



Biological Decontamination & Spill Clean-up Plan Template

This template can be used in writing lab specific SOPs and posted in the lab for reference and annual review. This customized template is a required attachment when IBC forms are submitted. **The top section and any Lab Specific Requirements must be filled in.**

P.I./Lab Supervisor:		Emergency Contact Info:	
Lab Location:		(report all spills to P.I. or Lab Supervisor and Biosafety Officer)	
Biological Agent (s) / r/sNA / Biological toxin	Disinfectant / Concentration / Contact time	Routine Decontamination Procedures (BSC surface, bench top, equipment, etc. Not for spill clean-up.)	
	☐ Bleach / 10% / 30 minutes, OR ☐ Other proven effective disinfectant: Note: some disinfectants are incompatible with bleach therefore should not be mixed.		
Spill Response Equipment: - Written spill procedure including emergency phone numbers - Disinfectant suitable for biological materials being used - Paper towels, gloves, shoe covers, safety goggles - Forceps to pick up sharps, including broken glass - Sharps container for broken glass, etc. - Squeegee & dustpan that can be decontaminated - Biohazard bags (red bags or clear autoclave bags) Lab Specific Requirements (please describe below):		Large spills (>100ml) in or outside of the biosafety cabinet: - Evacuate room, close doors, prevent others from entering, and wait 30 minutes for aerosols to settle. - Follow procedures for small and moderate spills. Lab Specific Requirements (please describe below):	
Small and moderate spills outside the biosafety cabinet: - Remove any contaminated clothing and put in autoclavable bag. Be aware that autoclaving may damage fabric. - Notify other workers in the area of the spill and control traffic through area. - Wear shoe covers and safety goggles if spill is on floor; there may be splashes beyond immediate area of spill. - Put on gloves then cover spill area with paper towels. - Pour disinfectant over towels from edges of spill to center, be careful not to splatter. - Decontaminate all objects in spill area. - Allow 30 minutes of contact time. - Pick up any sharps, including broken glass, with forceps and place in sharps container. - Use squeegee and dustpan to recover any shards of broken glass in contaminated liquid. - Wipe area with disinfectant and clean paper towels, mop if spill on floor. - Remove gloves and foot covers before leaving area of the spill, put in biohazard bag, and wash hands. Lab Specific Requirements (please describe below):		For small spills in a biosafety cabinet: - Leave the cabinet running. - Wipe down all supplies and equipment in the cabinet then move them out of the cabinet. - Cover spill with paper towels, then pour disinfectant over paper towels allowing 30 minutes contact time, then dispose of paper towels in a biohazard bag. - Wipe down all interior cabinet surfaces with appropriate disinfectant. Lab Specific Requirements (please describe below):	
		For moderate spills in a biosafety cabinet, follow general spill procedures plus: - Leave the cabinet running. - Wipe down all supplies and equipment in the cabinet then move them out of the cabinet. - Cover spill with paper towels, then pour disinfectant over paper towels allowing 30 minutes contact time, then dispose of paper towels in a biohazard bag. - Wipe down all interior surfaces with disinfectant. - Determine if spill has gone beyond the work surface such as in the grilles or side seams. Disassemble and decontaminate if necessary. - If the cabinet has a catch basin below the work surface that may be involved in the spill, flood the basin with disinfectant. Do not use alcohol as a large quantity of alcohol presents a flammable hazard. Wipe out basin after 30 minutes. - Let cabinet run for at least 10 minutes after cleanup. Lab Specific Requirements (please describe below):	
		For major spills in a biological safety cabinet: Contact the Biosafety Officer (BSO) (612-626-6002) to determine if professional decontamination is indicated.	

For any spills of agents that are transmitted by inhalation, evacuate the lab immediately, close the door, restrict access, remove any contaminated clothing, wash exposed skin with soap and water, call the BSO for assistance at 612-626-6002.

Follow the **Accident Response Procedures** on the [BOHD website](#) if there is occupational health injury, illness, and exposures.