



These biological spill kit instructions share how to safely and effectively clean up biological spills, minimizing the risk of exposure and contamination. They apply to all personnel involved in handling biological materials in laboratory and clinical settings.

In the event of a biological spill, personnel must follow these instructions to clean up the spill and report it immediately. Principle investigators are responsible for making sure personnel receive the proper training and comply with these instructions.

### Materials

- Personal protective equipment (PPE): gloves, lab coat, safety goggles and face mask
- Absorbent materials: paper towels, absorbent pads
- Disinfectant appropriate for the biological agent (e.g., fresh 10% bleach solution)
- Biohazard waste bags and boxes
- Sharps container (if applicable)
- Tongs or forceps (for picking up sharps)
- Spill kit for biohazardous spills

### Procedure

- Immediate response.** Alert others in the area of the spill. Evacuate the area, if necessary, especially if the spill involves a large volume or highly infectious material. Call 8-9834 for emergency assistance.
- Personal protection.** Check to see if you have been contaminated. If so, remove contaminated clothing and place it in a biohazardous waste container. Wear the appropriate PPE before reapproaching the spill area.
- Containment.** Place absorbent materials around the spill to prevent it from spreading.
- Disinfection.** Apply a freshly-prepared disinfectant (appropriate for the material) to the spill area, starting from the outer edges and working towards the center. Allow the disinfectant to sit for the recommended contact time (typically 20 minutes).
- Clean up.** Use absorbent materials to wipe up the disinfectant and spill. Place all contaminated materials in a biohazard waste container. Use tongs or forceps to pick up any sharps and place them in a sharps containers box, if necessary.
- Disposal.** Seal the biohazard waste container and dispose of it in to a biohazard box. Dispose of sharps containers in the box, if necessary.
- Decontamination.** Clean and disinfect any equipment or surfaces that came into contact with the spill. Otherwise, discard the items. Properly remove and dispose of PPE and wash hands thoroughly.
- Reporting.** Report the spill to the VCU Biosafety Office and complete an incident report form.
- Review and training.** Review the incident to identify any procedural improvements. Make sure all personnel are trained on these instructions and any updates.



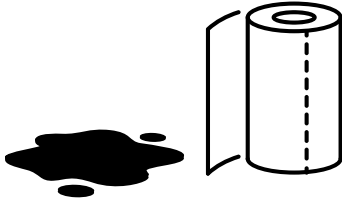
Alert personnel in the area. If the spill is large or enters the grate in a BSC, leave the area.



Check yourself for contamination. Dispose of PPE and wait 20 minutes.



Before re-entering the area, put on the necessary PPE to clean up the spill



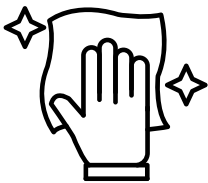
Cover the spill and the area around the spill with absorbent material.



Pour fresh 10% bleach on the absorbent materials in a spiral motion, starting from the outside working in.



Let it sit for 20 minutes.



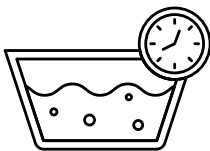
Use the appropriate disinfectant to wipe down contaminated equipment and furniture.



Use forceps, tongs or a broom to clean up sharp objects and other items. Place them in the appropriate container (sharps red bag or regular garbage bag for BSL-1).



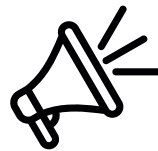
Clean the area again with an appropriate disinfectant.



Decontaminate (autoclave or chemical treatment) your reusable clean-up items.



Remove PPE and wash your hands with soap and water.



Inform lab personnel when the spill clean-up is complete.



Call 8-1392 or email [biosafety@vcu.edu](mailto:biosafety@vcu.edu) to report the spill.