Programs Policy and Procedure Manual</u>	This document serves as guidelines for approved Needle Exchange Programs (NEX) in the District of Columbia for developing their own policies and procedures and to ensure that NEX agencies are in compliance with DC regulations.

Needlestick Injury Guidance	Description
<u>National Harm Reduction Coalition Guide to Managing Syringe Access Programs: Needlestick Protocols</u>	This manual outlines the process of developing and starting an SSP, and this appendix specifically describes best practices when a needlestick happens at an SSP.
<u>CDC Stop Sticks Campaign: What to do following a sharps injury</u>	This website outlines what to do following a sharps injury (“post-exposure”) specifically related to possible HBV, HCV, and HIV exposure.

Additional Recommended Trainings for Staff and Volunteers

- Motivational Interviewing
- De-escalation/Conflict management
- Boundary setting
- Burnout
- Mental health first aid
- Basic wound care
- CPR