
1. BI Documentation Policy

- a. The BI facility will document relevant general, laboratory and biohazard safety information, BI policies and standard operating procedures (SOPs), and BI policy forms and logs, including but not limited to BI user training documentation, equipment and/or maintenance SOPs, visitor information (via [BI Visitor Log](#)), laboratory inventories and inspections, emergency equipment testing, biosecurity documentation, and user infractions.
- b. BI documentation will be maintained in the BI Office and laboratories and electronically on the BioInterfaces Electronic Laboratory Notebook (BioELN).
- c. The BI maintains the BI Safety Board, to post and communicate relevant safety information to users, which is located outside the main BI laboratory entrance.

1.1. BI Office Area

- a. The BI Office area will house paper copies of:
 - i. relevant general and BI-specific safety and biosafety references
 - ii. safety training documentation; refer to the [BI Training Policy](#)
 - iii. BI inventory information, including MSDS/PSDS and certificates of analysis; refer to the [BI Substance Policy](#)
 - iv. Injury and incident reports; refer to the BI Emergency Procedures Policies.
 - v. biosafety documentation; refer to the [BI Biohazard Work Policy](#)
 - vi. biosecurity documentation, refer to the [BI Biosecurity Policy](#)
 - vii. BI visitor logs; refer to the [BI Visitor Policy](#)
 - viii. BI facility inspections, refer to the [BI Inspection Policy](#)
 - ix. eye wash testing logs; refer to the [BI Emergency Equipment Policy](#) and the [BI Emergency Eye Wash Station SOP](#), as appropriate

1.2. BI Laboratory Areas

- a. Storage of paperwork within the BI laboratories will be kept to a minimum.
- b. The BI laboratories will house paper copies of relevant:
 - i. general and BI-specific safety and biosafety references
 - ii. hazard and biohazard inventory information, including MSDS/PSDS; refer to the [BI Substance Policy](#) and the [BI Biohazard Work Policy](#)
 - iii. equipment SOPs
- c. BI equipment or storage areas (e.g. fridges, freezers, and liquid nitrogen storage units) that are in contact with biohazard agents and/or materials will be labeled with a biohazardous symbol. Refer to the [BI Biohazard Work Policy](#).
- d. The BI Biohazard Waste Storage and Disposal Room (ETB 430) houses the Biohazard Waste Storage and Disposal Log. Refer to the [BI Waste Disposal Policy – Biohazardous Waste](#).

1.2.1. BI Laboratory Signage

- a. BI laboratory may have the following signage upon entry and/or exit:
 - i. Visitor information.
 - ii. Laboratory information sheet: indicating hazards, biohazard rating, and entry requirements and/or restrictions.
 - iii. Technician and emergency contact information.
 - iv. Relevant equipment information.
 - v. Biohazard Awareness Poster.
 - a. Emergency procedures: evacuation routes, location of nearest emergency equipment, equipment failure and spill procedures.
 - b. Personal Protective Equipment (PPE) protocols - refer to BI PPE Policy.
 - c. Waste disposal procedures – refer to BI Waste Policy.
 - d. Hand-washing reminder.
- b. The laboratory ETB 424 will have additional signage
 - i. Laser safety information.

1.3. BI BioELN

- a. The BI BioELN (refer to the BI BioELN Policy) may be used to store:
 - i. BI user training records.
 - ii. BI laboratories inventories, including MSDS/PSDS.
 - iii. BI equipment information, including maintenance reports.

1.4. BI SOPs

- a. Equipment SOPs are maintained by the responsible technician.
- b. SOPs may be located near the equipment or in the laboratory SOP binder.
- c. Upon training, users should read and sign the SOP for evidence of training and compliance.
- d. SOPs are updated as new information is available or at minimum annually.

1.5. Lab Documentation – Example Posters

- a. Visitor information.
- b. Laboratory information sheet(s) and entry requirements.
- c. Technician and emergency contact information.
- d. Evacuation routes.
- e. Location of nearest emergency equipment.
- f. Laser safety information.
- g. Biohazard Awareness Poster.
- h. Exiting procedures.