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

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| **Spill Inside a Biological Safety Cabinet (BSC)** | | |
| Rev Date: DD MON YYYY | | |
| **Step** | **Action** | **Complete** |
| 1 | Contain the spill with paper towels, soak with an appropriate disinfectant, and allow it to sit for 30 minutes.   * Disinfectant should also be poured down the front grill as the spill likely migrated through the grill. |  |
| 2 | During the 30-minute contact time, notify the Principal Investigator (PI) and Biosafety Officer (BSO)/Responsible Officer (RO) about the spill. |  |
| 3 | After 30 minutes, collect the soaked paper towels that contain the spill and surface decontamination the entire BSC.   * Be sure to use inward motions as not to further spread the spill area. * The front exhaust grill and tray should also be lifted up, and all surfaces wiped; any liquid should be collected from the drain pans and disinfected with appropriate disinfectant. |  |
| 4 | Record the spill in the facility spill log. |  |