

# BIOSAFETY MANUAL



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<b>Spill Management</b>		Effective Date: March 2013 Date of Revision: NA
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<b><u>Purpose of procedure</u></b> This procedure has been developed to ensure the proper management of spill		
<b><u>Scope</u></b> This procedure only applied to all users of RTPC2		
<b><u>Responsibilities</u></b> RTPC2 manager, staffs and all authorized users		
<b><u>Steps</u></b> <b>Chemical Spills:</b> <ol style="list-style-type: none"><li>1. Alert others in the area and the supervisor, and evacuate the area, if necessary</li><li>2. Isolate the spill (if safe to do so). Protect floor drains or other means for environmental release</li><li>3. Contact the JKKP-UKM for high risk spills</li><li>4. Gather any information possible, e.g. identify the material and quantity, gather relevant MSDS and assess any immediate risks</li><li>5. Neutralize and/ or adsorb material (using chemical spill kit)</li><li>6. Place materials in an appropriate container. Label and tagged container appropriately</li><li>7. Decontaminate surfaces involved in the spill using a mild detergent and water, as appropriate</li><li>8. Record all spills (Appendix 5.5)</li></ol> <b>Biological Spills:</b> <ol style="list-style-type: none"><li>1. Alert people in immediate area of spill and do not step into spill area</li><li>2. Put on proper personal protective equipment</li><li>3. Cover spill with paper towels or absorbent pads</li><li>4. Carefully spray with disinfectant</li><li>5. Allow appropriate contact period (refer SOP 16)</li><li>6. Use paper towels to wipe up the spill, working from the edges into the center</li><li>7. Wipe again the spill area with disinfectant</li><li>8. Place towels in the orange biohazard plastic bag and sealed</li><li>9. Place sealed waste bag into temporary waste disposal bin to be steam-sterilised</li></ol> <b>Soil and seed Spills:</b> <b>Dry spill:</b> <ol style="list-style-type: none"><li>1. Alert people in immediate area of spill and do not step into spill area</li><li>2. Use broom to sweep or hand held vacuum to collect the spill from the edge of spill</li><li>3. Discard into orange biohazard plastic bag and sealed</li><li>4. Steam-sterilised</li></ol> <b>Wet spill:</b> <ol style="list-style-type: none"><li>1. Alert people in immediate area of spill and do not step into spill area</li><li>2. Splash spill with water into the floor trap</li><li>3. Scrape the remaining water into the floor trap</li><li>4. Mop the area with disinfectant (refer SOP 16)</li></ol>		

5. Empty spill from the floor trap into the orange biohazard plastic bag and sealed
6. Steam-sterilize for disposal
7. Treat used tools appropriately (refer SOP 16)

**Training required**

1. Laboratory induction (Laboratory Safety Procedures)
2. Emergency response plans
3. Correct use of personal protective equipment and tools

**Location**

RTPC2 facility and research laboratory