

**IOWA STATE UNIVERSITY**  
**Institutional Biosafety Committee**

**Potential Exposure to Human Pathogen  
Communication & Reporting Procedures**

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 of Research Ethics (ORE), or Occupational Medicine (Occ Med). The principal investigator of any associated project must also promptly submit an Adverse Biosafety Event Report Form to the ORE. This form can be found on the [IBC Forms web page](#).

**Roles**

EH&S, 294-5359 (*Scenario 1*)

- If notified first, contact ORE and Occ Med
- Remind supervisor to complete [FROI form](#)
- Direct supervisor to the Adverse Biosafety Event Report Form

ORE, 294-5412 or 294-9581 (*Scenario 2*)

- If notified first, contact EH&S and EH&S will contact 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 Science Policy (OSP) (if recombinant or synthetic nucleic acid molecules are involved).

Occ Med, 294-2056 (*Scenario 3*)

- If notified first, contact EH&S
- EH&S will contact ORE
- Notify the Iowa Department of Public Health (IDPH) if the disease is reportable

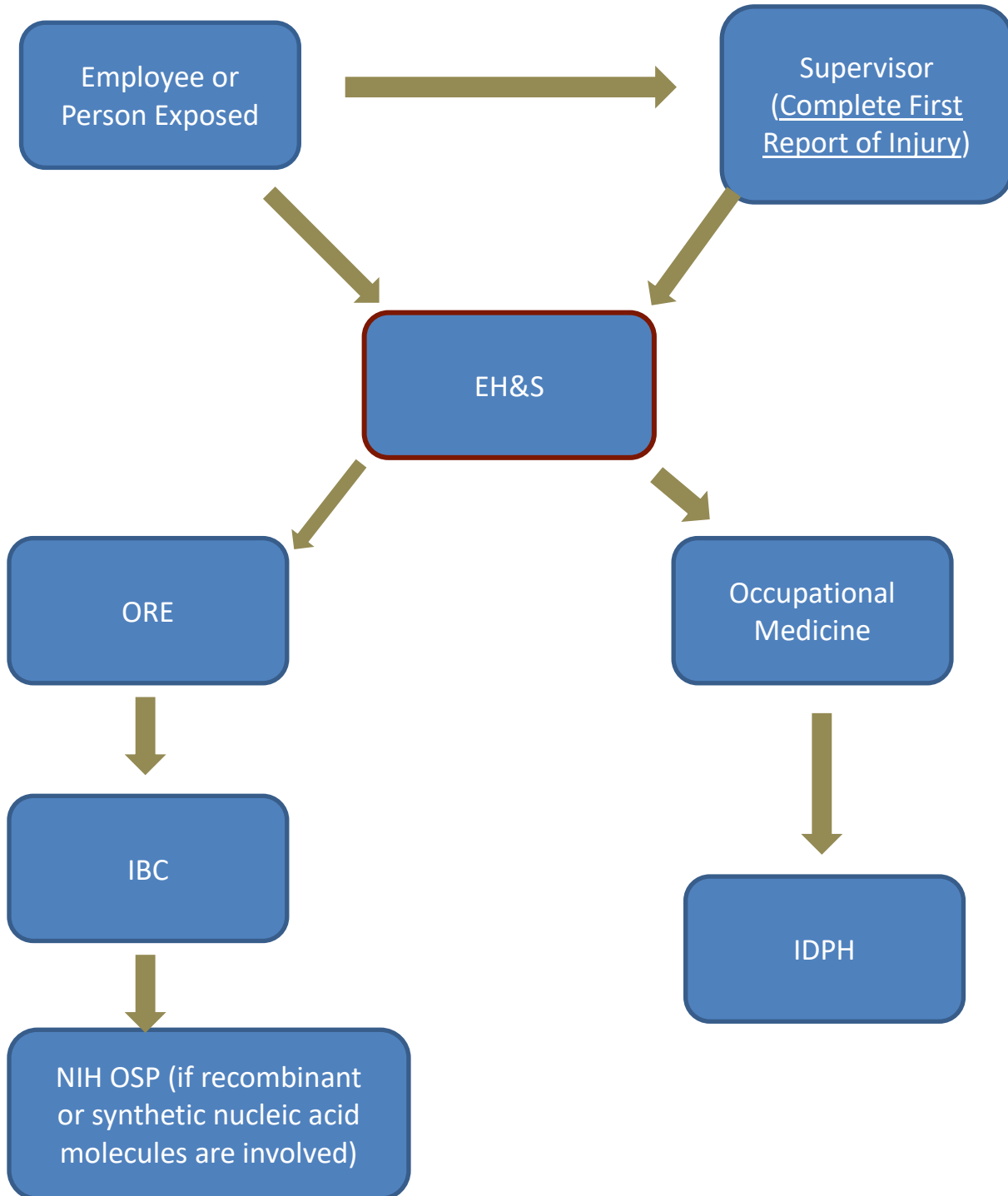
IBC Chair/Member (*Scenario 4*)

