

*Insert Facility/Institute Logo Here*

**STANDARD OPERATING PROCEDURE (SOP) *TEMPLATE***

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| Facility/Laboratory: | |
| SOP Title: *Laboratory Spill Response SOP* | |
| Document Number: *4-01-002* | Version Number: *00* |
| Process Leader: | Effective Date: *MM-DD-YYY* |
| Other documents cross-referenced in this SOP (i.e., manuals, SOPs, forms, records):   * Biorisk Management Manual (Chapter V, Bioisk Assessment; Chapter VI, Laboratory Emergency and Incident Planning; Chapter VII, Occupational Health and Medical Surveillance; Chapter XII, Laboratory Equipment; Chapter XVIII, Disinfectants and Decontamination; Chapter XIX, Waste Handling and Disposal; Chapter XXI, Laboratory Emergency and Incident Response, Reporting and Investigation; Chapter XXII, Biorisk Management System Assessment and Improvement) (*4-00-001*) * Personnel Protective Equipment SOP (*4-02-004*) * Waste Handling and Disposal SOP (*4-02-008*) | |

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| Revision Number | Sections Changed | Description of Change | Date | Approved By |
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INSTRUCTIONS: The Biorisk Management Manual and supporting Standard Operating Procedure (SOP) templates provide a general overview of common considerations and information that should be addressed within a biorisk management system and program. These templates are not exhaustive and facilities must customize each document to ensure it is locally applicable and relevant.

* **Black text** can be considered generic text which may be appropriate for inclusion in a facility’s biorisk management manual and SOPs.
* ***Red text*** should be considered guidance or examples and must be reviewed and replaced with facility-specific information.

1. Purpose

The purpose of this document is to establish the procedures for handling biological spills in *[Insert Laboratory Name]*’s laboratories to ensure proper detection, assessment, response, reporting, and investigation.

1. Scope

This document applies to all laboratory personnel who work with biological materials within the *[Insert Laboratory Name]* laboratories.

1. Responsibilities

* Process Leader ensures that:
  + This SOP is established and implemented effectively, which may include periodic drills and exercises
  + Users are trained on this procedure and competent prior to independent laboratory work
* Laboratory personnel:
  + Follow the procedures outlined in this SOP
  + Report any problems to the Process Leader
* Laboratory *Manager/Director*
  + Ensure that proper medical evaluation and treatment is available to any potentially exposed employee
  + Ensure that lessons learned and corrective actions are evaluated and implemented to prevent future incidents and promote continual improvement of the biorisk management system

1. Preparation
   1. Materials

* Disinfectant *(such as 5.25% sodium hypochlorite solution based on agent-specific risk assessment)*
* Spray or squirt bottles
* Tongs and/or dust pan
* Mop and bucket
* Paper towels
* "Do Not Enter" sign
* Biohazard waste bags and container
* Liquid waste container
* Sharps container
* Appropriate PPE
  1. Equipment
* Autoclave
  1. Records and Forms
* Emergency Contact Roster

1. Procedure *(refer to Attachment A, Laboratory Spill Response SOP Template Flow Chart)*
   1. Detection
      1. *Describe steps to determine when and how a spill has been detected using questions and comments from flow chart step 1*
   2. Assessment
      1. *Describe steps to determine the type of spill and assess associated risks using questions and comments from flow chart step 2*
   3. Response
      1. *Describe steps for proper spill response using questions and comments from flow chart step 3*
   4. Reporting
      1. *Describe steps to report a spill using questions and comments from flow chart step 4*
   5. Investigation
      1. *Describe steps to investigate a spill and conduct follow-up activities (e.g., evaluate lessons learned, implement corrective actions) using questions and comments from flow chart step 5-6*
2. References
   1. *Disinfectant Material Safety Data Sheets*
   2. *Disinfectant Manufacturer’s Instructions*
3. Attachments
   1. Laboratory Spill Response SOP Template Flow Chart

