

Sanction Check Potential Match Verification Procedures for Vendors

1. **Name Review** – Compare the university vendor’s name to the name of the individual/entity identified as a potential match per the SanctionCheck.com (SC) search results (e.g., “Louis Plumbing, Inc.” listed as a potential match for “Louis Medical Supplies, Inc.” on the SC report for a business vendor). If a reasonable likelihood of a match exists, then proceed to step 2 (*See Vendor Potential Match Review Template*).
2. **Employer/Tax Identification Number (EIN/TIN)** – Compare the university vendor’s EIN/TIN (or SSN for individuals) to the individual/entity identified as a potential match. You may verify the EIN/TIN by using the exclusion agency’s online search system, if available. If EIN/TIN (or SSN) is not available, then proceed to step 3.
3. **Address Analysis:**
 - a. **Address** – Compare the university vendor’s city and state address to the potential match’s address provided via the exclusion agency’s online record in which the individual/entity was debarred/excluded. If the address is not available, proceed to step 3.b. or 4.
 - b. Complete this step for entities/contractors registered with an Entity Management record via the System for Award Management (SAM). To conduct this search, enter the university vendor name in the online **Search, Select Domain, Entity Information, Exclusions, and Excluded Entity**. Filter the search results to only include “Entity Registration” records. Review the search results displayed for the university vendor and compare university vendor addresses provided to the address of the potential match. SAM is available at <https://www.sam.gov/>. If a reasonable likelihood of a match continues to exist after completion of steps 3.a. and 3.b., then proceed to step 4. Note: Not all vendors will have an entity registration record.
4. **Certification Form** – If the university department or administrative office is unable to clear the university vendor using the verification procedures 1 through 3 above, a “Sanction Check” certification form must be signed by the vendor. The vendor’s signature is attestation that the individual/entity has never been excluded, suspended, debarred, or otherwise deemed ineligible to participate in federal and/or state programs. In addition, the vendor will confirm their EIN/TIN number on file in the university vendor system. The signed certification form should be provided to the University Integrity and Compliance Office (UICO) and maintained in the responsible department or administrative office’s search verification files. Contact the UICO to obtain a blank certification form.

HELPFUL HINTS PER FEDERAL AGENCY ONLINE RECORD SYSTEM:**Office of Inspector General's (OIG) List of Excluded Individuals/Entities (LEIE)**

- Link to LEIE online search system: <https://exclusions.oig.hhs.gov/>
- Perform individual name searches on the LEIE search system by copying/pasting the potential match's **last and first name** from the SC search results to the LEIE's online "**Search For An Individual**" search screen for vendors who are **individuals** to eliminate the risk of typographical errors. Perform entity searches on the LEIE search system by copying/pasting the potential match's **business name** from the SC search results to the LEIE's online "**Search For A Single Entity**" search screen for vendors that are **firms/companies** to eliminate the risk of typographical errors. *(e.g., James L. Brown, an individual, should be entered in the Last Name (Brown) and First Name (James) search fields, while Brown's Pharmacy, should be entered in the Entity Name search field).*
- Verify EIN/TIN (or SSN) by clicking on the "Verify" SSN/EIN link. The LEIE search system will include a notation of "N/A" if the OIG does not have record of SSN/EIN on file for respective individual/entity or state "**NO MATCH**" if the university vendor SSN/EIN does not match to the SSN/EIN of the excluded individual/entity.
- The LEIE record may include a unique physician identification number (UPIN) six-place alpha numeric identifier (assigned to physicians by Medicare through Sept 2006) or a National Provider Identifier (NPI) that is a recently assigned unique 10-digit identification number issued to health care providers in the U.S. by the Centers for Medicare and Medicaid Services. The UPIN or NPI can be used to assist in verification procedures for physicians or all health care providers, respectively.
- LEIE FAQ's link: <https://oig.hhs.gov/faqs/exclusions-faq.asp>.
- It is noted in the LEIE FAQ's that if the DOB, SSN/EIN, or UPIN is not included in the LEIE, then it is not available from the OIG. You may contact the OIG Exclusions Branch at sanction@oig.hhs.gov or (202) 691-2311 to determine if there is other information available.
- Link to review OIG "Sanction Type" code: <https://oig.hhs.gov/exclusions/authorities.asp>.

General Services Administration's (GSA) System for Award Management (SAM) Excluded Parties List System (EPLS)

- SAM's EPLS online search system: <https://www.sam.gov/>.
- Perform exact name match searches on the SAM database by copying/pasting the potential match entity/individual's name from the SC search results to the online **Search, Select Domain, Entity Information, Exclusions, and Excluded Entity**

screen to eliminate the risk of typographical errors. Once a search returns results, use the filter results to eliminate records.

- Verify EIN/TIN (or SSN) on SAM for potential match search results by using by using the same process in the above bullet and entering the SSN/TIN. If there is not a match, the screen will read “**No match found**.”
- For help with using SAM.gov to perform sanction check searches, please visit the [Help](#) page.

