Inspector arrives

Notify appropriate Dean, Director or Supervisor

Notify Appropriate Campus Compliance Representative
HSC Safety Office - 293-6923
(in all cases)
Biological Safety – 293-7517
(in locations with human subjects or animal research)
Radiation Safety – 293-3413
(in locations where radiation is used)

Inform the inspector that a Campus Compliance Representative (CCR) is on the way and ask them to wait for the CCR. If the inspector cannot wait, escort the inspector on the inspection. Leave a telephone number with the CCR so they can meet you.

Campus Compliance Representative will:
1. Request inspectors credential and copy
2. Inquire about scope of inspection
3. Request inspection checklist
4. Document inspection
5. Request exit meeting