

Inspection Checklist for Training (7 CFR 331.15; 9 CFR 121.15; 42 CFR 73.15)

Inspection Date: _____

Entity Name: _____

Responsible Official: _____

SAP Inspector(s): _____

Principal Investigator (P.I.): _____

Laboratory Location - Street Address: _____

Building: _____

Room number(s): _____

Agent(s)/Toxin(s): _____

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

Reference	Statement	Response			Comments
		Yes	No	N/A	
Section 15 (a)	An individual or entity required to register under this part must provide information and training on biosafety and security to each individual with access approval from the HHS Secretary or APHIS Administrator before he/she has such access.				
Section 15 (a)	An individual or entity must provide information and training on biosafety and security to each individual not approved for access from the HHS Secretary or Administrator before he/she works in or visits areas where select agents or toxins are handled or stored (e.g., laboratories, growth chambers, animal rooms, greenhouses, storage areas, etc.).				
Section 15 (a)	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.				
Section 15 (b)	Refresher training must be provided annually.				
Section 15 (c)	A record of training provided to each individual must be maintained.				
Section 15 (c)	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.				

Inspector summary and comments:	

Recommendations:	

Other inspectors present:	Date:
Inspector completing checklist:	Date: