UNIVERSITY OF OTTAWA
BIOLOGICAL SPILL RESPONSE PLAN

P.I./Lab Supervisor: Contact Info:

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

<table>
<thead>
<tr>
<th>Biological Agent(s)</th>
<th>Risk Classification</th>
<th>Mode of Transmission</th>
<th>Primary Hazards</th>
</tr>
</thead>
</table>

SPILL RESPONSE EQUIPMENT

<table>
<thead>
<tr>
<th>Disinfectant:</th>
<th>Sharps Container</th>
<th>Lab Coat</th>
<th>Gloves</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper Towel/Absorbent Material</td>
<td>Forceps</td>
<td>Eye Protection</td>
<td>Face Protection</td>
</tr>
<tr>
<td>Biohazard/Autoclave Bag</td>
<td>Other:</td>
<td>Respirator</td>
<td>Other:</td>
</tr>
</tbody>
</table>

PERSONAL PROTECTIVE EQUIPMENT

| | Lab Coat | Gloves |
| | Eye Protection | Face Protection |
| | Respirator | Other: |

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
- Soak the spill area with an appropriate disinfectant. 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
- Protection Services 562-5800 x 5411
- 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