



**Vision:** To be the Healthiest State in the Nation

### Biosafety Risk Assessment: Documentation Worksheet

This worksheet is intended to be used in conjunction with the “Conducting a Biosafety Risk Assessment” Standard Operating Procedure. This worksheet is meant to be used in the “Documentation” step and will provide documentation for the procedure being assessed along with a list of the agents or targets for which this procedure tests. It also provides documentation of the personnel involved in the creation and approval of this assessment and the dates on which this occurred.

<b>Institution:</b>
<b>Laboratory Unit/Section/Department:</b>

<b>Name of Procedure Being Assessed:</b>
Procedure (SOP) Document ID (optional):
Procedure (SOP) Document Version (optional):
Procedure (SOP) Document Effective Date (optional):

<b>Agents or Targets Tested by This Procedure:</b>	

<b>Date of Assessment Completion:</b>
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<b>Names of Individuals Involved in Conducting the Assessment</b>	
<b>Name:</b>	<b>Role:</b>



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<b>Names of Individuals Who Have Reviewed the Assessment</b>			
<b>Name:</b>	<b>Role:</b>	<b>Date Reviewed:</b>	<b>Signature:</b>

These resources are the product of research from respected biosafety sources that were combined to help create a biorisk program. Please follow your own professional judgement, your institution's established guidelines, and any applicable local, state, and federal requirements.