

## Biological Decontamination & Spill Clean-up Plan Template

This template can be used in writing lab specific SOPs (Standard Operating Procedures). Should be posted in the lab for workers reference and reviewed with workers annually. May also be attached to IBC forms to answer question # 5 in SOP section. **The top section and any Lab Specific Requirements must be filled in.**

<b>P.I./Lab Supervisor:</b> <b>Lab Location:</b>		<b>Emergency Contact Info:</b> (report all spills to P.I. or Lab Supervisor)	
<b>Biological Agent (s)</b>	<b>Type of Disinfectant/Notes on Use</b>	<b>Cleanup Procedures (bench tops, centrifuges, etc.)</b>	
<p><b>Spill Response Equipment</b></p> <ul style="list-style-type: none"> <li>▪ Written spill procedure including emergency phone numbers</li> <li>▪ Disinfectant suitable for biological materials being used</li> <li>▪ Paper towels, gloves, shoe covers, safety goggles</li> <li>▪ Forceps to pick up sharps, including broken glass</li> <li>▪ Sharps container for broken glass, etc.</li> <li>▪ Squeegee &amp; dust pan that can be decontaminated</li> <li>▪ Biohazard bags (red bags or autoclave clear bags for 60 minutes at 121°C)</li> </ul> <p><b>Lab Specific Requirements:</b></p> <div style="background-color: #e0e0e0; height: 20px; width: 100%;"></div>		<p><b>Large spills (greater than 100ml) within or without of the biological safety cabinet:</b></p> <ul style="list-style-type: none"> <li>▪ Evacuate room, close doors, prevent others from entering, and wait 30 minutes for aerosols to settle.</li> <li>▪ Follow procedures for small and moderate spills.</li> </ul> <p><b>Lab Specific Requirements:</b></p> <div style="background-color: #e0e0e0; height: 20px; width: 100%;"></div>	
<p><b>Small and moderate spills outside the biological safety cabinet:</b></p> <ul style="list-style-type: none"> <li>▪ Remove any contaminated clothing and put in autoclavable bag. Be aware that autoclaving may damage fabric.</li> <li>▪ Notify other workers in the area of the spill and control traffic through area.</li> <li>▪ Wear shoe covers and safety goggles if spill is on floor, may be splashed beyond immediate area of spill.</li> <li>▪ Put on gloves and cover spill area with paper towels.</li> <li>▪ Pour disinfectant over towels from edges of spill to center, be careful not to splatter.</li> <li>▪ Decontaminate all objects in spill area.</li> <li>▪ Allow 20-30 minutes of contact time.</li> <li>▪ Pick up any sharps, including broken glass, with forceps and place in sharps container.</li> <li>▪ Use squeegee and dust pan to recover any shards of broken glass in contaminated liquid.</li> <li>▪ Wipe area with disinfectant and clean towels, mop if spill on floor.</li> <li>▪ Remove gloves and foot covers before leaving area of the spill, put in biohazard bag, and wash hands.</li> </ul> <p><b>Lab Specific Requirements:</b></p> <div style="background-color: #e0e0e0; height: 20px; width: 100%;"></div>		<p><b>For small spills in a biological safety cabinet:</b></p> <ul style="list-style-type: none"> <li>▪ Wipe down all interior cabinet surfaces with appropriate disinfectant.</li> <li>▪ Wipe down all supplies and equipment in cabinet.</li> </ul> <p><b>Lab Specific Requirements:</b></p> <div style="background-color: #e0e0e0; height: 20px; width: 100%;"></div>	
<p><b>For any spills of agents that are transmitted by inhalation, such as <i>Mycobacterium tuberculosis</i>, evacuate the lab immediately, close the door, do not allow any one to enter the lab, remove any contaminated clothing, wash exposed skin with soap and water, call the Biosafety Officer for assistance at 626-6002.</b></p>		<p><b>For moderate spills in a biological safety cabinet, follow general spill procedures plus:</b></p> <ul style="list-style-type: none"> <li>▪ Leave the cabinet running.</li> <li>▪ Wipe down all interior surfaces.</li> <li>▪ Determine if spill has gone beyond the work surface such as in the grilles or side seams. Disassemble and decontaminate if necessary.</li> <li>▪ If the cabinet has a catch basin below the work surface that may be involved in the spill, flood the basin with disinfectant. Do not use alcohol as a large quantity of alcohol presents a flammable hazard. Clean basin after 20 minutes.</li> <li>▪ Autoclave or wipe down all items in cabinet with disinfectant.</li> <li>▪ Let cabinet run for at least 10 minutes after cleanup.</li> </ul> <p><b>Lab Specific Requirements:</b></p> <div style="background-color: #e0e0e0; height: 20px; width: 100%;"></div>	
<p><b>If Spill Results in a Hazard Exposure ( i.e. face and/or eye splash, cut or puncture with sharps, contact with non-intact skin):</b></p> <ul style="list-style-type: none"> <li>▪ Call 911 (use of a university phone will speed the dispatch process), wash exposed skin with soap and water, flush eyes for 15 min</li> <li>▪ Seek medical attention.             <ul style="list-style-type: none"> <li>- During business hours DEHS suggests that you go to Boynton Health Service Urgent Care. See <a href="#">Boynton's Web site for location and hours</a>. This location is fully prepared to deal with laboratory hazard exposures.</li> <li>- After business hours, DEHS suggests that you go to the Emergency Room at Fairview University Medical Center. Boynton's Web site provides a <a href="#">map and directions to Fairview's ER</a>. This location is fully prepared to deal with laboratory hazard exposures.</li> <li>- If you are outside the Twin Cities area, or if you choose not to go to Boynton or Fairview, you may seek medical attention at the closest available medical facility or your own healthcare provider.</li> </ul> </li> <li>▪ Report the incident to your supervisor as soon as possible, and fill out the appropriate paperwork. The University's Office of Risk Management and Insurance outlines <a href="#">An Employee's Responsibilities</a>, and <a href="#">Supervisor Responsibilities</a> on their Web site.</li> <li>▪ Report all biohazard exposures to the Biological Safety Officer (626-6002).</li> </ul> <p style="margin-left: 40px;"><b>Note:</b> It is important to fill out all of the appropriate paperwork in order to be eligible to collect workers compensation should any complications arise from the hazardous exposure in the future.</p>			