UBC Biosafety Committee 102 - 6190 Agronomy Rd. Vancouver BC, V6T 1Z3	Standard Operating Procedure	**IBC-SOP-003**
	General Use	Effective date: November 20, 2013. Review date: March 6, 2015. Supersedes: April 30, 2014.

Biological Spill Clean-up

1. SCOPE

This document describes the general steps when handling a risk group 2 spill clean up.

2. RESPONSIBILITY

Prior to working with any risk group 2 biological materials, every worker must be appropriately trained on how to clean up a biological spill. It is the responsibility of the supervisor to ensure that workers are aware of:

- Risks associated with the biological material that they are working with
- Appropriate decontaminant that is effective against the biological material
- Paperwork that needs to be filed as a result of the biological spill.

After the training takes place, the training must be documented in accordance to WorkSafe BC, CFIA and PHAC regulations.

3. PERSONAL PROTECTIVE EQUIPMENT

Whenever performing a biological spill clean-up the following should be worn:

- Laboratory coat,
- Splash goggles,
- Gloves and
- Booties (optional)

4. MATERIALS

Basic Biological Spill Clean-up Kit should contain

- Written spill clean-up procedure
- Gloves, protective clothing, and safety glasses
- Tape or marking pencil to mark off spill area
- Biohazard Spill Notice (Keep out) sign

- Appropriate chemical disinfectant (check expiry date and dilution) – 5% Wescodyne or 5-10% bleach (5000ppm hypochlorite) are most common
- Absorbent material (paper towel, incontinent pads, cloth rags or absorbent carbon pads
- Disposal bags – leak proof, autoclavable, and labeled (biohazard tags)
- Sharps collector and forceps for picking up broken glass or sharps
- Paper, Incident/Accident Report form and pencil to document the spill and any possible personnel exposure

5. REFERENCES AND DEFINITIONS

UBC Laboratory Biosafety Manual

6. PROCEDURE

6.1. What follows is a generic spill clean-up procedure only. The spill control procedure you follow in your laboratory must be appropriate for your agents, your lab, and your equipment and procedures. Your clean-up procedure must consider the safety of all personnel involved.

6.1.1. Immediately notify other individuals in the area that there has been a biohazard spill.

NOTE: If the spill is large enough that it can travel then immediately block the path of the liquid with absorbent material. This may be a lab coat, paper towel or absorbent decontaminant.

6.1.2. If there is any hazard associated with aerosol release, everyone should immediately leave the area. If necessary, block access to the area and mark with a Biohazard Spill Notice sign. Allow at least 30 minutes for the aerosols to settle before re-entering. Notify the supervisor and the Biosafety Officer (822-2029). If the spill is greater than 1 litre phone the Hazardous Materials Response Unit of the Vancouver Fire Department at 822-4567 or 911.

6.1.3. Individuals involved in the spill should check for contamination of clothing, footwear, and skin and take the appropriate action according to their specific spill control protocol prior to attempting spill clean-up.

6.1.4. Put on the appropriate personal protective equipment – minimum of lab coat, appropriate gloves, and goggles/face shield. If the spill is on the floor wear shoe covers, and if there is a respiratory concern (and you have been fit tested) a respirator may be worn.

6.1.5. Identify the area requiring clean-up and decontamination, allowing sufficient area for any splattering or drying which may have occurred.

6.1.6. Set up a disposal bag and sharps container to allow easy discarding of contaminated clean-up materials.

6.1.7. Make up a working solution of the appropriate decontaminant. This should be placed in a deep tray or bucket.

6.1.8. Use absorbent materials (i.e. paper or cloth towels) to work the decontaminant into the area of the spill.

6.1.9. Place absorbent material on the main spill area. Place gently so as not to produce any aerosols.

6.1.10. Then working out to in, cover the remaining contaminated area in absorbent material. Once entire area is covered gently pour the decontaminant on the absorbent material until it is completely saturated. Once saturated begin counting the contact time (usually 20-30 minutes depending on decontaminant used).

6.1.11. Place the used absorbent material into the disposal bag. Mop up remaining decontaminant with additional absorbent material and dispose.

6.1.12. Carefully remove gloves and place with the other contaminated materials in clearly marked Biohazard containers for further decontamination or disposal.

DO NOT immediately autoclave bags containing organic matter and oxidizing agents such as bleach. Autoclave once the bleach or hydrogen peroxide has had time to oxidize, usually 24-48 hours.

6.1.13. Wash hands thoroughly with mild soap and water. (UBCV-RMS-OHS-GDL-14-003)

6.1.14. Complete an “Incident/Accident” Report form.

7. REVIEW AND RETENTION

This SOP is reviewed annually or whenever deemed necessary by the responsible departmental representative, the Biosafety Office in Risk Management Services.

Amendments:

Any amendments to this document must be noted in Section 3.2 of your Biosafety Permit Application. Otherwise this SOP may be documented by its SOP#.

8. DOCUMENT APPROVAL SIGNATURES

Initial Creation Date:	November 20, 2013	
Creator	Biosafety Advisor	IBC Chair
Stephanie Thomson	Stephanie Thomson	Keith Humphries
November 20, 2013	November 20, 2013	April 30, 2014
Revised By:	Stephanie Thomson	March 6, 2015