STANDARD OPERATING PROCEDURE

DECONTAMINATION OF CLINICAL TRIAL BIOLOGICAL SAMPLE SPILLAGE S46

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DISCLAIMER

This generic R&D Standard Operating Procedure (SOP) must be followed unless;

- A study specific SOP exists
- A departmental SOP dictates a different working practice

Once printed this is an uncontrolled document.

VERSION HISTORY LOG

This area should detail the version history for this document. It should detail the key elements of the changes to the versions.

VERSION	Date Implemented	Details of significant changes
V2.0	20 March 2014	Significant changes throughout document.

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1. BACKGROUND

It is important that all staff working in the RD&E Foundation Trust are trained in how to deal with a spillage and that any spillages are attended to promptly. The risks from a spillage will depend on:

- The type of biological agents involved
- The amount of material spilled
- The nature of the material, e.g. blood or culture

2. PURPOSE

The purpose of this procedure is to ensure that all staff groups follow the Waste Management Policy (2007) and the RD&E Decontamination Policy (2010).

Decontamination is a term used to describe a range of processes, including cleaning, disinfection and/or sterilization, which remove or destroy contamination and thereby prevent infectious agents or other contaminants reaching a susceptible body site in sufficient quantities to cause infection or any other harmful response (NHS Estates, 2003).

3. SCOPE

This document covers the procedure which is to be used by all research staff when dealing with spillages of Clinical Trial Biological Sample (e.g. Blood, Saliva, Urine, Faeces).

4. RESPONSIBILITIES

It is the responsibility of staff handling bio-hazardous materials to ensure that they are properly trained in the safe handling of such items and to know what to do in the event of a spillage.

It is the responsibility of all staff to work according to trust policies and procedures regarding the handling and transportation of bio-hazardous materials and to be fully compliant with trust spillage procedures.

5. PROCEDURES

Ensure spillages of low risk materials are cleared safely properly decontaminated and made ready for continued use. Please refer to the RD&E Cleaning Policy http://ian.exe.nhs.uk/welcome/trust-policies/c-1/ section 7.3 on method of cleaning (essentially, clean and decontaminate with sodium hypochlorite solution). Also refer to the Trust Waste Management and Decontamination Policies http://ian.exe.nhs.uk/welcome/trust-policies/.

Consider whether an incident form needs to be completed. Forms can be completed here: http://vm-datixweb/datix/live/index.php

If a spillage results in the complete loss of a study sample, study protocol for procedure, as a minimum this must be documented in the appropriate source documents. If the sample was part of essential safety checks it may need to be repeated.

Report incident to risk management and line manager using the hospital incident forms.