



Follow this process to conduct a CDC/APHIS Biological Select Agents & Toxins (BSAT) Recruitment and Background Check (includes Tier 1 BSAT research).

QUESTIONS?

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Posting REQ

1. **ASU Department will choose background check and fingerprint packages when setting up the position number for the REQ.**
 - a. Background package (Standard/Employment, Verification/Education and Verification/References/Sex Offender)
 - b. Fingerprint package (ASU's OHR package and, later in the process, the FD-961 from the FBI)
 - c. The background check and fingerprinting will cost approximately \$150.
2. **ASU Department will contact [HR Recruitment](#) to alert the group that a REQ will be posted that is a CDC/APHIS BSAT recruitment.**
3. **ASU Department will prepare the posting REQ in Kenexa with one of the following four statements:**

1. **Business & Finance EHS, Biodesign IT and UTO in the REQ department statement:**

The candidate selected will work with and/or have access to biological select agents and toxins (BSATs). These agents are strictly controlled and are subject to federal and institutional regulations, policies and procedures. Pursuant to federal regulations, ASU shall conduct pre-employment screenings, which will include verification of work history, academic credentials, references, licenses and certifications. Employment is contingent upon passing: FBI security risk assessment; criminal and misdemeanor background check; and occupational health assessment. Occupational health assessment will include, but is not limited to: physical exam; medical screening; respirator fit testing; required vaccinations (Tetanus, MMR, ACAM 2000 and any other based upon research requirements); and baseline tuberculosis testing.”

2. **OKED as part of the interview or pre-hire process**

The following text must be included at some point in the interview and/or pre-hire process. The candidate must sign that they have read and understand these requirements and contingencies:

“The candidate selected will work with and/or have access to biological select agents and toxins (BSATs), particularly those classified as Tier 1 BSATs. These agents are strictly controlled and are subject to federal and institutional regulations, policies and procedures. Pursuant to federal regulations governing Tier 1 BSAT, ASU shall conduct pre-employment screenings, which will include verification of work history, academic credentials, references, licenses and certifications. Employment is contingent upon passing: FBI security risk assessment; criminal and misdemeanor background check; and occupational health assessment. Occupational health assessment will include, but is not



Background & Fingerprint Process Summary

limited to: physical exam; medical screening; respirator fit testing; required vaccinations (Tetanus, MMR, ACAM 2000 and any other based upon research requirements); and baseline tuberculosis testing.”

3. **Certain research personnel will be hired, trained and mentored, and then evaluated over a period of time to determine if they are qualified to work with select agents or toxins.** At which point, the individual will be asked if they would like to be considered to work with Tier 1 BSAT (whether or not the employee will receive special duty pay or a promotion shall be at the discretion of the department).
4. **Job Descriptions for employees who work with, or may work with, Tier 1 BSAT must be updated to include the following text:**
“This position will work with and/or have access to biological select agents and toxins (BSATs), particularly those classified as Tier 1 BSATs. These agents are strictly controlled and are subject to federal and institutional regulations, policies and procedures. Pursuant to federal regulations governing Tier 1 BSAT, ASU shall conduct pre-employment screenings, which will include verification of work history, academic credentials, references, licenses and certifications. This position requires passing the following: FBI security risk assessment; criminal and misdemeanor background check; and occupational health assessment. Occupational health assessment will include, but is not limited to: physical exam; medical screening; respirator fit testing; required vaccinations (Tetanus, MMR, ACAM 2000 and any other based upon research requirements); and baseline tuberculosis testing. Following employment, individuals are required to participate in mandatory trainings, occupational health assessments and exams, and ongoing personnel suitability assessments and monitoring. Employees must comply with all laws, regulations, policies, procedures and security plans for Tier 1 BSAT.”

