

Inspection Checklist for Training (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 15 (a)	An individual or entity required to register under this part must provide information and training on biosafety, security (including security awareness), and incident response to:				
CFR: Section 15 (a)(1)	Each individual with access approval from the HHS Secretary or Administrator before that individual has such access to select agents and toxins. The training must address the particular needs of the individual, the work they will do, and the risks posed by the select agents or toxins; and				
CFR: Section 15 (a)(2)	Each individual not approved for access to select agents and toxins by the HHS Secretary or Administrator before that individual enters areas where select agents or toxins are handled or stored (e.g., laboratories, growth chambers, animal rooms, greenhouses, storage areas, shipping/receiving areas, production facilities, etc.).				
CFR: Section 15 (a)(2)	Training for escorted personnel must be based on the risk associated with accessing areas where select agents and toxins are used and/or stored.				
CFR Section 15 (b)	Entities with Tier 1 select agents and toxins must conduct annual insider threat awareness briefings on how to identify and report suspicious behaviors.				
CFR: Section 15 (c)	Refresher training must be provided annually for individuals with access approval from the HHS Secretary or Administrator or at such time as the registered individual or entity significantly amends its security, incident response, or biosafety plans.				

Entity Name:		Inspection Date:			
Reference	Statement	Yes	No	N/A	Comments
CFR Section 15 (d)	The Responsible Official must ensure a record of the training provided to each individual with access to select agents and toxins and each escorted individual (e.g., laboratory workers, visitors, etc.) is maintained. The record must include the name of the individual, the date of the training, a description of the training provided, and the means used to verify that the employee understood the training.				

Comments continued:

Inspector summary and comments:

Lead inspector:

Date:

Other inspectors present:

Date:

Lead inspector signature: _____

Date: _____