

Standalone Workstation (Physically Isolated with Air Gap)

Workstation Location (Street address, Building, Office number)	
Operating System (check one)	<input type="radio"/> Windows 7 Professional/Enterprise/Ultimate <input type="radio"/> Macintosh OS X (10.4 and above) <input type="radio"/> Unix family (specify) <input type="radio"/> Other (specify)
Workstation Specifications	Please describe (make/model, form factor):
Network Connections	Are all external network connections to the workstation disabled? If the answer to this question is NO, please contact HRSRDAAapplication@umich.edu for assistance.
Laptop	Will a laptop be used as the workstation? If yes, provide research justification (this solution is strongly discouraged). You should also explain in detail how wireless connectivity will be disabled. Use the space provided at the end of this section.
Workstation Login Access	Is workstation login access limited to person(s) specified in the <i>Restricted Data Agreement</i> and/or <i>Supplemental Agreement</i>?
Workstation Location Access	Is the workstation stored in locked office accessible only to the persons specified in the <i>Restricted Data Agreement</i> and/or <i>Supplemental Agreement</i>?
Workstation Monitor	Is the workstation monitor positioned to prevent unauthorized viewing?
Workstation Protection	Is physical protection provided for workstation hardware (e.g., BIOS password, locked CPU box)? Describe:
Workstation Removable Media	Will removable media be used for storage of restricted data? If yes, in the space provided at the end of this section state: (1) where the removable media to be used will be physically located, (2) how physical access to them is to be restricted and (3) how access to the contents will be controlled.
Workstation Secure Updates	Is a procedure in place to allow secure updating of workstation operating system and applications software? Describe:
Workstation Anti-Virus	Is anti-virus software installed on the workstation? Describe:

Encryption Installed <input type="radio"/> Yes <input type="radio"/> No*	Is strong encryption (e.g., Bitlocker, Windows Encrypting File System, PGP) installed and in use on the workstation? Describe:
Encryption Usage <input type="radio"/> Yes <input type="radio"/> No*	Are restricted data files kept in encrypted form when not in use? Describe:
Backups <input type="radio"/> Yes* <input type="radio"/> No	Will backups be performed on restricted data files stored on this workstation? If yes, describe the physical and/or software methods to be used.
Original Media Storage <input type="radio"/> Yes <input type="radio"/> No*	Will restricted data media received from HRS be stored in a secure location?
Printed Output <input type="radio"/> Yes <input type="radio"/> No*	Are procedures in use to minimize the printing of restricted data elements?
Printer Location <input type="radio"/> Yes <input type="radio"/> No*	If a local printer is used for printed output is it located in the same locked office as the standalone workstation?

Use this space for explanatory information concerning starred (*) items:

_____	_____	_____
Investigator Name	Title	Institution
_____	_____	_____
IT Department Contact Name	Title	Telephone
_____	_____	<div style="border: 1px solid black; padding: 5px;"> _____</div>
IT Contact Signature	Date	