**West Texas A&M University**

**Institutional Biosafety Committee**

**Adverse Event Form**

**\*\*\*THIS FORM MUST BE FILED WITH THE IBC WITHIN 24 HOURS OF THE EVENT\*\*\***

**Please immediately return this form to AR-EHS via email (****ar-ehs@wtamu.edu****).**

**What is considered an adverse event?**

An adverse event is defined by the WTAMU IBC as **any** unexpected event that is or has the potential to be serious in compromising the integrity of research and teaching or the safety of laboratory/classroom personnel including students.

 Examples of adverse events include but are not limited to the following:

* theft, misplacement, or release of an agent (i.e. select agent, potential pathogen, toxin)
* inventory discrepancies
* breaches of laboratory or classroom security
* breaches of information/data systems
* problems arising due to severe weather or natural disasters
* workplace violence including bomb threats and suspicious packages
* medical emergencies (major or minor) including needle sticks or ingestion/inhalation of agents, lacerations due to broken glass
* emergencies resulting from fire, gas leaks, power outages, and explosions

**Who is responsible for submitting the Adverse Event Form to the IBC?**

The person responsible for the location where the adverse event occurs is the responsible party and must submit the Adverse Event Form to the IBC via AR-EHS within 24 hours of the event’s occurrence. If an event occurs in a research laboratory, then the Principal Investigator responsible for that research laboratory is responsible. If an event occurs in a teaching classroom or teaching laboratory, then the Course Instructor or Course Coordinator (whichever is responsible for the respective room at the time of the event) is responsible.

**Report Submitted By:**

 (Printed Name) (Date)

FOR IBC USE ONLY

Date Received:

Action Taken:

 (Signature of IBC Chair or Designee) (Date)

**Date of adverse event:**

**Location of adverse event (Building and Room #):**

**Materials involved (e.g. rDNA/RNA, infectious biohazards, toxins, etc.):**

**Nature of the event (e.g. exposure, spill, needle stick, etc.):**

**Describe the event, including what action(s) were taken (attach additional sheet(s) if necessary):**

**Describe the exposure risk to people and the environment (attach additional sheet(s) if necessary):**