# BI Documentation Policy

1. 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.
2. BI documentation will be maintained in the BI Office and laboratories and electronically on the BioInterfaces Electronic Laboratory Notebook (BioELN).
3. The BI maintains the “BI Information Board”, to post and communicate relevant safety information to users, which is located outside the main BI laboratory entrance.

## BI Office Areas

1. The BI Office areas will house:
	1. relevant general and BI-specific safety and biosafety references
	2. safety training documentation; refer to the BI Training Policy
	3. BI inventory information, including SDS/PSDS and certificates of analysis; refer to the BI Substance Policy
	4. Injury and incident reports; refer to the BI Emergency Procedures Policies.
	5. biosafety documentation; refer to the BI Biohazard Work Policy
	6. biosecurity documentation, refer to the BI Biosecurity Policy
	7. BI visitor logs; refer to the BI Visitor Policy
	8. BI facility inspections, refer to the BI Inspection Policy
	9. eye wash testing logs; refer to the BI Emergency Equipment Policy and the BI Emergency Eye Wash Station SOP, as appropriate

## BI Laboratory Areas

1. Storage of paperwork within the BI laboratories will be kept to a minimum.
2. The BI laboratories will house relevant:
	1. general and BI-specific safety and biosafety references
	2. hazard and biohazard inventory information, including SDS/PSDS; refer to the BI Substance Policy and the BI Biohazard Work Policy
	3. equipment SOPs
3. 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.
4. 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.

### BI Laboratory Signage

1. BI laboratories will have the following signage upon entry and/or exit:
	1. Visitor information.
	2. Laboratory information sheet: indicating hazards, biohazard rating, and entry requirements (e.g. PPE) and/or restrictions.
	3. Technician and emergency contact information.
	4. Relevant equipment information.
	5. Biohazard Awareness Poster.
	6. Emergency equipment locations and evacuation routes.
	7. Hand-washing reminder.
2. BSL-2 laboratories (ETB 420 and 425) will also post signage pertaining to:
	1. BSC failure procedures.
	2. Spill procedures.
3. The laboratory ETB 424 will have additional signage
	1. Laser safety information.

## BI SOPs

1. Equipment SOPs are maintained by the responsible technician.
2. SOPs may be located near the equipment.
3. Upon training, users should read and sign the SOP for evidence of training and compliance.
4. SOPs are updated as new information is available or at minimum annually.

## Lab Documentation – Example Posters

1. Laboratory information Sheet.
2. Emergency Equipment and Evacuation Routes.