

**Adverse Event MFR
Memo For Record (MFR)**

(INSTRUCTIONS—Form is on the next page)

DATE: (MFR should be prepared as soon as practical after the event so that facts are current and accurate)

SUBJECT: (e.g., Laboratory Salmonella exposure)

COMPLIANCE COMMITTEE PROTOCOLS: (list applicable protocol numbers for the activity in question - IBC, IACUC, IRB, etc.)

BACKGROUND: (Narrative explanation of the incident/accident so that it is clear what happened {who, what where when, and why}. This can be very simple or complex depending on the event).

RISK ASSESSMENT: (Provide an assessment of the potential risk associated with this incident, eg., "there is the potential for transmission of Salmonella through the needle stick," or "the agent is not a human pathogen and therefore poses no human health risk.").

FINDINGS: (If there was an investigation or fact finding effort, describe the results in a concise, logical way).

ACTIONS TAKEN:

Immediate: (eg., lab activity halted to assess situation; first aid rendered; biosafety cabinet decontaminated; person went to hospital, notified the URCO and EH&S offices etc.).

Corrective / Remedial Action: (Describe any corrective or remedial actions taken to mitigate or help prevent reoccurrence. For example, reviewed SOPs, held a lab training session, etc.)

PER 17 Submitted: Yes No

CONCLUSIONS: (Provide any conclusions drawn from the incident).

Signature (provide adequate identification / contact info)

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