



STANDARD OPERATING PROCEDURE

SOP NUMBER FSN-001-01	SOP TITLE OPERATING PROCEDURE FOR HANDLING OF BIOHAZARDOUS SPILLAGES
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PART 1

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PART 2

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PART 3

Authorizer	Date of Issue:
Dr. Axel Steuwer Director – Research Support Services Directorate	Date of next revision:

PART 4 (To be filled in by OOS, QSU or RSSD)

<input type="checkbox"/> This procedure has been revised and is no longer valid as from: (Write date)	<input type="checkbox"/> Date of NEXT REVISION is extended until: (Max. 4 years)	<input type="checkbox"/> SOP rendered obsolete on: (Write date)
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1. Reason for revision

- 1.1. Not applicable. New SOP

2. Purpose and scope

- 2.1. The SOP is intended to provide a guideline and protocol how to handle spillages that occur outside a biological safety cabinet and that might be potentially contaminated with biohazardous material.
- 2.2. Within the scope of implementation of this SOP are all laboratory personnel authorized to work in labs that handle materials of potential biohazardous nature.

3. Definitions

- 3.1. SOP - Standard Operating Procedure
- 3.2. HSO - Health and Safety Officer
- 3.3. PPE - Personal Protective Equipment

4. Responsibilities

4.1. Responsibilities of LABORATORY PERSONNEL

- Each person authorized to work in a lab handling potentially biohazardous material needs to read and understand this procedure to be able to deal with any spills outside a safety cabinet.
- It will be the responsibility of each user to report any spill incidents involving biohazardous material to both the Head of Laboratory as well as to the Health and Safety Officer.

4.2 Responsibilities of the HEAD OF LABORATORY

- The Head of Laboratory will be responsible to ensure a safe working environment at all times and that the necessary protocol for decontamination is followed in case of biohazardous spills.

4.3 Responsibilities of the HEALTH AND SAFETY OFFICER

- Evaluation of any major hazardous spillage incidents or exposure to contaminants that have been reported with concomitant follow-up for effective treatment if necessary.

5. Health and Safety Requirements

- 5.1 Labs should be well stocked with a supply of absorbent toweling paper, disposable gloves, plastic aprons, face masks or eye goggles and suitable respiratory masks if necessary.
- 5.2 Ensure that hands and any exposed skin are properly washed with soap and if possible followed with a suitable topical disinfectant after cleaning up.

6. Procedure

- 6.1 In case of a biohazardous spillage outside a biological safety cabinet, follow the procedure as per below:
- (i) Alert co-workers and leave the lab immediately.
 - (ii) Close the door and post a sign “Do Not Enter” on the outside.
 - (iii) Remove and put contaminated garments into a plastic bag for autoclaving.
 - (iv) Wash hands and face with soap or an antimicrobial agent.
 - (v) Notify the Head of Lab as well as the HSO of the incident.
 - (vi) Wait at least 30 minutes before re-entry to allow aerosols to settle.
 - (vii) Upon re-entry, wear your PPE (disposable gown, mask, gloves and HEPA filtered respirator if necessary).
 - (viii) Cover the spill with paper towels and carefully pour an appropriate disinfectant solution (1:10 dilution of household bleach) on and around the spill, **taking care not create aerosols** while pouring. Apply the disinfectant concentrically beginning at the outer margin of the spill area, working towards the center.
 - (ix) Let stand for at least **20 minutes**.
 - (x) Transfer all contaminated materials into an autoclave biohazard bag. Utilize tools such as tongs to pick up materials. Broken glass and sharps should be placed in a sharps container.
 - (xi) Wash and mop the entire area with an appropriate disinfectant.
 - (xii) Remove and discard the disposable PPE together with the all the disposable materials used to decontaminate the spill into a biohazard bag and autoclave these.
 - (xiii) Shower or wash hands (and any other potentially exposed skin) with an antiseptic soap and water possibly followed with a suitable topical disinfectant rub.
- **Note: For large spills repeat the steps (viii) to (x) until all visible material has been removed.**

7. References

- 7.1 Yale Environmental Health 7 Safety Biosafety Level 2 (BSL-2) Spill; Feb 04, 2016
<https://ehs.yale.edu/sites/default/files/files/Emergency-Procedures/BSL2-Spill.pdf>
- 7.2 Laboratory Biosafety Manual – Third edition; WHO Geneva 2004

8. List of Appendices/Worksheets

- 8.1. N/A