

**IE:**  
**GP**  
**RB**  
**P**

**IAH/DAg**  
All Animal Program Personnel  
Facility Manager, All Animal Program Personnel  
To Outline the Proper Procedures for Supporting  
Inspections of Animal Facilities by Outside Agencies.

---

**I. P**

1. The following outlines the proper procedures to follow upon being notified of an inspection being conducted by an outside agency (e.g., notification of relevant personnel, accompaniment of inspection teams, and providing requested materials).

**II. RB**

1. All program staff contributes to the successful compliance with this policy.

**III. P**

1. As soon as it is known that an inspection will take place, that an inspector is on site, or that an inspector is in transit to a site, the following personnel **IAH/DAg** **IAASP** :
  - a. Comparative Medicine Veterinarians
  - b. Facility Manager(s)
  - c. Office of Research, Vice Presidents Office (813-974-5570)
  - d. Research Integrity & Compliance (813-974-0954)
2. Whenever an unfamiliar inspector arrives at a facility, they should be asked to display the proper identification and/or credentials and to state their intentions.
- 3.

4. **A Dejeffa** **FDA p** and accompany the inspection team during the inspection, and be the primary point of contact for the inspectors (i.e., material request are made to, and materials provided by, a Director).

5. The Office Manager or the Program Assistant may assist in securing requested materials.
6. For USDA inspections:
  - a. A **USDA Regulated Species Active Protocol Site List** will be created using **CMDC #220**. This list consists of the current animal inventory and the associated IACUC protocol, for all USDA regulated species that are presently in-house at all animal facilities, program-wide. This list is generated through communications with the facility managers at the time of inspection.
  - b. The **USDA Regulated Species Active Protocol Site List** should be made available to the USDA inspector through the veterinarian serving as the primary point of contact as soon as possible.
  - c. **CMDC #218** entitled **USDA Animal Identification Logs** associates an individual animal's USF identification with the IACUC protocol it was purchased/used under, is provided to the veterinarian serving as point of contact upon request.
7. ~~Questions~~  
It is helpful to inspectors to receive answers to questions that are brief, direct, and to the point, and that do not offer superfluous information.
8. Whenever an inspector request copies of materials be made, especially for removal from the facility, two sets should be made, one for the inspector and one to be retained by the facility. When an abundance of materials are requested it may be beneficial to maintain a log of materials requested  
(r)-6(s)-24rst ffrD