

**STANDARD OPERATING PROCEDURES**  
**DIVISION OF COMPARATIVE MEDICINE**  
**UNIVERSITY OF SOUTH FLORIDA**

SOP#: 030.5

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Page 1 of 2

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<b>TITLE:</b>	<b>Inspection of Animal Facilities by Outside Agencies</b>
<b>SCOPE:</b>	All Animal Program Personnel
<b>RESPONSIBILITY:</b>	Facility Manager, All Animal Program Personnel
<b>PURPOSE:</b>	To Outline the Proper Procedures for Supporting Inspections of Animal Facilities by Outside Agencies.

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**I. PURPOSE**

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. RESPONSIBILITY**

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

**III. PROCEDURES**

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 **must be notified ASAP**:
  - 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. **A veterinarian must make themselves available for all USDA inspections**, accompany the inspection team during the inspection, and serve as the primary point of contact for the inspectors (i.e., material requests are made to the veterinarian, materials are provided by the veterinarian).
4. **A Director, or their designee, must make themselves available for all FDA inspections**, 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. **Only those materials specifically requested by the inspectors should be provided.** 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/provided.
9. Materials directly associated with IACUC Administration (e.g., approved protocols, meeting minutes, semiannual inspection reports and responses, and correspondence regarding issues of noncompliance) should be requested directly from the Division of Research Integrity & Compliance (813-974-0954).
10. If the James A. Haley facility is visited by the USDA, the Chief Veterinary Medical Officer, Department of Veteran Affairs, must be notified (Dr. Michael T. Fallon, (404-728-7644)).
11. Upon receipt of a facility inspection report it will be distributed to the Directors of Comparative Medicine, the Office of the Senior Vice President for Research & Innovation & Global Affairs, Director Research Integrity and Compliance, IACUC Chairperson, & IACUC Administrative staff.

Approved:

Date: