As part of their laboratory-specific training, all employees under an Institutional Biosafety Committee (IBC)-approved project who work with, or come in contact with, a human pathogen must be aware of the symptoms of disease caused by those pathogens. These symptoms are described in the Safety Data Sheet (SDS) for the pathogen. If the employee believes they are suffering from an exposure to the pathogen, they must inform their supervisor immediately. The supervisor must complete the First Report of Injury (FROI) form within 24 hrs and immediately notify Environmental Health and Safety (EH&S), Office for Responsible Research (ORR), or Occupational Medicine (Occ Med). The principal investigator of any associated project must also promptly submit an Adverse Biosafety Event Report Form to the ORR. This form can be found on the IBC Forms web page.

**Roles**

**EH&S, 294-5359** *(Scenario 1)*
- If notified first, contact ORR and Occ Med
- Remind supervisor to complete FROI form
- Direct supervisor to the Adverse Biosafety Event Report Form

**ORR, 294-5412 or 294-9581** *(Scenario 2)*
- If notified first, contact EH&S and Occ Med
- Direct supervisor to the Adverse Biosafety Event Report Form
- Send out completed Adverse Biosafety Event Report Form to the IBC
- Notify NIH Office of Biotechnology Activities (OBA)

**Occ Med, 294-2056** *(Scenario 3)*
- If notified first, contact EH&S
- EH&S will contact ORR
- Notify the Iowa Department of Public Health (IDPH) if the disease is reportable

**IBC Chair/Member** *(Scenario 4)*
- If notified first, contact ORR
- ORR will contact EH&S

**Constant lines of communication are as follows** *(please see communication trees):*
- ORR to IBC and NIH OBA (if recombinant or synthetic nucleic acid molecules are involved).
- EH&S to Occ Med
- Occ Med to IDPH
Scenario 1: EH&S receives initial notice
Potential Exposure to Human Pathogen

Employee or Person Exposed

Supervisor (Complete First Report of Injury)

EH&S

ORR

Occupational Medicine

IBC

IDPH

NIH OBA (if recombinant or synthetic nucleic acid molecules are involved)
Scenario 2: ORR receives initial notice
Potential Exposure to Human Pathogen

Employee or Person Exposed → Supervisor → Complete First Report of Injury

And/Or

ORR → EH&S

ORR → IBC

NIH OBA (if recombinant or synthetic nucleic acid molecules are involved)

ORR → Occupational Medicine

Occupational Medicine → IDPH
Scenario 3: Occ Med receives initial notice
Potential Exposure to Human Pathogen

Employee or Person Exposed → Supervisor → Complete First Report of Injury

And/Or

Occupational Medicine → EH&S

IDPH → ORR

IBC → NIH OBA (if recombinant or synthetic nucleic acid molecules are involved)
Scenario 4: IBC Chair/Member receives initial notice
Potential Exposure to Human Pathogen

Employee or Person Exposed → Supervisor

IBC Chair/Member

Supervisor → Complete First Report of Injury

ORR

EH&S

IBC

Occupational Medicine

NIH OBA (if recombinant or synthetic nucleic acid molecules are involved)

IDPH