# BI Infraction Policy

1. While working within the BI, users must adhere to BI policies and SOPs.
2. Failure to comply with BI policies and SOPs will result in infraction notifications.
3. Infraction notifications will be communicated to the BI user verbally and/or through written form, likely via email. The BI user’s supervisor may also be notified, in addition to the BI Director and/or BI Co-Director and BI staff members.
4. Repercussions of infractions may include suspension from BI equipment and/or facilities, for a time period determined by the BI, or indefinitely.
5. Following infractions, if re-use of BI equipment or re-entry into the facility is possible, disciplinary actions are required, and may include completing relevant BI training modules, reviewing policies or SOPs anew, with tested competency.
6. Infractions, repercussions and disciplinary actions are at the discretion of the BI and are evaluated on a case-by-case basis.
7. To avoid infractions, users should consult BI policies and direct any questions or concerns to BI staff as needed.

## Possible Infractions

1. Possible Infractions may be, but are not limited to:
	1. Unprofessional, malicious or disrespectful behavior.
	2. Allowing unauthorized entry into the BI facility.
	3. Failing to fill out the Visitor’s Log when brining in visitors.
	4. Working outside of allowable working hours.
	5. Failure to wear and/or wearing improper PPE.
	6. Taking unauthorized items into BI laboratories.
	7. Failure to label and/or record inventory properly.
	8. Handling unauthorized substances or materials.
	9. Knowingly disposing of hazardous or biohazardous waste improperly.
	10. Failure to report injury, illness, spill or equipment malfunction to BI staff.
	11. Untrained or unscheduled use of equipment.
	12. Training other individuals on equipment, without prior permission from BI Staff.
	13. Causing damage to facilities or equipment.