

Appendix D – Current Records Maintained in Biosafety Manual

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The Biosafety Manual is augmented with laboratory-specific information that must be accessible to all employees in the laboratory at all times. The laboratory-specific information is typically filed in the front of the Biosafety Manual binder. The current edition of the [Biosafety Manual](#) is available electronically on the EH&S website.

Laboratory specific information consisting of information such as standard operating procedures, laboratory floor plans, biohazard spill kit locations, exposure control plan, training records, and emergency procedures filed in this section and should be reviewed and updated by the PI or lab manager at least annually or whenever there are changes.

A. BIOSAFETY AND BLOODBORNE PATHOGENS TRAINING RECORDS

Laboratories must maintain current records of initial and refresher biosafety and BBP trainings.

EH&S maintains records of employee attendance at their classes. Copies of these records are available to departments upon request (call 206-543-7201 or email ehstrain@uw.edu). You can also access your biosafety and BBP [training records online](#).

B. CDC, U.S. DEPARTMENT OF AGRICULTURE, ANIMAL AND PLANT HEALTH INSEPCION SERVICE PERMITS

PI must keep current copies of any required CDC, U.S. Department of Agriculture (USDA), or/and Animal and Plant Health Inspection Service (APHIS) permits.

C. SHIPPING PAPERS

If items containing biohazards are mailed or moved on or off campus and require shipping papers, these papers should be kept for three years.

D. EXPOSURE INCIDENTS

Employee incident/accident report records are maintained at EH&S (206-543-7388). Industrial insurance records are maintained in the UW Office of Risk Management (206-543-0183). The PI should also keep copies of all incident/accident reports filed pertaining to the laboratory or involving laboratory staff.



