

Inspection Checklist for Incident Response (7 CFR 331; 9 CFR 121; 42 CFR 73)

Entity Name:
Inspection Date:
Street Address:
City, State, Zip:
RO:
ARO(s):

Lead Inspector:
Other Inspectors:

Building/Room(s):

PI(s):

HHS Agents:

Overlap Agents:

USDA Agents:

When information is entered in this form, the form is to be considered Sensitive Select Agent Information.

Entity Name:		Inspection Date:			
Reference	Statement	Yes	No	N/A	Comments
CFR: Section 14(a)	An individual or entity required to register under this part must develop and implement a written incident response plan based upon a site-specific risk assessment.				
CFR: Section 14(a)	The incident response plan must be: <i>[Specify in Comments]</i>				
	- coordinated with any entity-wide plans				
	- kept in the workplace				
	- available to employees for review				
CFR: Section 14(b)	The incident response plan must fully describe the entity's response procedures for the:				
	- theft, loss, or release of a select agent or toxin				

Entity Name:		Inspection Date:			
Reference	Statement	Yes	No	N/A	Comments
	- inventory discrepancies				
	- security breaches (including information systems)				
	- severe weather and other natural disasters				
	- workplace violence				
	- bomb threats				
	- suspicious packages				
	- emergencies such as fire, gas leak, explosion, power outage, etc.				
	- other natural and man-made events.				
CFR: Section 14(c)	The response procedures must account for hazards associated with the select agent and toxin and appropriate actions to contain such select agent or toxin, including any animals (including arthropods) or plants intentionally or accidentally exposed to or infected with a select agent.				
CFR: Section 14(d)	The incident response plan must also contain the following information:				
CFR: Section 14(d)(1)	The name and contact information (e.g., home and work) for the individual or entity (e.g., responsible official, alternate responsible official(s), biosafety officer, etc.)				
CFR: Section 14(d)(2)	The name and contact information for the building owner and/or manager <i>[where applicable]</i>				

Entity Name:		Inspection Date:			
Reference	Statement	Yes	No	N/A	Comments
CFR: Section 14(d)(3)	The name and contact information for tenant offices <i>[where applicable]</i>				
CFR: Section 14(d)(4)	The name and contact information for the physical security official for the building <i>[where applicable]</i>				
CFR: Section 14(d)(5)	Personnel roles and lines of authority and communication				
CFR: Section 14(d)(6)	Planning and coordination with local emergency responders				
CFR: Section 14(d)(7)	Procedures to be followed by employees performing rescue or medical duties				
CFR: Section 14(d)(8)	Emergency medical treatment and first aid				
CFR: Section 14(d)(9)	A list of personal protective and emergency equipment, and their locations				
CFR: Section 14(d)(10)	Site security and control				
CFR: Section 14(d)(11)	Procedures for emergency evacuation, including type of evacuation, exit route assignments, safe distances, and places of refuge				
CFR: Section 14(d)(12)	Decontamination procedures.				
CFR: Section 14(e)	Entities with Tier 1 select agents and toxins must have the following additional incident response policies or procedures:				
CFR: Section 14(e)(1)	The incident response plan must fully describe the entity's response procedures for failure of intrusion detection or alarm system; and				

Entity Name:		Inspection Date:			
Reference	Statement	Yes	No	N/A	Comments
CFR: Section 14(e)(2)	The incident response plan must describe procedures for how the entity will notify the appropriate Federal, State, or local law enforcement agencies of suspicious activity that may be criminal in nature and related to the entity, its personnel, or its select agents or toxins.				
CFR: Section 14(f)	The plan must be reviewed annually and revised as necessary.				
CFR: Section 14(f)	Drills or exercises must be conducted at least annually to test and evaluate the effectiveness of the plan.				
CFR: Section 14(f)	The plan must be reviewed and revised, as necessary, after any drill or exercise and after any incident.				

Comments continued:

Inspector summary and comments:

Lead inspector:

Date:

Other inspectors present:

Date:

Lead inspector signature: _____

Date: _____