



**Clinical and Translational Support Laboratory**

**Contamination and Spill Clean-up Procedure**

SOP No./WI No.: CTSI-CRC-PL-123

Department: Processing Laboratory




Version No.: 02

Effective Date: 05 Jan 2016

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Date	23 Dec 2016	28 Dec 2016	Dec 29, 2016



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**1. OBJECTIVE**

This procedure describes the process to ensure that the policies, procedures and regulations set forth by Indiana University Purdue University Indianapolis (IUPUI) Environmental Health and Safety Office (EHS) are followed by Clinical and Translational Support Laboratory (CTSL) processing staff.

**2. SCOPE**

This SOP applies to all CTSL and Clinical Research Center (CRC) staff providing lab processing activities for biological specimens including processing and aliquoting. This procedure is intended to provide a brief description of biological specimen safety oversight based upon the procedures provided directly from IUPUI EHS Biosafety manual.

**3. RESPONSIBILITIES**

3.1. The clinical and lab staff is responsible for appropriately handling biological specimens in a manner which complies with the policies, procedures and regulations set forth by the IUPUI Environmental Health and Safety Office.

**4. DEFINITIONS**

CRC: Clinical Research Center	CTSI: Clinical and Translational Sciences Institute
CTSL: Clinical and Translational Support Laboratory	IUPUI: Indiana University Purdue University Indianapolis
PL: Processing Laboratory	EHS: Environmental Health and Safety
SOP: Standard Operating Procedure	

**5. ASSOCIATED DOCUMENTS**

- 5.1. CTSI-CRC-CLN-031 "Handling of Protocol Deviations"
- 5.2. CTSI-CRC-PL-121 "General Safety"
- 5.3. CTSI-CRC-PL-151 "Management of Requests for Sample Processing Support"

**6. PROCEDURE**

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- 6.1. Contamination and spill clean-up procedures are governed by IUPUI Environmental Health and Safety
- 6.2. Refer to Section 3.1 Emergency Procedures of the EHS Biosafety Manual for specific spill clean-up procedures

**7. REFERENCES**

- 7.1. IU EHS Biosafety Manual; <https://protect.iu.edu/environmental-health/biological/biosafety-manual/index.html>

**8. APPENDICES**

- 8.1. none

**9. AMENDMENT HISTORY**

Date of Amendment: 21 Dec 2016

Amendment Request by: Robert Orr

Change Control No, if applicable: CTSI-CRC-PL-DC-2016-009

Details of Amendment: Updated to footer file location; updated the SOPs in 5.2; Updated links in 7.1; Removed redundant reference to Biosafety manual (original step 5.3)