



SITE INSPECTION CHECKLIST

Request No _____

NASS Representative: _____

Researcher Name: _____

Researcher Org: _____

Address: _____

Phone Number: _____

A NASS authorized representative must perform a virtual site inspection of the remote data access point workplace to complete form. Forward completed form to the REE-NASS-PhysicalSecurity@usda.gov for review and approval.

WORKPLACE DESCRIPTION/ PHYSICAL SECURITY/CONFIDENTIALITY		
1	Home or Office?	<input type="checkbox"/> Home <input type="checkbox"/> Office
	a. Floor and room number	
2	Free from "high traffic?"	<input type="checkbox"/> YES <input type="checkbox"/> NO
3	Isolated from public areas within the building?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4	Accessible by authorized individuals only?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5	Located inside a lockable room?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6	Monitor is not visible from windows or doors?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7	Researcher has signed NASS ADM-043.	<input type="checkbox"/> YES <input type="checkbox"/> NO
8	Researcher is aware that screen sharing, screen capture, printing, photography, or any other form of data replication is prohibited.	<input type="checkbox"/> YES <input type="checkbox"/> NO

MACHINE INFORMATION		
9	Manufacturer	
10	Model Number	
11	Serial Number	
12	IP Address (IPv4)	

NASS Representative Signature and Date

FOR NASS SECURITY STAFF USE ONLY			
Approved:	Yes	No	NASS Security Staff Signature and Date:

Sensitive But Unclassified (SBU) Information Disseminate only on a Need to Know Basis

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB number is xxxx-xxxx. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.