



VCU

Biological Spill Kit Instructions

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.

Emergency Number: 804-828-9834

Non-Emergency: 804-828-1392

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 and shut the door. Stay out for 20 minutes to allow aerosols to settle. 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 container box, if necessary.
- ☐ **Disposal.** Place the clean up material in a biohazard waste container. Dispose of contaminated sharps or glass in a sharps container and place this container in a biohazard waste container.
- ☐ **Decontamination.** Clean and disinfect, or discard, any equipment or surfaces that came into contact with the spill. Properly remove and dispose of PPE and wash hands thoroughly.
- ☐ **Reporting.** Report the spill to the VCU Biosafety Office (biosafety@vcu.edu).
- ☐ **Review and training.** Review the incident to identify any procedural improvements. Make sure all personnel are trained on these instructions and any updates.



VCU

Biological spill clean up instructions



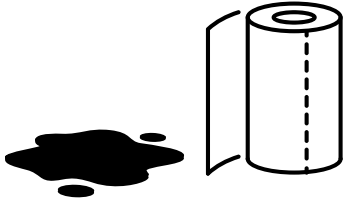
Alert personnel in the area.
For large spills or
emergencies call 828-9834.



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



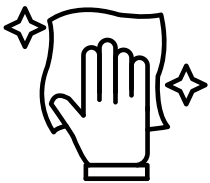
Cover the spill and the area
around the spill with
absorbent material.



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



Let it sit for 20 minutes.



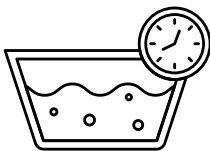
Use the appropriate
disinfectant to wipe down
contaminated equipment and
furniture.



Use forceps, tongs or a broom
to clean up sharp objects and
other items. Place them in the
appropriate container (sharps
red bag, etc.).



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 for non -
emergencies or email
biosafety@vcu.edu to
report the spill.