

## Policy on Incident Reporting

### 1.0 Purpose

To detail the procedures for researchers to report an incident involving biohazardous agents, and the procedures that EHS and the IBC will follow to process the report.

### 2.0 Reportable Incidents and Violations

Incidents involving recombinant DNA and/or synthetic nucleic acid molecules (rsNA), as well as other biohazardous agents and toxins, must be immediately reported to the Biological Safety Officer (BSO).

Questions regarding reportable incidents should be directed to the University BSO.

Examples of reportable significant incidents include, but are not limited to

- Any overt exposure (e.g. needle stick, splash, etc.)
- Contamination due to equipment failure
- **All** potential exposures occurring in a BSL-3 facility.
- A significant incident may also occur from a containment breach, which may be subsequently determined to pose either an overt or potential exposure to individual(s).
- Waste from rsNA research is also considered biohazardous and incidents involving the improper disposal of rsNA must be reported.

Failure by research personnel to follow federal and institutional regulations, guidelines, policies and/or procedures may also require reporting to the appropriate funding agencies, and institutional, local, state and/or federal agencies. Violations may also include, but are not limited to, conduct of new or ongoing research without appropriate federal or institutional registration, review approval and/or oversight.

### 3.0 Principal Investigator (PI) Reporting

1. As soon as any initial response is complete and the incident is stable, personnel must ***immediately notify*** the Lab Director and/or Lab Manager, the Animal Facility or greenhouse Manager (if applicable), and a Biosafety Officer (BSO).
2. The BSO will acknowledge receipt of notification via email (to document notification) to the reporting person and other appropriate personnel and/or agencies.
  - a. **NOTE: If the BSO does not acknowledge receipt of notification within two (2) hours, notify another Biosafety Officer (BSO).**

- b. If email is not available, the BSO will acknowledge receipt via phone call to the reporting person and other appropriate personnel.

Contact	Primary Method (cell phone)	Secondary Method (email)
UBO-Charlotte Waggoner	540-320-5864	<a href="mailto:ren@vt.edu">ren@vt.edu</a>
Assoc. BSO-Anna Kroner	540-525-8574	<a href="mailto:akroner@vt.edu">akroner@vt.edu</a>
Assoc. BSO- Michael Miles	217-377-4610	<a href="mailto:msmiles@vt.edu">msmiles@vt.edu</a>

3. If this is a reportable incident, the BSO will immediately report to the NIH and/or CDC via phone or email. The Virginia Department of Health may also be notified as indicated by the specific incident.
4. The reporting person and Lab Director/ Lab Manager/Animal Facility Manager must complete the [VT Lab Incident Report](#) and submit it to EHS via email **immediately** ([ehs-g@vt.edu](mailto:ehs-g@vt.edu)).
5. EHS will acknowledge receipt of the report via email.
6. If necessary, EHS will complete appropriate state and/or federal reporting forms and will submit them to the NIH and/or CDC.
7. **If an injury or exposure has occurred**, an [Employer's Accident Report](#) must be completed immediately by the supervisor.
- a. If the supervisor does not complete the report in a timely manner, injured/exposed individuals are encouraged to complete the Report themselves.

#### 4.0 BSO Reporting

The BSO is required, as part of the *NIH Guidelines*, to report the following to the IBC:

- All violations of the *NIH Guidelines*
- All significant incidents involving rsNA
- Any significant research-related accident or illness

#### 5.0 IBC Reporting

The IBC is required to report any significant problems, violations of the *NIH Guidelines*, and/or any research-related accidents and illnesses to NIH Office of Science Policy within 30 days.

Overt exposures and any incident(s) occurring in a BSL-3 facility must be reported to NIH Office of Science Policy as soon as possible.