

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"