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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).
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| 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.
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| 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.
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| 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. |  |