

Operating Requirements for State-Certified SEPs

Applicant organizations must submit the following plans with their applications:

Syringe Dispensing Plan

The syringe dispensing plan must:

1. Be designed to provide new, sterile syringes to meet the needs of participants in accordance with the recommendations made by the U.S. Public Health Service, published in the Center for Disease Control and Prevention's *Medical Advice for Person Who Use Injection Drugs, 1997*, to support the use of a new, sterile syringe for each injection, and
2. Track the number of syringes dispensed.

Syringe Collection and Sharps Waste Disposal Plan Requirements

The syringe collection and sharps waste plan must:

1. Be designed to maximize return of used syringes without increasing risk of needlestick injury to staff or program participants, and
2. Track number of syringes returned in a manner that eliminates direct handling of sharps waste and does not interfere with service provision, and
3. Include a needlestick injury protocol and a plan for ensuring staff and participant familiarity with the protocol, and
4. Include sharps waste disposal education that ensures staff and participants are familiar with state law regulating proper disposal of home-generated sharps waste as referenced in [Health and Safety Code Section 118286](#) and
5. Include a plan and budget for sharps waste disposal, or an explanation if no cost is associated with the sharps waste disposal.

Service Delivery Plan Requirements

The service delivery plan must:

1. Include direct provision of the following services:
2. Include direct provision or referrals for the following services: Education and supplies for safer sex practices, and
3. Participant confidentiality protocols.

Data Collection and Program Evaluation Plan Requirements

The data collection and program evaluation plan must:

1. Incorporate evaluation data into program design, and
2. Use the department-designed data reporting method to collect the following data elements:
 - a. The total number of persons served;
 - b. The total number of syringes and needles dispensed, collected and disposed of; and
 - c. The total number and types of referrals made to drug treatment and other services.

Community Relations Plan Requirements

The community relations plan must:

1. Record adverse incidents and positive interactions between local law enforcement and SEP staff, volunteers or participants in their role as program participants;
2. Document concerns and positive feedback expressed by program participants, community members, neighborhood associations and/or local law enforcement officials; and
3. Document steps the program has taken to address any reasonable concerns.