

**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
SPILL RESPONSE EQUIPMENT		PERSONAL PROTECTIVE EQUIPMENT	
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: _____	
CLEAN-UP PROCEDURES			
SPILLS WITHIN A BIOLOGICAL SAFETY CABINET <ul style="list-style-type: none"> ✓ 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 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 IN OPEN AREAS (I.E. LABORATORY) <ul style="list-style-type: none"> ✓ Notify others. ✓ <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> ✓ Remove any contaminated clothing ✓ Thoroughly wash exposed skin with soap and water. ✓ Cover the spill area with paper towels or absorbent material ✓ 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> ✓ Pick up any broken glass with forceps and place in a sharps container. ✓ Pick up with absorbent material ✓ All adjacent areas should also be disinfected or wiped down. Lab specific requirements: 	
SPILLS WITHIN A CENTRIFUGE <ul style="list-style-type: none"> ✓ 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 <ul style="list-style-type: none"> ✓ 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 <ul style="list-style-type: none"> ✓ 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			
<ul style="list-style-type: none"> ✓ 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: <ul style="list-style-type: none"> ✓ Lab supervisor/Principle Investigator ✓ Protection Services 562-5800 x 5411 Report injuries to: <ul style="list-style-type: none"> ✓ uOttawa online Accident, Incident or Occupational Disease Form 		Reports should include: <ul style="list-style-type: none"> ✓ Your name ✓ Exact location of spill ✓ Contact information where you can be reached ✓ Type of emergency ✓ The details and action taken 	