

**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):