UNIVERSITY OF OTTAWA
BIOLOGICAL SPILL RESPONSE PLAN

P.I./Lab Supervisor: __________________________ Contact Info: __________________________

Room Location: ___________________________ Other contact (name/tel.): __________________________

Biological Agent(s) ___________________________ Risk Classification ___________________________ Mode of Transmission ___________________________ Primary Hazards ___________________________

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<th>SPILL RESPONSE EQUIPMENT</th>
<th>PERSONAL PROTECTIVE EQUIPMENT</th>
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<td>Sharps Container</td>
<td>Eye Protection □</td>
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<td>Paper Towel/Absorbent Material</td>
<td>Forceps</td>
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<td>Biohazard/Autoclave Bag</td>
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CLEAN-UP PROCEDURES

SPILLS WITHIN A BIOLOGICAL SAFETY CABINET

✓ Leave the ventilation on
✓ All items within the cabinet should be disinfected (Walls and surfaces wiped down, equipment wiped down and/or autoclaved)
✓ Cover the spill area with paper towels or absorbent
✓ Material
✓ Soak the spill area with an appropriate. Pour the disinfectant from the outside surface of the absorbent material towards the inside.
✓ Leave on for 20 to 30 minutes
✓ Pick up with absorbent material
✓ Ventilation should run 10-15 minutes

Lab specific requirements:

SPILLS WITHIN A CENTRIFUGE

✓ Leave lid closed and allow aerosols to settle for at least 1 hour (ensure centrifuge is off)
✓ Notify others in the lab not to use the centrifuge (include signage) and inform the lab supervisor.
✓ If possible move the centrifuge or at least the rotors and buckets to a BSC.
✓ Disinfect the centrifuge or rotors and buckets in an appropriate disinfectant, allow at least 20 to 30 minutes of contact time.
✓ Carefully retrieve any broken glass from inside the centrifuge using forceps and place in a sharps container.
✓ Drain the disinfectant.
✓ Thoroughly wipe down the inside of centrifuge and all parts including the lid with paper towels soaked in disinfectant.
✓ Rinse both the rotors and the inside.

Lab specific requirements:

SPILLS DURING TRANSPORT

✓ Clean-up must be initiated immediately (as hallways are not negatively pressured)
✓ Follow directives for spills occurring in an open environment.

SPILLS OF BLOOD & BODILY FLUIDS

✓ Follow directives for spills occurring in an open environment.
✓ Ensure disinfectant is re-applied after initial cleaning.
✓ Wait 20-30 minutes to allow the disinfectant to work.
✓ Wash hands thoroughly and repeatedly, change gloves often to avoid contamination.

Lab specific requirements:

DECONTAMINATION & DISPOSAL

✓ Dispose of clean-up materials in appropriate biohazard container/bags. Where required, decontaminate (autoclave) prior to disposal.
✓ Contaminated equipment and clothing must also be decontaminated.

REPORTING

Report the spill to:
✓ Lab supervisor/Principle Investigator
✓ ORM 562-5800 x 5892
✓ Protection Services 562-5800 x 5411

Report injuries to:
✓ UOttawa online Accident, Incident or Occupational Disease Form

Reports should include:
✓ Your name
✓ Exact location of spill
✓ Contact information where you can be reached
✓ Type of emergency
✓ The details and action taken