**RESEARCH SAFETY INCIDENT REPORT**

*This form is to be used to report a possible reportable event and/or non-compliance matter. Individuals should make a written report (via email) to email address* vhapthIBCReport@va.gov , *within 5 business days after becoming aware of any incident that is reportable under relevant VHA Handbooks or applicable Federal requirements related to laboratory research safety. (\*NOTE: Emails sent to this address can only be sent from within the VA Network. If you are unable to send from a VA email address, you can email the report directly to* *Elizabeth.toth2@va.gov* *or call the IBC Coordinator at 412-360-2382 or the Biosafety Officer (BSO) at 412-360-2842).*

*Complainants may submit concerns anonymously or explicitly request confidentiality under the Whistleblower Protection Act of 1989.* *There is a mailbox in room GA119 in Building 30 for individuals to submit an anonymous concern or report. The BSO will check the contents of the mailbox for any submissions. If a report is submitted, the BSO will send it to the IBC Coordinator and Chair for review.*

***PLEASE NOTE:*** *For reporting research information security incidents to facility officials and oversight agencies, VAPHS Research Information Protection Incident Reporting Policy (VAPHS R&D Policy #014), outlines the methods and timelines. Individuals should make a written report (i.e., within one hour) upon becoming aware of any information security incidents related to VA research by submitting an email to* *VHAPTHRIPP@va.gov**, following the template outlined in Appendix A of VAPHS R&D Policy #014. (****\*NOTE****: Emails sent to this address can only be sent from within the VA Network. If you are unable to send from a VA email address, you can email the report directly to* *Elizabeth.toth2@va.gov* *or call the IBC Coordinator at 412-360-2382 or the Biosafety Officer (BSO) at 412-360-2842).*

**Please provide the requested information below:**

**1. Principal Investigato**r:

**2. Study Title:**

**3. Study Protocol number (MIRB#)/ProSPECT ID**:

**4. List Research Personnel Involved (if known)**:

**5. Does this incident involve one or more VAPHS research projects? (yes or no)**

**If, yes, please provide information for EACH project:**

**6. Date and Time Incident/Situation was observed**

**7. Full Description of the Incident/Situation Observed [Please include all details:**

**8. Were any immediate actions taken to address or correct the situation (i.e. actions on the part of the Industrial Hygienist (IH) or BSO)**

**9. Has this incident been reported to anyone else (e.g., the IH, BSO, Police services)?**

**Name of individual submitting this information [*may be submitted anonymously*]:**

**Contact information where you can be reached should additional information be requested:**

**Attach any supporting documentation.**