RESEARCH INCIDENT REPORT FORM

**FOR LABORATORY RESEARCH**: This form is to be used to report a possible reportable event and/or non-compliance matter that occurs in the wet laboratories. Individuals should make a written report (via email) to email address [vhapthIBCReport@va.gov](mailto:vhapthIBCReport@va.gov), within 5 business days after becoming aware of any incident that is reportable under relevant VHA Directives/Handbooks or applicable Federal requirements related to laboratory research safety. Complainants may submit concerns anonymously or explicitly request confidentiality under the Whistleblower Protection Act of 1989. There is a mail slot in room GA119 in Building 30 for individuals to submit an anonymous concern or report.

*FOR SECURITY:* *For reporting research information security and privacy incidents to facility officials and oversight agencies, VAPHS Reporting Information Security and Privacy Incidents involving VA Research (VAPHS R&D Policy #RD-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](mailto:vhapthRIPP@va.gov)*, following the template outlined in Appendix A of VAPHS R&D Policy #RD-014.*

***FOR ANIMAL RESEARCH***: *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* [vhapthIACUCReporting@va.gov](mailto:vhapthIACUCReporting@va.gov), *within 5 business days after becoming aware of any incident that is reportable under relevant VHA Directives/Handbooks or applicable Federal requirements related to laboratory animal welfare. Complainants may submit concerns anonymously or explicitly request confidentiality under the Whistleblower Protection Act of 1989.* *There is a lockable steel box located in the Animal Research Facility (ARF) for individuals to submit an anonymous concern or report.*

\*NOTE: Emails sent to the reporting addresses [vhapthIBCReport@va.gov](mailto:vhapthIBCReport@va.gov), [vhapthIACUCReporting@va.gov](mailto:vhapthIACUCReporting@va.gov) or [vhapthRIPP@va.gov](mailto:vhapthRIPP@va.gov), 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](mailto:Elizabeth.toth2@va.gov) or call the IBC Coordinator at 412-360-2382 or the Biosafety Officer (BSO) at 412-360-2842.

**Fill out the following information for the incident that has occurred. \*This form must be completed in its entirety.**

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

**Telephone number where you can be reached should additional information be requested:**

**Please attach any supporting documentation, if needed.**

1. Principal Investigator:
2. Study Title(s):
3. Study Protocol number IRBNet ID:
4. List Research Personnel Involved (if known):
5. Date and Time Incident/Situation was observed
6. Full Description of the Incident/Situation Observed (Please include all details):
7. Were any immediate actions taken to address or correct the situation (i.e., actions on the part of the Industrial Hygienist (IH) or BSO)
8. Has this incident been reported to anyone else (e.g., the IH, BSO, VA Police Services)?

**\*STOP HERE if the incident DOES NOT involve animals/animal research.**

**ANIMAL RESEARCH STUDY INCIDENT  Not Applicable**

**If the incident involves animals/animal research, please fill out the additional questions listed below.**

1. **Full Description of the Incident/Situation Observed that includes any animal welfare considerations observed:**
2. **Has this incident been reported to anyone else (e.g., the Animal Research Facility Supervisor, Veterinarians)?**
3. **Were any immediate actions taken to address or correct the situation (i.e., actions on the part of the Animal Research Facility or Veterinary staff)**