

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

Biohazardous laboratory incident or accident involves the following:

1. Any potential or known exposure to Biosafety Level 2 (BSL2) agents or higher
2. Any potential or known system failure that could result in the release of a BSL2 or higher organism from primary containment
3. Any 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 (ABSO)/Alternate Responsible Official (ARO). Additionally, Principle 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 Athens Regional FirstCare - Dr. Brian Forrester**, Occupational Health and Safety (485 Hwy 29 N, Athens, GA 30683, **Phone: (706) 353-6000 – Option 1**) or at the **nearest emergency room/hospital**. *Directions to Piedmont Regional FirstCare Occupational Health Services:* Piedmont Athens Regional FirstCare 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 [UGA worker's compensation guidelines](#). The Worker's Compensation Incident/Accident Report should be copied by the supervisor and sent to the Office of Biosafety within 3 work days 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: One time emergency room visits are covered under worker's compensation. However, utilizing Regional FirstCare for work related coverage when biohazardous agents are involved should be requested by contacting the Department of Administrative Services (DOAS). Supervisor's will call to report the claim, ask for special provisions to utilize Piedmont Athens Regional FirstCare as the **preferred site of care** with an assigned claim number. In emergency situations, the emergency and life safety must be handled immediately. But once the emergency is resolved and within 24 hours of the incident, supervisors will contact DOAS at 877-656-7475 to gain such permissions for preferred services. If emergency treatment is not necessary the supervisor can contact AmeriSys at 800-900-1582 to obtain a claim number and request Piedmont Athens Regional FirstCare as preferred care services.