Regulatory Inspection Procedures

Inspector Arrives

Notify Appropriate
Dean/Director/Supervisor

Notify Appropriate Campus Compliance Representative
Environmental Health and Safety (EHS) -- 293-3792
Biological Safety – 293-7157
  Human Subjects
  Animal Research
Radiation Safety – 293-3413

Inform inspector that Campus Compliance Representative is on the way. If the inspector cannot wait until the appropriate campus compliance representative arrives, please escort the inspector. Leave a telephone number with the Compliance representative so they can meet you.

Campus Compliance Representative must:
1. Request credentials and copy.
2. Inquire about scope of inspection.
3. Request inspection checklist.
4. Escort inspector.
5. Document inspection
6. Request exit meeting