

SPILL RESPONSE AND EMERGENCY PROCEDURES

A. Biological Spill Response

The following procedures are provided as a guide to bio-hazardous spill cleanup. In each of the following cases, depending on the size of the spill, notify everyone in the lab, and call the EHSRM Department at 468-6034. If a spill is considered too large or too dangerous for laboratory personnel to safely clean up, secure the area (including the entire lab) and call the EHSRM Department immediately for assistance. Call 911 after normal business hours.

1. Spills inside a Bio-safety Cabinet (BSC):

- Wait at least five minutes to allow the BSC to contain aerosols.
- Wear lab coat, safety glasses and gloves during cleanup.
- Allow cabinet to run during cleanup.
- Apply disinfectant and allow a minimum of 20 minutes contact time.
- Wipe up spillage with disposable disinfectant-soaked paper towel.
- Wipe the walls, work surface and any equipment in the cabinet with a disinfectant-soaked paper towel.
- Discard contaminated materials using appropriate bio-hazardous waste disposal procedures (e.g., autoclave or biohazard bag for disposal). Refer to the Waste Disposal section on page 27 for additional information.
- Remove protective clothing used during cleanup and place in an autoclave bag for autoclaving or biohazard bag for proper disposal.
- Run cabinet 10 minutes after cleanup before resuming work or turning cabinet off.
- Disinfect or sterilize reusable items.

2. Spills in the Lab (outside a BSC):

- Clear the area of all personnel.
- Wait at least 15 minutes for aerosols to settle before entering the spill area.
- Remove any contaminated clothing and place in a biohazard bag to be disposed of properly, or an autoclave bag to be autoclaved.
- Put on a disposable gown, safety glasses, and gloves.
- Initiate cleanup with disinfectant as follows:
 - Place dry paper towels on the spill (to absorb liquids); then place a second layer of disinfectant soaked paper towels over the spill.
 - Encircle the spill with additional disinfectant being careful to minimize aerosols while assuring adequate contact.
 - Decontaminate all items within the spill area.
 - Allow 20 minutes contact time to ensure germicidal action of disinfectant.
 - Wipe equipment with appropriate disinfectant.
 - Discard contaminated disposable materials using appropriate bio-hazardous waste disposal procedures (e.g., autoclave or biohazard bag for disposal). Refer to the waste disposal section on page 27 for additional information.
 - Disinfect or sterilize reusable items.

3. Spill inside a Centrifuge:

- Clear the area of all personnel.
- Wait at least 15 minutes for aerosols to settle before attempting to clean up the spill.
- Wear a lab coat, safety glasses, and gloves during cleanup.
- Remove rotors and buckets to nearest biological safety cabinet for cleanup.
- Thoroughly disinfect the inside of the centrifuge.
- Discard contaminated disposable materials using appropriate bio-hazardous waste disposal procedures (e.g., autoclave or biohazard bag for disposal). Refer to the waste disposal section on page 27 for additional information.
- Disinfect or sterilize reusable items.

4. Spills outside the Lab, During Transport:

- Transport labeled bio-hazardous materials in an unbreakable, well-sealed primary container placed inside of a second unbreakable, lidded container (cooler or plastic bucket) labeled with the biohazard symbol.
- Should a spill occur in a public area, do not attempt to clean it up without appropriate personal protective equipment.
- Secure the area, keep people out of the room or hallway until cleanup is complete.
- Call the EHSRM Department at 468-6034 to assist in cleanup.
- Standby during spill response and cleanup activity and provide assistance only as requested or as necessary.

B. Emergency Contact Information and Procedures

Biohazardous spills may result in an emergency situation when there is an injury to personnel, serious exposure to biohazardous agents, or a large spill that laboratory personnel are not equipped to handle. In the event of such emergency situations, refer to the emergency contacts and procedures described on the following page.

Emergency Contact Information:

Serious or Life Threatening Emergencies	911 <i>*Routed through UPD if dialed from a campus phone.</i>
University Police (Non-Emergency)	468-2608
Env. Health, Safety, & Risk Management	468-4514
Safety Officer – Biohazards & Lab Safety	468-6034
SFA Health Clinic (Students)	468-4008
Poison Control Center	800-222-1222
Power Outage	468-3206 or 888-313-4747 (after 5 pm)

IN A LIFE THREATENING EMERGENCY:

- Do not move the individual! (unless the scene of the accident is unsafe).
- Check the victim for consciousness, breathing, pulse, and bleeding.
- Call 911.
- Comfort and provide care for the individual as best as possible.

Always use your best judgment and remain calm. Inform responders of any biohazard(s) that may constitute a threat to their safety.

The exact procedure for responding to a biological spill depends on the material, amount, and location of the spill. For large spills, contact EHSRM at 468-6034 as soon as possible or 911 after normal business hours and when a life threatening emergency exists.

The following information will help expedite the response:

- Location of incident (Room number and building/Lab number)
- Hazardous material (Biohazardous agent/Name/Biosafety Level)
- If medical assistance is needed (type of injury or exposure & number of individuals needing assistance).

C. Reporting Accidents and Exposure to Infectious Agents

Accidents (i.e., incidents resulting in injury or exposure to infectious agents) should be reported and documented to the principal investigator, instructor, or supervisor then to EHSRM at 936-468-6034. A Biological Incident Form located in *Appendix E* should be filled out and attached to the container of spilled material and a copy mailed to the EHSRM Department (Box 6113).

Employees who are injured on the job shall receive medical attention through a Worker's Compensation health care provider such as Urgent Doc, Nacogdoches Medical Center, or Nacogdoches Memorial Hospital. Contact the EHSRM Worker's Comp. Coordinator at 468-4514 to report an injury and file a claim. Additionally, students needing medical attention may go to the SFA Health Clinic between the hours of 8-5, Monday thru Friday.

Accidents and injuries may also be reported to EHSRM by using the "Accident/Injury 24 Hour Report Quick Link" provided on the EHSRM website at: <http://www.sfasu.edu/safety>. Employees must report workplace injuries to EHSRM within 24 hours to be eligible for Worker's Compensation benefits and treatment.