

Procedures for Regulatory Inspections at the University of Delaware

On occasion the University may be visited by federal or state regulatory inspectors. This could include, but is not limited to, representatives from the Nuclear Regulatory Commission, Delaware Department of Natural Resources and Environmental Control, US Department of Agriculture, the Environmental Protection Agency, Delaware Department of Agriculture, US Department of Transportation, the Federal Aviation Administration, Centers for Disease Control and Prevention, or the Department of Health and Human Services. Some of these groups may contact the Department of Occupational Health and Safety (DOHS) or the Research Office to initiate an inspection, but others may just present themselves at a lab or building. If this occurs, it is recommended that you follow these procedures:

- Request identification or credentials from the inspector. Write down the inspector's name and affiliation. If satisfactory credentials are not provided, do not offer any further assistance and contact Public Safety immediately.
- Contact DOHS at x8475 to inform them of the inspection. Provide the affiliation of the inspector when calling to assure the proper response from DOHS.
- As per your lab or department's policy, contact your PI, department chair and/or building manager to inform them of the inspector's presence. The department chair and the director of DOHS should advise the administration that the inspector is on site and arrange for any close-out conferences requested.
- Do not decline the inspection, however ask the inspector if they can wait until one or more of the above individuals can join the inspection. At a minimum, the PI or DOHS representative should be present before proceeding. If DOHS is not present before the inspection starts, please take notes of what is said and/or visited until they arrive.
- Answer the inspector's questions, but only provide the information or files that are specifically requested. Do not volunteer information. If the inspector asks to take pictures, do not allow it unless you are able to also take the same pictures for the university's records or verify that they will make them available to the university as well.
- The inspector's status does not authorize him/her to handle any hazardous material in your facility so do not permit this.
- The inspector must always be accompanied by you or other University personnel during the inspection so do not allow them unescorted access to your facility.
- Assure that the inspector wears all appropriate or required personal protective equipment.

If you are contacted to schedule an inspection, please inform DOHS and allow the appropriate personnel to be present to assist with the inspection.

If you have any questions regarding these procedures, please contact DOHS at 831-8475.