

Biohazardous Laboratory Incident/Accident Response and Reporting Protocol UGA Office of Biosafety

A biohazardous laboratory incident or accident involves any of the following:

1. Potential or known exposure to Biosafety Level 2 (BSL-2) agents or higher
2. Potential or known system failure that could result in the release of a BSL-2 or higher organism from primary containment
3. Potential breach in biosecurity in containment facilities

Chain-of-notification:

All employees are responsible for reporting potential biohazardous incidents to their immediate supervisor.

The supervisor is responsible for reporting any biohazardous incidents to Biosafety (Biosafety Officer (BSO))/Responsible Official (RO) or Associate Biosafety Officer (ABSOU)/Alternate Responsible Official (ARO). Additionally, Principal investigators (PIs) are responsible for immediate reporting of a theft, loss or release of a select agent or toxin to the RO/ARO. Select agent and toxin labs will have lab-specific incident response plans.

The BSO is responsible for reporting to the Institutional Biosafety Committee (IBC) any significant problems, violations, research-related accidents or illnesses involving work described under the NIH Guidelines for Recombinant DNA Research (NIH Guidelines). The RO or ARO is responsible for reporting any theft, loss or release of a select agent or toxin to their federal reporting agency utilizing CDC/USDA Form 3.

The IBC is responsible for reporting significant problems, violations or significant research-related accidents or illnesses to the Institutional Official and NIH Office of Biotechnology Activities within 30 days of the incident.

Records related to biohazardous incidents or accidents will be maintained for a minimum of 3 years.

Reporting an incident

Incident reports are initiated with an employee report to a supervisor. Personnel will be able to report an incident or seek medical attention without fear of reprisal. Medical evaluation, surveillance and treatment will be provided when needed. If a medical emergency exists, personnel must first seek medical attention at **Piedmont Physicians Occupational Medicine- Dr. Brian Forrester**, Occupational Health and Safety (485 Hwy 29 N, Athens, GA 30683, **Phone:** (706) 982-6030, or at the **nearest emergency room/hospital**. *Directions to Piedmont Physicians Occupational Medicine:* Piedmont Physicians Occupational Medicine at 485 Highway 29 North, just past Athens Tech. on the left. Go straight at the light. Make the first available U-turn, head back the opposite way and look for it on the right (Prior to reaching the red light).

If the incident does not pose an immediate medical emergency, personnel requiring medical assistance will follow the [Supervisor's Guide to Workers Comp | University of Georgia](#). The Worker's Compensation Incident/Accident Report should be copied by the supervisor and sent to the Office of Biosafety within 3 workdays of the incident.

The employee's supervisor must contact Biosafety to report the biohazardous incident/accident as soon as reasonably possible. PIs of containment and select agent labs will report immediately to the BSO/RO any incident resulting in the potential release of an agent outside of primary containment and as established in their written plan.

Information for Supervisors:

As soon as you learn an employee has been injured on the job: complete UGA Injury Report at <https://t.uga.edu/2NX>

If the employee requests medical treatment:

- If the employee needs emergency medical care, send the employee to the nearest hospital emergency room.
- If the injury is a non-emergency (sprains/strains, cuts, burns) please direct to the nearest urgent care clinic.
- Download the First Report of Injury packet of forms (PDF) (PDF)(two pages) and have employee complete and return to the worker's compensation risk coordinator as soon as possible.
 - Page 1: Payment Election Form
 - Page 2: WC-207