Appendix K: Laboratory Biosafety Spill Kit Check List

Laboratory Biosafety Spill Kit Inventory

- All staff transporting biohazardous material must assure they have the ability to contact another lab staff member if assistance is required—DO NOT LEAVE A BIOHAZARDOUS MATERIAL SPILL UNATTENDED. We recommend a buddy system (two transporters) or a cellular phone during transport of biohazardous material from one lab to another (not required if transport is only across a hallway). Assure the Principal Investigator’s phone number and other lab staff phone contacts are either stored in the cellular phone or on a listing inside the spill kit.

- Always transport your primary container within a sealed secondary container. Examples of secondary containers: a closed plastic box, a ziplock bag, a styrofoam cooler with a tight fitting lid. Always assure the primary container has a biohazard label (if required).

- Keep a checklist of spill kit supplies, so if a spill occurs during transport the person using the spill kit immediately knows the items he/she has available in the kit. A spill kit must be checked (at least) annually, to assure supplies and/or disinfectants have not deteriorated and are usable (such as batteries, gloves, or disinfectant). If you use a spill kit, make sure to restock the supplies in the kit immediately following the spill.

- If you drop a container or believe you’ve disturbed the primary container within your secondary container. DO NOT OPEN THE SECONDARY CONTAINER TO CHECK THE MATERIAL DURING TRANSPORT. Return to your lab and allow the container to sit (allow aerosols to settle) for 15-30 minutes. Then open the secondary container within an appropriate containment device. Consult with Principal Investigator, Lab Supervisor, or MU Biosafety Office (882-7018).

- Think about areas you will pass through during transport of the biohazardous material.
  - Avoid main building entries or public elevators, instead use rear or side entries and service elevators or stairs
  - Avoid walking through carpeted areas— in favor of areas that are a tile or easily cleanable surface

Basic Biosafety Spill Kit for Individual Work Area or Kit Carried During Transport of Biohazardous Agent:

- Disinfectant (bleach 1:10 dilution, prepared fresh daily) and biohazard specific disinfectant (with MSDS)
- Absorbent items: package of paper towels or other absorbent material
- Waste Container (biohazard bags and/or sharps containers)
- Personal Protective Equipment (lab coat or closed front gown, booties, gloves, eye and face protection)
- Mechanical Tools (forceps, small disposable dustpan and broom—if glass items used in lab)
- Instructions for spill cleanup: EHS Emergency Procedures posting, Laboratory Specific Emergency Plans, and or Immediate Biohazard Emergency Response Plan (also lab specific).
- Sign “DO NOT ENTER—LAB INCIDENT IN PROGRESS”

Larger Biosafety Spill Kit (when laboratory volumes are larger or use of higher consequence agents):

- 2 Biohazard red bags
- 2 Cloth rags
- 2 Clear bags
- Small dust pan and broom (considered disposable)
- Rolls of clear packing tape
- Barricade warning tape (biohazard or hazardous material)
- Anti-microbial wipes (container)
- Disinfectant (bleach 1:10 dilution, prepared fresh daily) and biohazard specific disinfectant (with MSDS)
- Absorbent items: paper towels, absorbent-sock, absorbent pads, vermiculite
- Forceps (mechanical means for dealing with broken glass)
- Sharps container (large enough to hold broken glass items in regular transport)
- Gloves (latex/nitrile/rubber gloves—assure at least 6 pair and sizes appropriate for lab staff)
- Safety glasses (with side shields), safety goggles, or face shield
- Disposable coveralls (usually Tyvek)/suit w/hood
- Hair covering
- HEPA masks or respirator
- Shoe covers or rubber boots (if appropriate)
- Sign “DO NOT ENTER—LAB INCIDENT IN PROGRESS”