# Appendix II: Spill Response Cue Cards

***Cut out cue cards and post in a highly visible work area***

  

**SPILLS INSIDE THE BIOSAFETY CABINET**

 1. Make sure the cabinet continues to operate. Wait 5 min. to allow aerosols to be pulled through the HEPA filter.

 2. Decontaminate the surfaces within the cabinet wearing protective clothing. Gently cover the spill with absorbent paper towels and apply the appropriate disinfectant starting at the perimeter and working towards the center. Wipe down back and sides within biosafety cabinet.

 \* Note: Examine drain pan for contents of the spill. Disinfect if needed.

 3. Discard soaked paper towels in a biohazard bag. Wipe up residual fluids. Wipe down surfaces with 70% EtOH, discarding towels in a biohazard bag.

 4. After completion allow cabinet blower to run for 10 minutes before resuming work.

**SPILLS INSIDE AN INCUBATOR**

 1. Alert personnel in the vicinity.

 2. Evacuate the room. Close door. Discard potentially contaminated PPE and remove any contaminated clothing. Wash hands thoroughly.

 3. Notify PI.

 4. Don fresh PPE: lab coat or gown, gloves, mask, eye protection.

 5. Cover spill with paper towels.

 6. Soak paper towels with appropriate disinfectant, from perimeter toward the center.

 7. Allow 30 minutes of contact time.

 8. Discarded towels go in biohazard bags. Pick up sharps with tongs & place in sharps container.

 9. Wipe down spill area one final time with appropriate disinfectant.

10. Decontaminate water pan via autoclave.

**SPILLS INSIDE A CENTRIFUGE**

 1. Shut the centrifuge off and do not open lid for 20 minutes to allow aerosols to settle.

 2. Don protective equipment (lab coat, gloves, face shield/goggles).

 3. Open the centrifuge lid and determine whether containment has been breeched.

 4. If there has been no breach of containment, spray rotor with 70% EtOH. Remove rotor and buckets, and safely transport to biosafety cabinet for decontamination. As a precautionary measure, decontaminate the centrifuge chamber.

 5. If a breech of containment has occurred, i.e. rotor buckets are damaged, close centrifuge lid.

 a. Alert personnel in the vicinity.

 b. Evacuate room and wait 30 minutes

 c. Meanwhile, notify Principal Investigator and Risk Management (843-792-3604).

 d. If assistance is needed, request Biosafety Officer when calling Risk Management.

 e. Open lid slowly and add paper towels.

 f. Spray walls of chamber and rotor with 70% EtOH.

 g. Close centrifuge lid for 30 min. contact time.

 h. Finish centrifuge clean-up as for major spill outside the BSC. Transport rotor to BSC.

 i. Open and decontaminate rotor/buckets in the BSC.

 j. With Principal Investigator, write up a report and submit to Biosafety Officer.

**SPILLS OUTSIDE THE BIOSAFETY CABINET**

**Small Spill (<10 mL, localized to small area)**

 1. Alert personnel in the vicinity.

 2. Check for contaminated clothing, including shoes. Decontaminate if necessary.

 3. Evacuate the room. Close door. Discard potentially contaminated PPE, remove and decontaminate any contaminated clothing. Wash hands.

 4. Notify Principal Investigator. Wait for 20 minutes to allow for room air exchanges to clear aerosols through room exhaust.

 5. Don fresh PPE: lab coat or gown, gloves, mask, eye protection.

 6. Cover spill with paper towels.

 7. Soak paper towels with the appropriate disinfectant, from perimeter toward the center.

 8. Allow 30 min. of contact time. Work can continue during contact time.

 9. Discarded towels go in biohazard bags. Pick up sharps with tongs & place in sharps container.

 10. Wipe down spill area one final time with appropriate disinfectant.

**SPILLS OUTSIDE THE BIOSAFETY CABINET**

**Major Spill (>10 mL, localized to small area)**

 1. Alert personnel in the vicinity.

 2. Check for contaminated clothing, including shoes. Decontaminate if necessary.

 3. Evacuate the room. Close door. Discard potentially contaminated PPE and remove any contaminated clothing. Wash hands thoroughly.

 4. Post warning sign: “DO NOT ENTER: Biological spill!”

 5. Wait 20 min. Meanwhile, notify Principal Investigator and Risk Management (843-792-3604).

 6. If assistance is needed, request Biosafety Officer when calling Risk Management.

 7. Don fresh PPE: lab coat or gown, gloves, mask, eye protection.

 8. Re-enter the room, cover spill with paper towels.

 9. Soak paper towels with appropriate disinfectant, from perimeter toward the center.

 10. Allow 30 min. of contact time. Work can continue during contact time.

 11. Discarded towels go in biohazard bags. Pick up sharps with tongs & place in sharps

 container.

 12. Wipe down spill area one final time with appropriate disinfectant.

 13. With Principal Investigator, write up a report and submit to the Biosafety Officer.

**TRANSPORT OUTSIDE THE BL-2 LABORATORY**

1. Viable organisms should only leave the laboratory in a well-sealed primary (inner) and secondary (outer) container with a closable top (a test tube rack inside a tray or a tube in an ice bucket are not acceptable for transport)

 2. The exterior of the secondary container should be wiped down with disinfectant prior to leaving the laboratory so that is can be transported without wearing gloves.

 3. In the unlikely event of a spill, post someone to notify people in the immediate area. Follow the instructions for “spills outside a BSC”. If the area cannot be isolated by closing doors, contact Risk Management for assistance with clean-up (843-792-3604) and Public Safety to help restrict access to contaminated areas (843-792-4196).