- If notified first, contact ORE
- ORE will contact EH&S

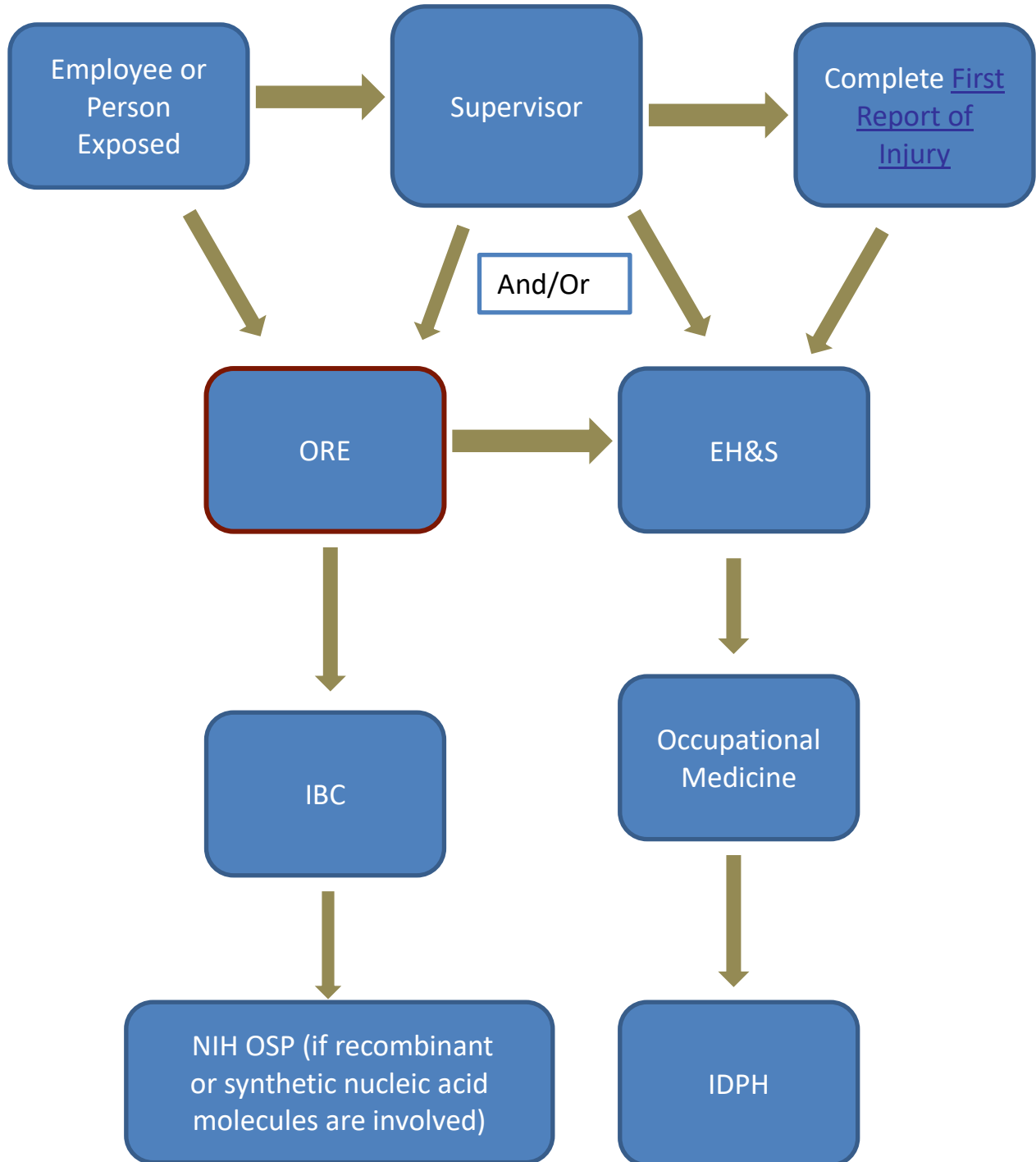
**Constant lines of communication are as follows (please see communication trees):**

