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**IBC Incident Report Form**

Please report incidents to the Institutional Biosafety Committee (IBC) within 24 hours. The PI is responsible for submitting reports for incidents that occur within their lab. Submit this form to [grants@uwlax.edu](mailto:grants@uwlax.edu).

In the event of an exposure or injury requiring medical care, please seek care immediately before completing this form. Students can visit the [Student Health Center](https://www.uwlax.edu/student-health-center/) on campus or their personal physician. Faculty and staff should seek medical attention from their personal physician. In case of an emergency, call 911. Additionally, employees and student workers should [report injuries to Human Resources](https://www.uwlax.edu/human-resources/services/benefits-employee-wellness-and-work-life/accidents--workers-compensation/) within 24 hours.

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| **A. Principal Investigator (PI)** | | | |
| Name: |  | Department: |  |
| Email: |  | | |

|  |  |
| --- | --- |
| **B. Protocol Information** | |
| IBC Protocol Title: |  |
| IBC Protocol Number: |  |

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| **C. Incident Information** | | | | | |
| Date & time of event: |  | | | | |
| Location of event: |  | | | | |
| What was the nature of the event? | | Needle stick or sharps injury  Aerosol exposure  Animal bite  Spill  Loss of containment/failure to follow approved containment conditions  Improper disposal of infected material  Release of transgenic animal  Other – describe: Click or tap here to enter text. | | | |
| Names of individuals involved: | |  | | | |
| Organism/toxin involved: | |  | | | |
| Biosafety level: | | BSL-1  BSL-2  BSL-3 | ABSL-1  ABSL-2  ABSL-3 | | PBSL-1  PBSL-2  PBSL-3 |
| Did the event involve recombinant materials or synthetic nucleic acids? | | | | Yes  No  Don’t know | |
| If yes, what genes were introduced into the organism? (Include toxins, antibiotic resistant genes, or changes that may affect risks and treatment.) | | | | | |
|  | | | | | |
| Provide a description of the incident. | | | | | |
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| Provide a description of response to the incident. (Include any medical treatment or surveillance provided or recommended after the incident.) | | | | | |
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| IBC Use Only |
| Follow-up Details/Institutional Response: |
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See [NIH OSP Incident Reporting FAQs](https://osp.od.nih.gov/policies/incident-reporting-may-2019/).

Some incidents involving recombinant DNA must be reported to the NIH 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” are 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 *or*
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 IBC is uncertain whether the nature or severity of the incident warrants reporting; OSP can assist in making this determination.