



Procedures for Reporting Exposure Incidents to Potentially Biohazardous Materials

(rev. 2016-10)

Exposure Incident: Specific contact (eye, mouth, other mucous membrane, respiratory tract via inhalation, non-intact skin, or inoculation) with potentially infectious materials or recombinant nucleic acids which results from the performance of a researcher's duties. Examples of exposure incidents which should be reported include, but are not limited to:

- Animal bites or scratches
- Spills of recombinant nucleic acid materials or potentially infectious materials with volumes greater than 10 mL which occur outside of a biological safety cabinet or other primary containment device
- Needle sticks, cuts, or other sharps injuries
- Exposures to aerosols or liquids containing potentially infectious materials or recombinant nucleic acid materials
- Unexplained fever or illness

Exposure incidents must be reported immediately for the health and safety of the individual, the UK community, as well as the family members of the individual and surrounding community at large. Should any of the above incidents occur in your lab, please follow the University's [Occupational Injury or Exposure Protocol for Laboratories](#) for incident reporting and suggested first aid procedures. For your convenience, this document can be printed out and posted in appropriate locations throughout the laboratory.

Any injuries or incidents resulting in exposure to infectious agents or recombinant nucleic acids must also be immediately reported to the Department of Biological Safety (859-257-1049).

The [NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules](#) states that research related accidents and illnesses involving recombinant DNA must be reported to NIH OBA. Failure to report these incidents can result in loss of funding to the University.

Incident Response Procedures

If an exposure should occur, please keep the following in mind:

- 1. Stay calm. Secure any animals or infectious agents.**
- 2. Doff PPE and follow first aid procedures.**
- 3. If an animal was involved, please make note of its cage card, PI owner, and status.**
- 4. Report your injury to your supervisor and, if needed, proceed to UHS for medical attention.***
- 5. If the accident results in exposure to infectious agents or recombinant materials, the supervisor should immediately report incident to the Department of Biological Safety.**

*For life threatening injuries, call 911 or proceed immediately to the Emergency Department of UK Chandler Hospital.

Incident Reporting Procedures

Supervisors should contact Worker's Care and, if required, the Department of Biological Safety. The Department of Biological Safety will conduct a follow up interview. The following information will be needed to complete the NIH standard incident reporting template:

1. The PI overseeing the research
2. What specific infectious agents or recombinant materials (vector, gene, cells) were involved in the exposure **
3. The incident time and location
4. Who was involved in the incident, including others present at the incident location
5. Actions taken immediately following the incident/violation, and by whom, to limit any health or environmental consequences of the event
6. The training received by the individual(s) involved and the date(s) the training was conducted.
7. The institutional or laboratory standard operating procedures (SOPs) for the research and whether there was any deviation from these SOPs at the time of the incident
8. Any deviation from the IBC approved containment level or other IBC approval conditions at the time of the incident
9. The personal protective equipment in use at the time of the incident
10. The occupational health requirements for laboratory personnel involved in the research
11. Any medical advice/treatment/surveillance provided or recommended after the incident.
12. Any injury or illness associated with the incident
13. Medical surveillance results (if not available at the time of initial report please indicate when results will be available)
14. If there were any equipment failures involved (including PPE)

**For animal injuries, DLAR staff should collect the following information:

- what cage the animal came out of
- what room that cage was in
- the researcher/PI that cage belonged to
- if the animal was a test subject or control (if possible)

Near Miss Incidents

Evaluation of near misses can lead to alternative work practices and implementation of engineering controls to minimize future incidents. The Division of Environmental Health and Safety requests University personnel to please voluntarily report incidents that did not result in an exposure (near miss) or witnessed activities with potential for injury or exposure via <http://ehs.uky.edu/ohs/form6.php>.