**SOP-10103 for Biological Spill**

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| **Spillages in the laboratory** | | |
| **1** | Stand back and assess the situation.  If infectious aerosols are a concern, evacuate the laboratory for 1 hr to allow aerosols to settle before attempting to clean up the spill. Cordon off the area to restrict access until the aerosols clear and the clean-up is complete. |  |
| **2** | Remove any contaminated clothing or personal protective equipment and place in a biohazard bag for disposal. Wash your hands! |  |
| **3** | Wear appropriate personal protective equipment (PPE), as a minimum this would include a lab coat, gloves and safety specs (consider the need for overshoes to protect shoes from contamination).    **! If the material spilt is infectious by inhalation spill responders should wear respiratory protective equipment with p3 filtration\*** |
| **4** | Remove any solid/sharp objects using forceps or tongs and place in a rigid container e.g. sharps box. |  |
| **5** | Add an appropriate disinfectant\* to the material spilt – for large quantities of liquid spilt (>50 ml) a concentrated disinfectant should be added to an effective final concentration, e.g. 5ml of neat disinfectant to a 100 ml spill would give a final concentration of 5%.  (\*see risk assessment for details of disinfectants effective against the agent in use). |  |
| **6** | Absorb liquid with paper towels and allow disinfectant to work for 10-30 minutes. See risk assessment for disinfectant contact times. |  |
| **7** | Clean up the spill - working in a circular motion from the outer rim of the spill to the centre. **Do not use a dustpan and brush as this may generate airborne contamination**. |  |
| **8** | Place the clean-up materials in a biohazard bag. |  |
| **9** | Clean down area with disinfectant followed by soapy water and dispose in biohazard bag. |  |
| **10** | Wash hands with soap and water. |  |
| **11** | Remove the PPE you are wearing and wash hands again - for large spills lab coats are to be autoclaved before being sent for cleaning. |  |
| **12** | Arrange for the correct disposal of the waste generated during the clean-up procedure. |  |
| **13** | Report the event to your line manager/ project supervisor and complete an online adverse event report. |  |

# Document Control

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# Amendment Record

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| 1 | July 2018 | New operating procedure |
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