Potential Exposure to Human Pathogen
Communication and Reporting Procedures

As part of their laboratory-specific training, all employees listed on an Institutional Biosafety Committee (IBC) approved project that 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 Pathogen Safety Data Sheet (SDS). If the employee believes they have been exposed 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 EH&S, ORR, or Occupational Medicine.

Roles:

EH&S (Scenario 1) (515) 294-5359:
- If notified first, contact ORR and Occ Med
- Remind supervisor to complete FROI form
- Direct supervisor to the IBC Adverse Events form

ORR (Scenario 2) (515) 294-5412:
- If notified first, contact EH&S and Occ Med
- Direct supervisor to the IBC Adverse Events form
- Send out completed Adverse Events form to the IBC
- Notify NIH Office of Science Policy

Occ Med (Scenario 3) (515) 294-2056:
- 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 rDNA is 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

EH&S

Supervisor (Complete First Report of Injury)

ORR

Occupational Medicine

IBC

IDPH

Office of Science Policy

Reviewed 2018
Scenario 2: ORR receives initial notice
Potential Exposure to Human Pathogen

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

And/Or

ORR → IBC → Office of Science Policy

EH&S → Occupational Medicine → IDPH

Reviewed 2018
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

EH&S -> ORR

ORR -> IBC

IBC -> Office of Science Policy

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

- Employee or Person Exposed
- Supervisor
- Complete First Report of Injury
- ORR
- EH&S
- IBC
- Occupational Medicine
- Office of Science Policy
- IDPH

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