

**UNIVERSITY OF OTTAWA  
BIOLOGICAL SPILL RESPONSE PLAN**

<b>P.I./Lab Supervisor:</b>		<b>Contact Info:</b>	
<b>Room Location:</b>		<b>Other contact (name/tel.):</b>	
Biological Agent (s)	Risk Classification	Mode of Transmission	Primary Hazards
<b>SPILL RESPONSE EQUIPMENT</b>		<b>PERSONAL PROTECTIVE EQUIPMENT</b>	
Disinfectant: _____ Sharps Container _____ Paper Towel/Absorbent Material _____ Forceps _____ Biohazard/Autoclave Bag _____ Other: _____		Lab Coat <input type="checkbox"/> Gloves <input type="checkbox"/> Eye Protection <input type="checkbox"/> Face Protection <input type="checkbox"/> Respirator <input type="checkbox"/> Other: _____	
<b>CLEAN-UP PROCEDURES</b>			
<b>SPILLS WITHIN A BIOLOGICAL SAFETY CABINET</b>  <ul style="list-style-type: none"> <li>✓ Leave the ventilation on</li> <li>✓ All items within the cabinet should be disinfected (Walls and surfaces wiped down, equipment wiped down and/or autoclaved)</li> <li>✓ Cover the spill area with paper towels or absorbent material</li> <li>✓ Soak the spill area with an appropriate. Pour the disinfectant from the outside surface of the absorbent material towards the inside.</li> <li>✓ Leave on for 20 to 30 minutes</li> <li>✓ Pick up with absorbent material</li> <li>✓ Ventilation should run 10-15 minutes</li> </ul> <b>Lab specific requirements:</b>  		<b>SPILLS IN OPEN AREAS (I.E. LABORATORY)</b>  <ul style="list-style-type: none"> <li>✓ Notify others.</li> <li>✓ <i>If an aerosol is generated (or the risk exists), hold your breath and quickly leave the lab. Close the door and post a warning sign. Evacuate the area for at least 30 minutes to allow aerosols to settle.</i></li> <li>✓ Remove any contaminated clothing</li> <li>✓ Thoroughly wash exposed skin with soap and water.</li> <li>✓ Cover the spill area with paper towels or absorbent material</li> <li>✓ Using an appropriate concentrated disinfectant cover the spill area. Pour disinfectant from the outside, towards the inside of the spill. <i>For more hazardous substances, allow the disinfectant to act for 20 minutes.</i></li> <li>✓ Pick up any broken glass with forceps and place in a sharps container.</li> <li>✓ Pick up with absorbent material</li> <li>✓ All adjacent areas should also be disinfected or wiped down.</li> </ul> <b>Lab specific requirements:</b>  	
<b>SPILLS WITHIN A CENTRIFUGE</b>  <ul style="list-style-type: none"> <li>✓ Leave lid closed and allow aerosols to settle for at least 1 hour (ensure centrifuge is off)</li> <li>✓ Notify others in the lab not to use the centrifuge (include signage) and inform the lab supervisor.</li> <li>✓ If possible move the centrifuge or at least the rotors and buckets to a BSC.</li> <li>✓ Disinfect the centrifuge or rotors and buckets in an appropriate disinfectant, allow at least 20 to 30 minutes of contact time.</li> <li>✓ Carefully retrieve any broken glass from inside the centrifuge using forceps and place in a sharps container.</li> <li>✓ Drain the disinfectant.</li> <li>✓ Thoroughly wipe down the inside of centrifuge and all parts including the lid with paper towels soaked in disinfectant.</li> <li>✓ Rinse both the rotors and the inside.</li> </ul> <b>Lab specific requirements:</b>  		<b>SPILLS DURING TRANSPORT</b>  <ul style="list-style-type: none"> <li>✓ Clean-up must be initiated immediately (as hallways are not negatively pressured)</li> <li>✓ Follow directives for spills occurring in an open environment.</li> </ul> <b>SPILLS OF BLOOD &amp; BODILY FLUIDS</b>  <ul style="list-style-type: none"> <li>✓ Follow directives for spills occurring in an open environment.</li> <li>✓ Ensure disinfectant is re-applied after initial cleaning.</li> <li>✓ Wait 20-30 minutes to allow the disinfectant to work.</li> <li>✓ Wash hands thoroughly and repeatedly, change gloves often to avoid contamination.</li> </ul> <b>Lab specific requirements:</b>  	
<b>DECONTAMINATION &amp; DISPOSAL</b>			
<ul style="list-style-type: none"> <li>✓ Dispose of clean-up materials in appropriate biohazard container/bags. Where required, decontaminate (autoclave) prior to disposal.</li> <li>✓ Contaminated equipment and clothing must also be decontaminated.</li> </ul>			
<b>REPORTING</b>			
Report the spill to: <ul style="list-style-type: none"> <li>✓ Lab supervisor/Principle Investigator</li> <li>✓ ORM 562-5800 x 5892</li> <li>✓ Protection Services 562-5800 x 5411</li> </ul> Report injuries to: <ul style="list-style-type: none"> <li>✓ UOttawa online <a href="#">Accident, Incident or Occupational Disease Form</a></li> </ul>		Reports should include: <ul style="list-style-type: none"> <li>✓ Your name</li> <li>✓ Exact location of spill</li> <li>✓ Contact information where you can be reached</li> <li>✓ Type of emergency</li> <li>✓ The details and action taken</li> </ul>	