

TN Syringe Services Program (SSP) Application Safety & Security Plan Guide

LEGISLATIVE BACKGROUND

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.

Please reach out to SSP.Health@tn.gov if you need any assistance.

EXAMPLE TOPICS TO INCLUDE

Tennessee SSP Legislation language – TN Code § 68-1-136b ([2017](#))

Syringe Collection and Disposal

- Collection and disposal standard operating procedures
- Disposal company/partnership
- Needle stick protocol

Supply Storage & Security

- Access to locked supplies – Ex. “Any supplies will be locked behind a door, within a locked storage cabinet, and only employees will have keys to access said cabinet.”
- Inventory documentation

Data Collection and Reporting

- Confidentiality Policy
- Intake forms
- Tennessee Department of Health requirements for annual SSP reporting
- Evaluation and Quality Assurance

Staff/Volunteer Rules and Code of Conduct

- Personal protective equipment
- Identification (including participant ID card)
- Procedure for employees to use/carry naloxone
- Staff/Volunteer required training

Please direct any questions to SSP.Health@tn.gov.

Testing Procedure

- If conducting HIV, STI, and/or HCV testing at SSP, include testing procedures/protocols.

Prevention, Education, and Outreach

- Referral process
- Feedback surveys, other means of participant input
- Outreach procedures

Overview of Services

- Operational hours
- Locations
- Board of Directors

Clients

- Clients with children
- Warnings, termination of participation

EXAMPLE DOCUMENTS

[Hyde County Health Department \(North Carolina\): Security Plan for Syringe Exchange Program](#)

This document outlines security procedures and methods for maintaining supply records for an SSP within a health department.

[New York State Department of Health AIDS Institute Policies and Procedures for Syringe Exchange Programs](#)

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.

[Santa Cruz County Health Services Agency Syringe Services Program \(SSP\) Policy and Procedures](#)

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.

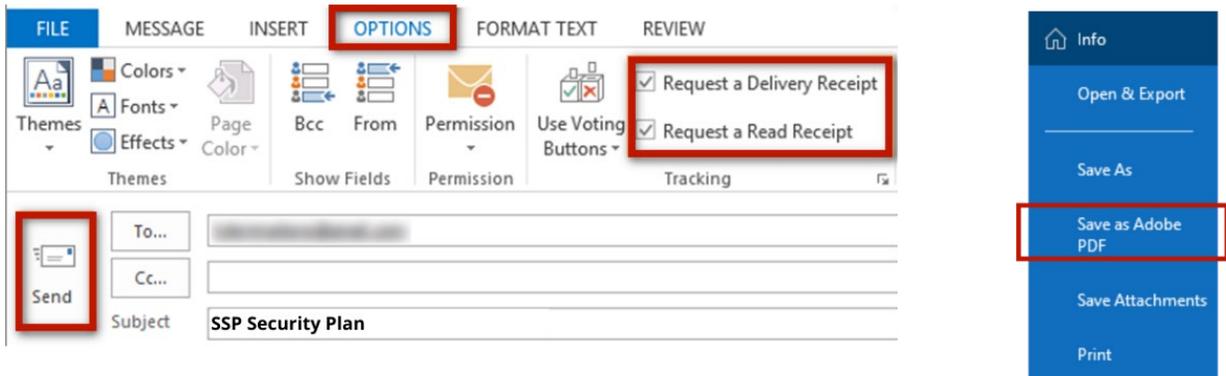
[DC NEX: District of Columbia Needle Exchange Programs Policy and Procedure Manual](#)

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.

DELIVERY AND READ RECEIPTS

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.



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

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. If you need help merging your PDFs, please reach out to SSP.Health@tn.gov.
 - 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.