- ORE to IBC and NIH OSP (if recombinant or synthetic nucleic acid molecules are involved)
- EH&S to Occ Med
- Occ Med to IDPH

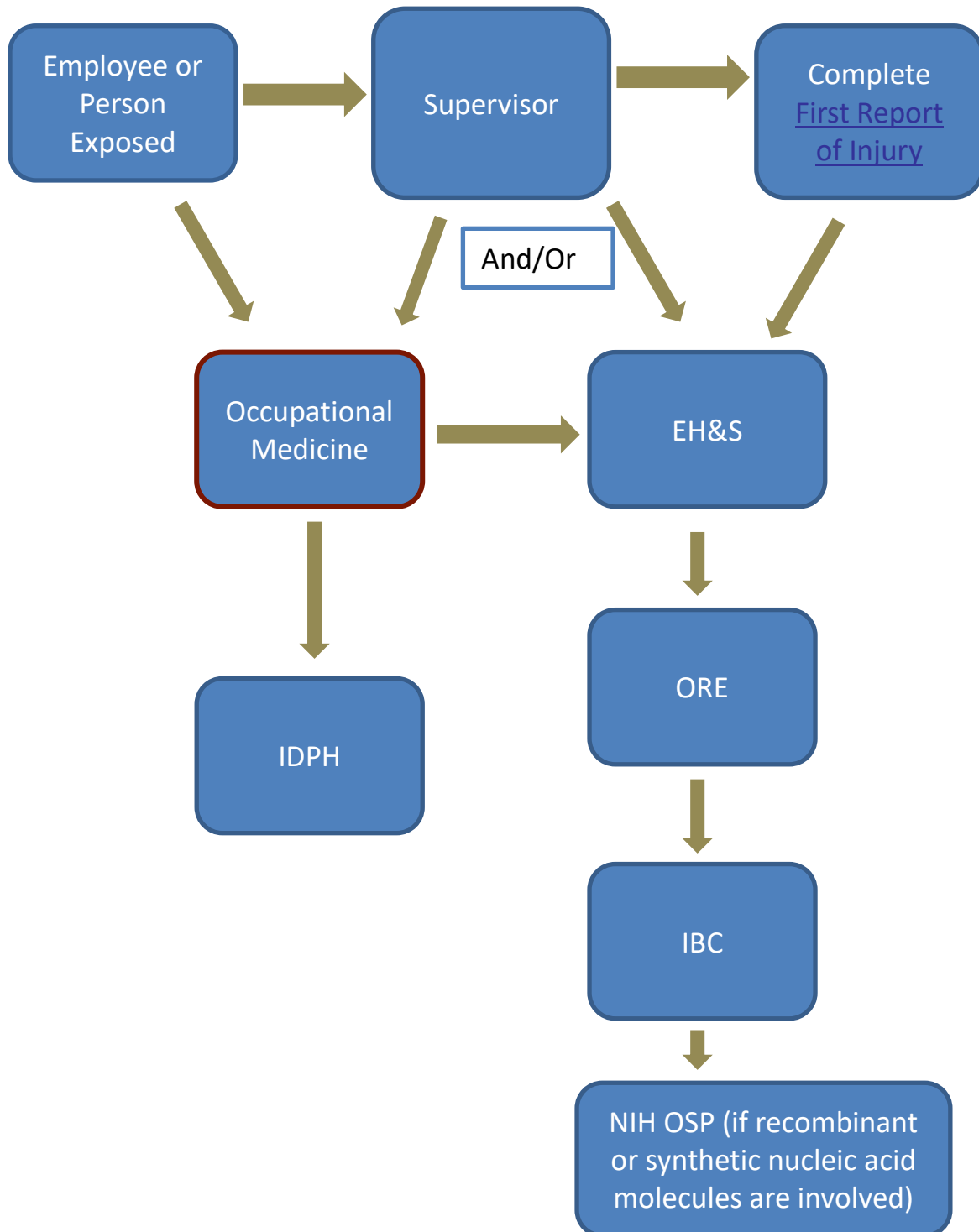
## Scenario 1: EH&S receives initial notice Potential Exposure to Human Pathogen



## Scenario 2: ORE receives initial notice Potential Exposure to Human Pathogen



## Scenario 3: Occ Med receives initial notice Potential Exposure to Human Pathogen



## Scenario 4: IBC Chair/Member receives initial notice Potential Exposure to Human Pathogen

