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| **Name of Institution** |
| Completion Date: | Completed By: |

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| **Spill Inside a Centrifuge** |
| Rev Date: DD MON YYYY |
| **Step** | **Action** | **Complete** |
| 1 | If there are noises coming from the centrifuge or it does not sound as if it is operating correctly, stop work immediately and treat the incident as a potential exposure. |  |
| 2 | Immediately leave the lab.* Inform others in the area.
* Post spill signage and inform Principal Investigator (PI) and Biosafety Officer (BSO).
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| 3 | After 30 minutes and consultation with the BSO/Responsible Official (RO), don appropriate PPE and re-enter the lab to clean up the spill. |  |
| 4 | Remove the rotor or safety bucket from the centrifuge and transport them to the biological safety cabinet. * Wipe down the outside of the rotor or safety bucket with an appropriate disinfectant.
* Keep the rotor or safety bucket sealed until the centrifuge has been disinfected.
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| 5 | If the seal on the rotor or safety bucket was properly working, the spill should be contained inside the rotor or the safety bucket. In this case, simply wipe down all internal surfaces of the centrifuge with an appropriate disinfectant. |  |
| 6 | If there is evidence of a spill inside the centrifuge, place disinfectant-soaked paper towels on any liquid and on the sides and bottom of the centrifuge chamber and allow a 30-minute contact time. * After the appropriate contact time, wipe up the spill and use freshly soaked paper towels to re-wipe all surfaces of the centrifuge.
* Discard waste into a biohazard container.
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| 7 | Once the centrifuge has been thoroughly decontaminated, carefully open the rotor or safety bucket inside the BSC.* Remove any tubes that were not broken and disinfect the exterior with an appropriate disinfectant.
* Remove any broken tubes/pieces with forceps and place them inside a sharps container.
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| 8 | Fill tube holes with an appropriate disinfect and allow the rotor or safety bucket to sit in the BSC for 30 minutes. |  |
| 9 | After the appropriate contact time, finish cleaning the rotor or safety bucket inside the BSC. * The liquid inside the tube holes can be collected with a pipette.
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| 10 | Dry the inside of tube holes with paper towels. Forceps can be used to assist with drying.* If the holes are small (i.e., microfuge tubes), use a cotton-tipped applicator to assist with drying.
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| 11 | Record the spill in the facility spill log.  |  |
| 12 | If there are any formal reporting requirements, coordinate with appropriate individuals to complete the task. |  |