

*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

