



## Safety & Compliance Alert



# Incident Reporting

### UW-Madison Institutional Biosafety Committee & Office of Biological Safety

**What is an incident report?** An incident report is the notification of the appropriate official about an incident. This report should include the nature of the incident, who was involved, and a description of the immediate response.

**Why do I need to report an incident?** The timely filing of an incident report will provide the offices of Biological Safety and Occupational Health with critical information to ensure that proper actions have been taken, including appropriate medical care. Additionally, the UW-Madison must be compliant with all federal and state guidelines that regulate research with recombinant DNA and/or biohazardous materials.

**What kinds of incidents must be reported?** The following incidents must be reported:

- all research-related accidents or illnesses
- spills or accidents that result in an overt or potential exposure to an infectious agent
- spills or accidents that result in the escape or release of infectious agents
- spills or accidents that result in the escape or release of genetically modified or exotic microorganisms, animals, or plants

**How do I report an incident?** Because of the complex regulations pertaining to incident reporting, the UW-Madison Institutional Biosafety Committee (IBC) has recently implemented a web-based/email system for reporting all exposure or release incidents. The **First Report of a Biological Exposure or Release Event** form is available on the Office of Biological Safety website (<http://www.fpm.wisc.edu/biosafety/>) An example is shown on the back of this page. The form must be submitted to the Office of Biological Safety by a Principal Investigator or their designated laboratory representative **within 24 hours** of an event. When you hit the send button the information will be sent by email to the Office of Biological Safety. Please call 265-5000 if you need help filling out the form. The appropriate individuals in the Office of Biological Safety will then initiate a follow-up specific to the type of incident.

**How serious must a problem be to warrant reporting?** 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. 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. 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. If you are unsure as to whether the incident warrants reporting, report it on the **First Report of a Biological Exposure or Release Event** form. First and foremost, the Office of Biological Safety wants to be sure that medical care is obtained for the involved individual(s). Then, the Office of Biological Safety will determine whether the report needs to be forwarded to the appropriate regulatory officials.

## First Report of Biological Exposure or Release Event

**Instructions:** The UW-Madison Institutional Biosafety Committee (IBC) requires that Principal Investigators report all potential exposures to or releases of **organisms** or **biological toxins** within 24 hours of the event. Potential exposures include needle sticks, animal bites, aerosol exposures, and other incidents potentially resulting in disease. Potential releases include spills outside of primary containment as well as potential releases to the environment. Unauthorized releases of **transgenic animals or plants** should also be reported on this form. This report, when submitted, provides the Office of Biological Safety, the Occupational Health Office, and the Institutional Biosafety Committee with information to ensure that proper actions have been taken, including appropriate medical care, and helps the University meet NIH reporting requirements. When you hit the send button the information will be sent to the Office of Biological Safety and the Occupational Health Office. Call 265-5000 if you need help filling out the form. You will be contacted for follow-up information.

PI Name:	<input type="text"/>	Phone Number:	<input type="text"/>
Contact Name:	<input type="text"/>	Phone Number:	<input type="text"/>
Department:	<input type="text"/>	Location of Event:	<input type="text"/>
Nature of Event:	<input type="text"/>		
Date of Event:	<input type="text"/>	Time of Event:	<input type="text"/>
Names of Staff Members Involved:	<input type="text"/>		
Organism/Toxin Involved:	<input type="text"/>		
<input type="radio"/> Recombinant	<input type="radio"/> Non-Recombinant	<input type="radio"/> Don't Know	Biosafety Level: <input type="text"/>

If Recombinant: What genes were introduced into the organism (include toxins, antibiotic resistant genes, or changes that may affect risks and treatment):

Brief Description of Event:

Brief Description of Response:

Print Form

Submit by Email