

## Institutional Biosafety Committee (IBC) Incident Report

Please report the incident to the IBC within 24 hours. Please submit this form to [biosafety@uwosh.edu](mailto:biosafety@uwosh.edu).

In the event of an exposure or injury requiring medical care, please seek care immediately prior to completing this form. Students can visit the Student Health Center on campus or their personal physician after-hours. Staff and faculty should seek medical attention from their personal physicians. In case of an emergency call 911. Additionally, employees or student worker's should report injuries to human resources within 24 hours: <http://hr.uwosh.edu/workers-compensation/>

### Incident Description

<b>PI Name:</b>			
<b>PI Phone:</b>			
<b>PI Email:</b>			
<b>PI Department:</b>			
<b>Protocol Number:</b>			
<b>Protocol Title:</b>			
<b>Date of Incident:</b>		<b>Time of Incident:</b>	
<b>Location of Incident:</b>			

<b>1.</b>	<b>What was the nature of the incident?</b>		
	<input type="checkbox"/> Needle stick or sharps injury <input type="checkbox"/> Aerosol exposure <input type="checkbox"/> Animal Bite <input type="checkbox"/> Spill <input type="checkbox"/> Loss of containment/ failure to follow approved containment conditions <input type="checkbox"/> Improper disposal of infected material <input type="checkbox"/> Release of transgenic animal <input type="checkbox"/> Other (Describe):		
<b>2.</b>	<b>Names of individuals involved:</b>		
<b>3.</b>	<b>Organism/Toxin Involved:</b>		
<b>4.</b>	<b>Biosafety Level:</b>		
	<input type="checkbox"/> BSL-1 <input type="checkbox"/> BSL-2 <input type="checkbox"/> ABSL-1 <input type="checkbox"/> ABSL-2		
<b>5.</b>	<b>Does your exposure or release involve recombinant materials?</b>		
	<input type="checkbox"/> Recombinant*		

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<input type="checkbox"/> Non-recombinant <input type="checkbox"/> Don't know	
*If recombinant materials, what genes were introduced into the organism? (include toxins, antibiotic resistant genes, or changes that may affect risks and treatment):	
6.	Provide a description of the incident:
7.	Provide a description of response to the incident: (Include any medical treatment or surveillance provided or recommended after the incident)

(This section filled out by IBC Office)

1.	Follow up Details/ Institutional Response:

[See NIH OSP Incident Reporting FAQs](#)

Some incidents involving recombinant DNA must be reported to the Office of Science Policy (OSP). The NIH Guidelines state that “*any significant problems, violations of the NIH Guidelines, or any significant research-related accidents and illnesses*” reportable to the NIH OSP within 30 days. Certain types of accidents must be reported on a more expedited basis. The following incidents should be reported to OSP immediately:

- 1) any spills or accidents in BSL-2 laboratories resulting in an overt exposure
- 2) or spills or accidents occurring in high containment (BSL-3 or BSL-4) laboratories resulting in overt or potential exposure

Any spill or accident involving recombinant DNA research of the nature described above or that otherwise leads to personal injury or illness or to a breach of containment must be reported to OSP. These kinds of events might include skin punctures with needles containing recombinant DNA, the escape or improper disposition of a transgenic animal, or spills of high-risk recombinant materials occurring outside of a biosafety cabinet. Failure to adhere to the containment and biosafety practices articulated in the NIH Guidelines must also be reported to OSP.

Minor spills of low-risk agents not involving a breach of containment that were properly cleaned and decontaminated generally do not need to be reported. OSP should be consulted if the Institutional Biosafety Committee (IBC) is uncertain whether the nature or severity of the incident warrants reporting; OSP can assist in making this determination.