

PURPOSE

This document outlines the procedures to follow (e.g., notification of relevant personnel, accompaniment of inspection team, providing requested materials) when an outside agency (e.g., OLAW, USDA) requests to inspect UNE animal facilities and/or associated records (e.g., OLAW assurance, IACUC meeting minutes, IACUC semi-annual facility inspection reports, animal disaster recovery plan, IACUC protocols, annual regulatory filings) during an announced or unannounced inspection.

RESPONSIBILITY

Director of Research Integrity and Animal Facility Managers.

PROCEDURES

1. As soon as it is known that an inspection will take place, or an inspector is on site at UNE, or an inspector is in transit to UNE, the following personnel must be notified as soon as possible:
 - a) Director of Research Integrity
 - b) Animal Facility Manager(s)
 - c) IACUC Compliance Coordinator
 - d) Associate Provost for Research & Scholarship
 - e) Chief Compliance Officer
2. Whenever an inspector arrives at UNE, they should be asked to display proper identification and/or credentials and to state their intentions.
3. Arrange for the inspector to be placed in a private room absent of any animal records or IACUC documents.
4. The Director of Research Integrity or their designee must accompany the inspector during the site visit and serve as the primary point of contact for the inspector.
5. When the inspector asks questions, the answers provided should be brief, direct, and to the point. Do not provide unnecessary information that is not requested.
6. Should the inspector take a photograph during the facility inspection, the individual accompanying the inspector is responsible for taking a duplicate photograph for internal record keeping purposes.
7. When records are requested by the inspector, ensure the following:
 - a) The inspector is only provided with the records requested.
 - b) Confidential or proprietary information is redacted from the copy of the records provided to the inspector.
 - c) Two sets of copies should be made – one for the inspector and one to be retained for internal record keeping purposes.
8. During the inspection process, document all relevant discussions and requests. It may be beneficial to maintain a log of records requested/provided if a large amount of material is requested by the inspector.

9. Upon receipt of the facility inspection report from the inspector, forward a copy to the Associate Provost of Research & Scholarship and the Chief Compliance Officer for review.