


STANDARD OPERATING PROCEDURE				
	Emergency Procedure for Accidental Exposure		SOP #	LS_SOP_003
	Originated by:	Karen Power	Date:	24 April 2017
	Laboratory:	Allen Lab	Pages:	1 of 3
	Approved by:	Alicja Trocha		

1. WASH!

- a. **Remove any contaminated protective garments and immediately wash the exposed area of your body for 15 minutes with soap and water.** If your eyes or face were exposed use the nearest eyewash or safety shower.
- b. Anyone who witnessed exposure should help coordinate next steps – BUDDY system. BUDDY is responsible for containing spill or coordinating clean-up if it poses immediate threat to others.

2. CALL!

- a. You or your BUDDY should **call MGH Occupational Health at 617-726-2217** - they will connect you with nurse or physician on call who will decide from your description what immediate action should be taken.
- b. Have *as much* relevant information *as possible* ready to share with Occ. Health.

3. CALL!

- a. After receiving instruction from MGH Occupational Health, you or your BUDDY should **call supervisor or contact person listed below to report/describe what has happened as well as MGH Occupational Health recommendations.**


4. GO!

- a. If MGH Occupational Health directs you to the MGH Emergency Room (ER), proceed IMMEDIATELY by cab. You will be reimbursed for any transportation expenses.
- b. If MGH Occupational Health directs you to their office (165 Charles River Plaza, 4th floor, Suite 404, Boston), proceed IMMEDIATELY by cab. You will be reimbursed for any transportation expenses.

5. REPORT!

For all incidents, after receiving any necessary medical care, as soon as possible

- a. Report exposure to **your lab manager** or directly to **Alicja Trocha** (603 275 6685)
- b. Complete an **Incident Report online**
 - i. On your Partners workstation, go to START menu, Partners Applications, Safety Reporting
 - ii. On a Mac or non-Partners workstation computer, go to **Incident Reporting link on Ragon intranet home page.**
- c. Report incident to **Ragon Institute Biosafety Officer**. Some exposures require reporting to regulatory authorities within 24 hours.

STANDARD OPERATING PROCEDURE			
	Emergency Procedure for Accidental Exposure		SOP # LS_SOP_003
	Originated by:	Karen Power	Date: 24 April 2017
	Laboratory:	Allen Lab	Pages: 2 of 3
	Approved by:	Alicja Trocha	

Contact persons:

Daniel Worrall, NP CELL: 781-696-0365
 Doug Kwon, MD CELL: 415 -215- 5337
 Boris Juelg, MD CELL: 617- 401 -6725
 Bruce Walker, MD CELL: 617- 633- 3691

POST POTENTIAL EXPOSURE INFORMATION CHECKLIST

Information should be gathered as quickly as possible by you or a BUDDY.

Name: _____ Badge Number: _____

PI Name: _____

Material (circle all that apply)

Human	Whole Blood	Cell culture supernatant
Non-Human Primate	Plasma	High titer stock virus
Mouse	PBMCs	(JRCSF, NL43, IIIb, Other)
Other	Cultured Cells	

Source Information: Do not delay reporting to search for information!

Patient ID (Ragon, Fenway, Alias, Other) _____

Date of Sample _____

Patient HIV Status: POS NEG UNKNOWN HIV Viral Load? _____

Patient HCV Status: POS NEG UNKNOWN HCV Viral Load? _____

Other Coinfections: _____


Drug Resistance Mutations: _____

Study/Project/Collaborator information: _____

Route of Exposure (circle all that apply)

Needlestick	Splash to broken skin
Other sharps stick	Splash to face (eyes, nose, mouth)

STANDARD OPERATING PROCEDURE

 Ragon Institute <small>of MGH, MIT and Harvard</small>	Emergency Procedure for Accidental Exposure		SOP #	LS_SOP_003
	Originated by:	Karen Power	Date:	24 April 2017
	Laboratory:	Allen Lab	Pages:	3 of 3
	Approved by:	Alicja Trocha		

Laceration
Other

Inhalation/Ingestion

Location of Incident

Building: _____ Floor: _____ Room: _____

Other: _____

DESCRIPTION OF INCIDENT:
