**Institutional Biosafety Committee – Incident Report Form**

**In the event of an unanticipated event, please complete this form and submit to the IBC within 24 hours.**

**Event Description**

Name of person(s) involved in the incident, and their position with the institution (student, employee, student employee, visitor):

Provide a complete description of the incident:

PI Responsible for Protocol/Project:

PI Phone:

PI Email:

PI Department/Unit:

Protocol Number:

Protocol Title:

Date and Time of Event:

Location of Event:

1. What was the nature of the event?

Needle stick or sharps injury

Aerosol exposure

Animal bite

Spill

Loss of containment and/or failure to follow approved containment conditions

Improper disposal of infected material

Release of transgenic animal

Other (Describe):

1. Organism/toxins involved:
2. Biosafety Level

☐ BSL-1  ABSL-1  PBSL-1

BSL-2  ABSL-2  PBSL-1

1. Did the event involve recombinant materials or synthetic nucleic acids?

Yes  No  Don’t Know

If recombinant or synthetic, what genes were introduced into the organism? (include toxins, antibiotic resistant genes, or changes that may affect risks and treatment):

1. Provide a description of the response to the event. Include any medical treatment or surveillance provided or recommended after the event occurred:

IBC USE ONLY BELOW THIS LINE

1. Follow up Details:
2. Institutional Response:

[NIH OSP Incident Reporting FAQ’s](https://osp.od.nih.gov/biotechnology/faqs-on-incident-reporting/)

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. 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.