# Information Security Checklist

**The information found in the appendix consists of information that an entity may consider in development and implementation of entity’s security plan. The user is not required to use, or limited to, the information provided in the appendix.**

IT Contact Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Office Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact e-mail address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fill in the information describing your Information Systems Security Program.**

**Check all that apply:**

1. **Information Technology (IT) Infrastructure**

Security Firewall Protection • Yes • No

Anti-Virus/Worm Protection • Yes • No

Network Password Protection • Yes • No

Desktop Password Protection • Yes • No

Certified/Accredited Systems • Yes • No

Security Patch Mgt. Procedures • Yes • No

1. **Hardware Assets Protection**

Main Computer Room Locked • Yes • No

Laboratory Protection • Yes • No

Wiring/Cable Closet Protection • Yes • No

Restricted Access Protection • Yes • No

Property Inventory Controls • Yes • No

Fire Protection and Alarms • Yes • No

1. **Personnel Security**

Background Check for IT Staff • Yes • No

Background Check for IT Part-Time • Yes • No

Personnel Records Secured • Yes • No

Information Security Manager • Yes • No

Security Policy/Procedures • Yes • No

1. **Data Protection**

Select Agent or Toxin Inventories

Record Secured • Yes • No

Data Encryption • Yes • No

Remote Access Protocols • Yes • No

Web Data Sanitized • Yes • No

Log On/Off Procedures • Yes • No

Access Denial Protocols • Yes • No

**Note**: In using this document, a box checked “No” does not imply that the entity must make it a “Yes” in order to satisfy the provisions of the select agent regulations for information systems control. The purpose of this document is to determine what the entity has in place.

**Additional Remarks:**

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