1. Block access to the area. You should also post a sign alerting others.
2. Select an appropriate disinfectant for agent or material that has been spilled and carefully follow the manufacturer's directions.
3. Don the appropriate PPE.
4. Cover the spill with absorbent materials.
5. Pour the disinfectant on the area carefully, starting at the edge and spiraling toward the center of the spill.
6. Allow the disinfectant to sit for the manufacturer’s required contact time.
   - Keep in mind that a heavy soil load or high protein content may alter a disinfectant’s effectiveness.
7. Report the incident to the lab manager or PI as soon as possible.
8. Remove any glass with tongs or dust pan and broom and place in a sharps container.
9. NEVER pick up glass no matter what size with your hands even if you are wearing gloves.
10. Place the waste in a biohazard bag.
11. Dispose of the bag in biohazard waste.
12. Re-clean the surface using the appropriate disinfectant.
13. Place all disposable PPE in biohazard waste. Any reusable PPE should be carefully removed and disinfected in an approved manner.
14. Wash your hands thoroughly with soap and water!

Remember, there are three factors associated with proper disinfection:
- Choosing the appropriate disinfectant
- Using the correct concentration of the disinfectant
- Providing adequate contact time

For spills involving a **BSL-3 agent** or **Category A Infectious Substance**, follow your Agent Specific cleanup Standard-Operating-Procedure (SOP).