**Biological Spill Clean-up — SOP**

**Document Number: 304**

*The purpose of this SOP is to standardize the specific procedures to be used for the facility. This document should be customized to meet your facility’s needs.*

1. **Purpose**

This document outlines procedures for cleaning up a biological spill.

1. **Scope**

Handling of infectious medical waste and other hazardous substances always poses a risk of spills; therefore, staff members must be trained to handle such situations and procedures must be prepared. The sequence of the actions depends on the situation. Evacuation of personnel from the contaminated area, disinfection of skin and eyes of people affected by the incident, and treatment of injuries must take priority.

1. **Definitions**

**Biological waste** — a combination of biomedical, infectious, pathological and sharps waste.

**Decontamination** – any process for removing and/or killing microorganisms. The same term is also used for removing or neutralizing hazardous chemicals and radioactive materials.

**Disinfectant** – a chemical or mixture of chemicals used to kill microorganisms, but not necessarily spores. Disinfectants are usually applied to inanimate surfaces or objects.

### **Disinfection** — the reduction or removal of pathogens to minimize the potential for disease transmission.

1. **Responsibilities**

Proper incident management requires appropriate training, so everyone knows how an incident must be handled.

1. **Materials and Equipment**

* Personal protection equipment
  + Impervious cut safe disposable gloves
  + Goggles and/or face shield
  + Safety shoes
  + Apron
* Spill kit
  + Effective disinfectant agent (i.e., 10% bleach made fresh daily, clidox, 2% amphyl, etc.)
  + Absorbent paper towels; may also include spill pillows for large spills
  + Small disposable broom with dustpan
  + Infectious medical waste bags
  + A waterproof copy of spill response and cleanup procedures

1. **Hazards and Safety Concerns**

In all situations PPE must be used, including goggles, mask, gloves, overall, apron, etc. No cleaning action should be initiated without proper use of appropriate and approved PPE.

1. **Procedures**
   1. Prepare to clean up

### A general review of the incident must be conducted immediately after the incident has taken place or has been discovered.

### Contaminated areas must be cordoned off as soon as possible and not released before proper cleaning has been carried out.

### All involved persons must be checked for injuries and possible contamination and then treated accordingly.

### Involved persons must not leave the incident area before they have been checked in order to prevent spreading of infectious or chemical materials to other areas of the facility.

### Names of all involved persons must be registered for follow-up and monitoring.

### Solid infectious waste spills (e.g., a waste bin or sharps box is spilled)

### Evacuate the area around the spill and cordon off the area.

### Prevent further spill, if relevant.

### Do not touch or step on the waste.

### Wear gloves. Other PPE is probably not needed and obtaining it will delay cleanup

### Using tongs, a dustpan and brush or other suitable tools, clear up the spilled waste. A magnet can be useful for picking up spilled needles from a needle or hub cutter.

### If possible, return it to the original container. Otherwise, it should be collected in the most appropriate container that is readily available. It is better to use a plastic bag of the wrong color than to delay the cleanup.

### Once the waste has been picked up, wash and disinfect the floor according to normal procedures.

### Once the spill has been disinfected, ensure that the waste is packaged and labeled appropriately. For example, if a black plastic bag was used, place it inside a bag of the correct color. If it was necessary to put sharps into a plastic bag, place it in a cardboard box or other puncture-proof container.

### Wash and disinfect the tools that were used in the cleanup.

### Wash and disinfect hands thoroughly.

### Spot cleaning of small liquid spills

### Wipe up the spill with disposable paper towels. Pour alcohol on a paper towel or cloth and wipe the area.

### Discard all contaminated materials, including the gloves in the waste container for infectious medical waste.

### Wash and disinfect hands thoroughly.

### Cleaning after larger liquid spill

### Use an appropriate spill kit.

### Wipe up the spill with disposable paper towels. Pour alcohol on a paper towel or cloth and wipe the area.

### Use absorbent material to absorb the blood and/or body substances.

### Use dustpan and scraper to collect the absorbent materials and spill.

### Remember that absorbed materials have the same properties and hazards as the original spilled materials.

### Dispose of all collected material into the containers for infectious medical waste.

### Wipe the area with damp paper towel.

### Mop the area with a detergent solution.

### Wipe the site with disposable towels soaked in a solution of 1% (10,000 ppm) available chlorine.

### Clean and disinfect pan, scraper, mop and bucket.

### Dispose of gloves and paper towels (without chlorine) into the container for infectious medical waste.

### Dispose of paper towels soaked in chlorine solution into the bin for normal waste (as chlorine can damage autoclave for treatment of medical waste).

### Clean and disinfect re-usable personal protection equipment immediately after use.

### Wash and disinfect hands thoroughly.

### The spill kit is re-stocked and returned immediately after the cleaning.

1. **Reporting and Recordkeeping**

When the contaminated area has been cleaned, complete the Incident Reporting Form (Doc 308), providing the following details:

### Detailed description of the incident

### Cause of the incident

### When and where it happened

### Who was involved

### How the spill was handled

1. **References**

None

1. **Related documents**

* Doc 303: HCWM Worker PPE — Guidance
* Doc 308: Incident Reporting Form

1. **Attachments**

None