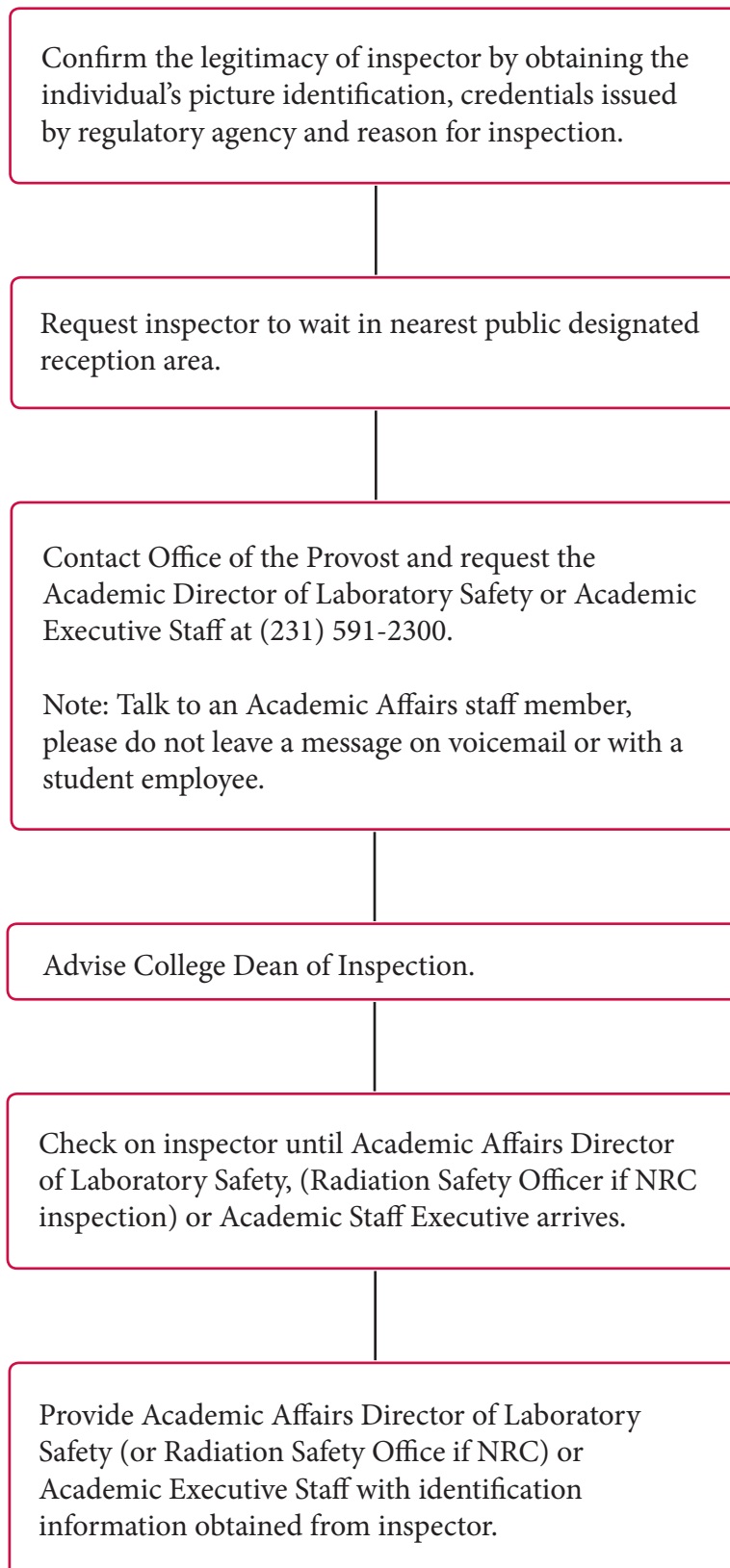


Regulatory Agency Request Access to Academic Laboratory for Inspection



Regulatory Agency Request Access to Academic Laboratories for Inspection

In the event any College or a department within a College receives a request from a federal, state, or local regulatory agency's inspector to access any academic laboratory for the purpose of conducting a regulatory inspection the following steps shall be followed.

1. The Administrative Staff will confirm the legitimacy of the visitor's request by asking for the individual's picture identification, credentials issued by the regulatory agency, reason for inspection and the specific location involved.
 - a. The legitimacy of the visitor's request shall be verified regardless if another Ferris State University employee accompanies them.
 - b. A record shall be made of this information by the Administrative Staff and supplied to the Academic Affairs Director of Laboratory Safety.
2. The Administrative Staff will request the inspector to wait in the nearest designated public reception area, until the Academic Affairs Director of Laboratory Safety, (the Radiation Safety Officer, if the inspector is from the NRC) or a member of the Academic Executive staff arrive.
3. The Administrative Staff will notify:
 - a. The Office of the Provost of the presence of a regulatory agency inspector and request the presence of the Academic Affairs Director of Laboratory Safety
 - i. No message shall be left on a voicemail.
 - ii. The information concerning the presence of an inspector shall not be communicated to student employees because of the importance and timeliness for the presence of the Academic Affairs Director of Laboratory Safety or Academic Executive Staff to meet with the inspector.
 - iii. An email follow-up shall be sent to the Provost and his Executive Assistant.
 - b. The College's Dean Office of the presence of a regulatory agency inspector
 - i. Provide the information supplied by the inspector for the reason for the inspection and the locations involved.
 - ii. Advise the Dean's Office of all the actions that have occurred since the legitimacy of the inspection was confirmed.

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4. The Administrative Staff does not have the authority to consent to an inspection and in no event permit the inspector to enter any additional parts of the Academic laboratories unless accompanied by the Academic Affairs Director of Laboratory Safety, Radiation Safety Officer, or member of the Academic Executive staff.
5. The Administrative Staff shall check on inspector's location until the Academic Affairs Director of Laboratory Safety, Radiation Safety Officer, or member of the Academic Executive Staff have arrived. If another Ferris State University employee accompanies the inspector, this will not be necessary.
6. If requested by the College Dean, Academic Affairs Director of Laboratory Safety, Radiation Safety Officer or member of the University Academic Executive staff shall:
 - a. Obtain a conference room for the length of the inspection
 - b. Notify the faculty, staff in the College and department of the inspection

Vocabulary:

Administrative Staff – Individuals who are assigned the responsibility to greet and address visitor's requests

AALS – Academic Affairs Laboratory Safety

Academic Executive Staff – Provost or Associate Provost

Inspector – Individual authorized by a regulatory agency to review the academic laboratory compliance with enforceable federal, state, and local laws, ordinances, and standards

Laboratory – Locations within College of Arts and Sciences, College of Business, College of Education and Human Services, College of Engineering Technology, College of Health Professions, Michigan College of Optometry, and College of Pharmacy, where there are hands on interactions.

Regulatory Agencies:

- MIOSHA (Michigan Occupational Health and Safety Agency)
- MDEQ (Michigan Department of Environmental Protection)
- EPA (United States Environmental Protection Agency)
- City of Big Rapids Public Service Department
- State of Michigan Fire Department
- USDA (United States Department of Agriculture)
- NRC (Nuclear Regulatory Commission)
- AAALAC (Association for Assessment and Accreditation of Laboratory Animal Care International)