

Sample Accident or Adverse Event MFR

Memos For Record (MFR) are critical personal records that document significant, adverse, or unusual events. They demonstrate and document due diligence in dealing with situations that may be questioned or investigated at a later date. MFRs provide a permanent record for the responsible person, and assist compliance or administrative personnel in assessing the incident).

MEMO FOR RECORD (MFR)

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)