U.S. Food and Drug Administration (FDA) Debarment List and Disqualified/Totally Restricted List for Clinical Investigators

- FDA Debarment List:
Drug Imports
<https://www.fda.gov/ICECI/EnforcementActions/FDADebarmentList/default.htm>

Food Imports
<https://www.fda.gov/inspections-compliance-enforcement-and-criminal-investigations/fda-debarment-list-drug-product-applications/fda-debarments-food-imports>
- FDA Clinical Investigators - Disqualification Proceedings List:
<https://www.accessdata.fda.gov/scripts/SDA/sdNavigation.cfm?sd=clinicalinvestigatorordisqualificationproceedings&previewMode=true&displayAll=true>

The FDA Lists do not include DOB or SSN information.

NOTE: The University’s Research Integrity Director should be consulted if assistance is necessary in the verification of an individual on the FDA Lists.

Office of Foreign Assets Control's (OFAC) Specially Designated Nationals (SDN) & Blocked Persons and Consolidated Sanctions Lists

- Link to OFAC's Sanctions List Search at <https://sanctionssearch.ofac.treas.gov>
- Specially Designated Nationals and Blocked Persons List (SDN) Lists:
<http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>
- Consolidated Sanctions List: <https://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/consolidated.aspx>
- OFAC FAQ’s link: https://www.treasury.gov/resource-center/faqs/Sanctions/Pages/ques_index.aspx
- Please read [When should I call the OFAC Hotline?](#) to understand the steps to take when determining a valid OFAC match. For a name with a number of similarities or exact match, OFAC provides a hotline number 1-800-540-6322 for verification.

NOTE: The University's Director of Export and Secure Research Compliance should be consulted if assistance is necessary in the verification of an individual on the OFAC Lists.

U.S. Department of Commerce (DOC), Bureau of Industry and Security (BIS)

Export- Related Restricted, Denied, and Blocked Persons Lists:

1. **Denied Persons List:** - <https://www.bis.doc.gov/index.php/policy-guidance/lists-of-parties-of-concern/denied-persons-list>
 - The DOC maintains this list of individuals and entities that have been denied export privileges. It is illegal to enter into any transactions that would violate their denial orders.
2. **Entity List:** <https://www.bis.doc.gov/index.php/policy-guidance/lists-of-parties-of-concern/entity-list>
 - A list of parties whose presence in a transaction can trigger a license requirement under the EAR. The list specifies the license requirements that apply to each listed party. These license requirements are in addition to any license requirements imposed on the transaction by other provisions of the EAR.
 - The China section of the current U.S. Entity List is annotated by the Wisconsin Project to increase its usefulness as a screening tool for exporters – see <http://www.wisconsinproject.org/category/countries/china/>
3. **Unverified List (Supplement No. 6 to Part 744—Unverified List):** <https://www.bis.doc.gov/index.php/policy-guidance/lists-of-parties-of-concern/unverified-list>
 - A list of parties where BIS has been unable to verify the end-user in prior transactions. The presence of a party on this list in a transaction is a “Red Flag” that should be resolved before proceeding with the transaction.
4. **U.S. Consolidated Screening List:** <https://www.trade.gov/consolidated-screening-list>
 - A search consisting of multiple export screening lists of the Department of Commerce, State, and Treasury.

NOTE: The University's Director of Export and Secure Research Compliance should be consulted if assistance is necessary in the verification of an individual on the DOC Lists.

U.S. State Department (DOS), Directorate of Defense Trade Controls (DDTC)***Munitions Export -Related Restricted, Denied, and Blocked Persons*****1. List of Statutorily Debarred Parties:**

https://www.pmdrtc.state.gov/?id=ddtc_kb_article_page&sys_id=7188dac6db3cd30044f9ff621f961914

- A list compiled by the DOS of parties (individuals and entities) who have been convicted of violating or conspiracy to violate the Arms Export Control Act (AECA). Accordingly, they are “statutorily” prohibited from participating directly or indirectly in the export of defense articles, including technical data or in the furnishing of defense services for which a license or approval is required by the International Traffic in Arms Regulations (ITAR).
- An individual’s name and reference to specific Federal Register citation only are provided on this list. The respective Federal Register should be reviewed to obtain additional information, including address.

2. List of Administratively Debarred Parties:

https://www.pmdrtc.state.gov/?id=ddtc_kb_article_page&sys_id=8a89528adb3cd30044f9ff621f961931

- List of parties debarred on a case-by-case basis for the resolution of individual enforcement proceedings for violations of the AECA and ITAR.
- An individual’s name and reference to specific Federal Register citation only are provided on this list. The respective Federal Register should be reviewed to obtain additional information, including address.

NOTE: The University’s Director of Export and Secure Research Compliance Director should be consulted if assistance is necessary in the verification of an individual on the DOS Lists.

**Kentucky Cabinet for Health and Family Services, Department for Medicaid Services (DMS)
List of Excluded Providers**

- KY DMS Provider Termination and Exclusion List:
<https://chfs.ky.gov/agencies/dms/dpi/pe/Pages/terminated.aspx>

Indiana Family and Social Services Administration List of Terminated Providers

- IN Medicaid and CHIP Provider Termination List:
<https://www.in.gov/fssa/ompp/provider-information4/termination-of-provider-participation-in-medicaid-and-chip/>