

## Virginia Tech Institutional Biosafety Committee SOP on Incident Reporting

### 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). 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, and 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). It should be noted that waste from rsNA research is also considered biohazardous and incidents involving the improper disposal of rsNA must also be reported.

Questions regarding reportable incidents should be directed to the BSO.

Failure by research personnel to follow federal and institutional regulations, guidelines, policies and/or procedures may also require reporting to the appropriate 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.

### Principal Investigator (PI) Reporting

1. As soon as any initial response is complete and incident is stable, ***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 UBO does not acknowledge receipt of notification within two (2) hours, notify another Biosafety Officer (BSO).**
  - b. If email is not available, the UBO/ABO will acknowledge receipt via phone call to the reporting person and other appropriate personnel.
3. If this is a reportable incident, the UBO/ABO will immediately report to the NIH and/or CDC via phone or email. The Virginia Department of Health may also be notified.
4. Reporting person and Lab Director/ Lab Manager/Animal Facility Manager complete VT Lab Incident Report and submit it to the UBO/ABO via email **immediately**.

The VT Lab Incident Report can be downloaded from the following URL:  
[http://www.ehss.vt.edu/detail\\_pages/document\\_details.php?category\\_id=18&document\\_id=320](http://www.ehss.vt.edu/detail_pages/document_details.php?category_id=18&document_id=320)

5. BSO acknowledges receipt of report via email.
6. BSO completes appropriate state and/or federal reporting forms and submits 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 per directions found at: [https://www.ehss.vt.edu/detail\\_pages/faq\\_details.php?faq\\_id=332](https://www.ehss.vt.edu/detail_pages/faq_details.php?faq_id=332)

If the supervisor does not complete the report in a timely manner, injured/exposed individuals are encouraged to complete the Report themselves.

Contact	Primary Method (cell phone)	Secondary Method (email)
UBO-Charlotte Waggoner	540-320-5864	<a href="mailto:ren@vt.edu">ren@vt.edu</a>
BSO-Anna Kroner	540-525-8574	<a href="mailto:akroner@vt.edu">akroner@vt.edu</a>
BSO- Susan Stevens-Mauldon	540-230-0627	<a href="mailto:sestevens@vt.edu">sestevens@vt.edu</a>

### 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 rDNA.
- Any significant research-related accident or illness.

### 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/OBA within 30 days.

Overt exposures, and any incident(s) occurring in a BSL-3 facility must be reported to NIH/OBA as soon as possible.