Conducting background checks

1. When a verbal conditional offer has been extended to a candidate and it is accepted, the ASU department will inform the candidate that they will receive a series of emails that may include a personal data form, background check information and an offer letter.
2. The candidate will complete the background check email to submit their consent for HireRight to conduct a background check. The background check will consist of: Standard/Employment, Verification/Education and Verification/References/Sex Offender.
3. OHR will review the results of the background checks and will notify the ASU department about how to proceed.
4. If there is an issue with the checks, HR will address matters with the candidate with a Pre-Adverse Action letter.
5. HR and the BSAT committee will review all issues and responses from the candidate to determine how to proceed.



Conducting a FD-961 fingerprinting

- A. The ASU Biosafety/Biosecurity team will request a **CDC Unique Identifying Number (UIN)** for the Select Agent Program for each individual enrolled in the program.
- B. Once the **CDC Unique Identifying Number (UIN)** is received, the ASU Biosafety/Biosecurity team will email the candidate with the following instructions:

Dear (Person's Name):

We have received your CDC Unique Identifying Number (UIN) for the Select Agent Program. Your number is: **C-xx-xxxxxx**

To complete the approval process, please follow the steps below:

1. Complete the Federal Bureau of Investigation (FBI) Criminal Justice Information System (CJIS) [FD-961 form](#) and return it to the EH&S Biosafety/Biosecurity group in the University Services Building, 1551 S. Rural Rd., Tempe, AZ 85281-5287.

EXAMPLE:

- a. Entity Application #: CDC030119
- b. Current Registration #: C20130826-1488
- c. Address:
- d. Arizona State University
- e. 300 E. University Drive, Suite 335
- f. Tempe, AZ 85281

- Answering Question 7b: please list all the states where you have lived after 18 years of age and any other state where you own property.
- Please sign the form with a ballpoint pen. The FBI does not accept electronic signatures.

2. After ASU Biosafety/Biosecurity team receives your completed FD-961 form, the CDC Responsible Official (RO) will review, approve and sign the form. The department then will be provided with a fingerprint packet, which includes two fingerprint cards and instructions in a pre-addressed manila envelope.

3. The department will schedule a fingerprint appointment with the ASU Office of Human Resources to process your fingerprints. To schedule the fingerprint appointment, contact:

Christina Haydu, Human Resources Coordinator
480.965.4115
christina.haydu@asu.edu

Please let Christina know the fingerprinting is for the ASU Select Agent Program. ASU OHR is located at 1100 E. University Drive, Tempe, AZ 85281. If Christina is unavailable, contact:

Delicia Cabantoy
480.965.9036



Background & Fingerprint Process Summary

Delicia.Cabantoy@asu.edu

to schedule your appointment. Christina and Delicia are copied on this message. Please contact them if you have any questions regarding the fingerprint process.

1. Make sure the candidate brings the following to the fingerprint appointment:
 - a. Approved FD-961 Form, signed by the Responsible Official
 - b. Fingerprint cards
 - c. Necessary documentation (e.g., Correct Forms of Identification, etc.) These will be specified in the instructions you receive with your fingerprint packet.
 - d. There is a \$ 25 charge for the fingerprinting service. The business manager in your department must email Christina or Delicia with the name of the individual that will be obtaining fingerprints and the agency org number or the account number to use to charge the fingerprint service. Please ensure that the business manager in your department sends this information prior to the appointment. Printed or handwritten agency org or account numbers will not be accepted. For DACT personnel, please contact Colleen Benton to send this information:

Colleen Benton
480.965.4385
Colleen.Benton@asu.edu
 - e. Pre-paid FedEx envelope. The business manager in your department can assist you in preparing a pre-paid FedEx envelope, which includes the billing information for your department. Sending the fingerprint packet by FedEx allows us to track the shipment if necessary.
2. ASU OHR staff will seal the candidate's fingerprint cards and FD-961 form in the manila envelope provided and will then place the complete fingerprint packet inside the FedEx envelope. They then will mail the FedEx envelope directly from the OHR office. The fingerprint packet should **NOT** be returned to department.
3. Because the process for approval can take several weeks, please submit the candidate's fingerprints as soon as possible. If there is an issue, the HR and BSAT committee will review and determine how to proceed. The Biosafety/Biosecurity team will inform the department once the candidate is approved and we will enroll you in the Select Agent Training available on Blackboard.