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

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| **Spill Outside of Containment** | | |
| Rev Date: DD MON YYYY | | |
| **Step** | **Action** | **Complete** |
| 1 | Immediately leave the lab.   * Inform others in the area. * If clothing is known (or suspected) to be contaminated, remove the clothing (before leaving the lab) and wash all contaminated body areas as well as the arms, face, and hands.   + If possible, don a respirator. * Post spill signage and inform the Principal Investigator (PI) and Biosafety Officer (BSO). |  |
| 2 | After 30 minutes and consultation with the BSO/RO, don appropriate PPE and re-enter the lab to clean up the spill. |  |
| 3 | Cover and contain the spill by placing paper towels on the liquid.   * Pour a fresh bleach solution or another appropriate disinfectant (**do not use spray bottles**) on the paper towels, working from the outer edge of the towels to the inside. * Let the disinfectant sit for 30 minutes. |  |
| 4 | Doff PPE and exit laboratory. Ensure spill signage is still posted to prevent others from entering. |  |
| 5 | After 30 minutes, don appropriate PPE and re-enter the lab to finish the clean-up of the spill. |  |
| 6 | Collect disinfectant soaked paper towels, pick up sharps with tongs, and perform one last wipe down with an appropriate disinfectant.   * When wiping up the spill, be sure to use inward motions as not to spread the affected area. |  |
| 7 | Record the spill in the facility spill log. |  |
| 8 | If there are any formal reporting requirements, coordinate with appropriate individuals to complete the task. |  |