

2022 USA Biosafety Officer *Annual Select Agent Records* Inspection Checklist

PI: XXXX
Department:
Telephone: 251-XXX-XXXX
Biohazard(s):

Office Location: XXX
Lab Location: LID

Completed By (print): _____ **Signature:** _____

Date of Inspection: _____

Answer Yes, No or NA (not applicable), by placing an X in the appropriate box.

	YES	NO	N/A	Comments
A. Select Agent Inventory Records				
An accurate, current inventory for each select agent held in long-term storage (i.e. in a freezer or lyophilized materials) is maintained in the lab. These records include the following:				
1. The name and characteristics (e.g., strain designation)				
2. The quantity acquired from another individual or entity (e.g., containers, vials, tubes, etc.), date of acquisition, and the source				
3. Where stored (e.g., building, room, and freezer)				
4. When moved from storage and by whom and when returned to storage and by whom, and purpose of use				
5. Disposition of strains permanently removed from inventory				
6. A written explanation of any discrepancies				
Annual inventory verifications are conducted and recorded in a log book				
Random sampling of the inventory verifies accuracy (record results in the User's log book)				<i>Note: details here (e.g. __% sampling etc)</i>
Inventory records under this part are secured and can only be accessed by SRA-approved personnel				
All records created under this part are maintained for three years				
B. Select Agent Transfer Records				
Records are maintained for any shipments of select agents between USA and other institutions				
For intra-entity transfers (at USA), the select agent, quantity transferred, date of transfer, sender and recipient are recorded				
All records created under this part are maintained for three years				
C. Select Agent Infected Animal Inventory Records				
An accurate, current accounting of any animals intentionally or accidentally exposed to or infected with a select agent (including number and species, location, and appropriate disposition)				
A written explanation of any discrepancies.				
Inventory records under this part are secured and can only be accessed by SRA-approved personnel				
All records created under this part are maintained for three years				
D. Electronic Records				
Any select agent records maintained electronically are secure (e.g. non-networked computer, secured/protected networked computer)				
Records can be securely transferred outside of the BSL-3 electronically (e.g. fax, secured network connection)				

E. Theft, Loss, Release Records				
Records for any theft, loss or release of a select agent are maintained				
All records created under this part must be maintained for three years				
	YES	NO	N/A	Comments
F. Autoclave Records (required for Tier 1 select agents)				
A log book is maintained for autoclaving of select agent waste; must document that the required parameters (e.g. temperature, pressure) were met and that the cycle completed successfully				
All records created under this part are maintained for three years				
<i>Additional comments/observations:</i>				