**SOP for Exposure/Incident Reporting and Reporting Procedures**

Revised 03/22/18

*All laboratories performing applications involving Biological and/or rDNA materials must comply with the conditions set forth by this SOP.*

1. Personnel Exposure:

 a. Exposure Examples:

 • Needlesticks or other percutaneous injuries from a contaminated sharp item

 • Splashes to mucous membranes (eyes, nose, mouth)

 • Bites/scratches from animals that have been exposed to any recombinant or synthetic nucleic acid material, whether or not the exposure leads to illness

 b. Immediate Response:

 • SKIN exposure: Immediately remove contaminated personal protective equipment or clothing and wash the contaminated area with an iodine solution or antibacterial soap and copious water for 15 minutes

 • EYE exposure: Flush the eye with water for at least 15 minutes at an eyewash station

 c. Notify PI or supervisor. If PI/supervisor is not available, immediately proceed to next step

 d. Medical Treatment

 • During work hours (8:00 AM to 4:00 PM), report to VCU Employee Health Services

 • After hours and weekends: report to VCU Health Systems Emergency Room

 • If emergency, call 911

 e. Reporting:

 i. Notify the Biological Safety Officer (BSO) immediately.

 ii. The BSO will investigate the incident and notify the IBC Chair and EHS Director.

 iii. The PI will complete an internal Incident Report form and submit it to the BSO and Safety and Risk Management within 24hrs of incident.

 iv. If the IBC Chair and BSO determine that the incident involves (non-exempt) r/sNA molecules,the BSO will submit an NIH incident report to the NIH Office of Biotechnology Activities within 30 days. Incidents occurring in BSL2 laboratories resulting in an overt exposure will be immediately reported to NIH OBA.

 v. The Office of Safety andRisk Management and the Vice President for Research will also receive a copy of the incident report.