



The University of Vermont

## **DEA Unannounced Inspection For Controlled Substances used in UVM Research**

If a DEA Inspector makes contact regarding an inspection or visit, immediately notify the UVM Veterinarian and the Office of Compliance Services at [Compliance@uvm.edu](mailto:Compliance@uvm.edu), (802) 656-3086 or the Office of General Counsel at (802) 656-8585.

If an inspector arrives unannounced, ask to see their credentials and photo identification, obtain their contact information and any information about the reason and purpose of their visit, then contact the aforementioned offices. Refer to the [Government Reviews University Operating Procedure](#) for additional guidance. Be courteous, but ask the inspector to wait in a comfortable location. Do not produce any documents or allow a site inspection until a University representative from the VP Research, Compliance or General Counsel can advise and/or accompany you.

The best way to prepare for any inspection is to maintain current, accurate and readily retrievable record keeping including, registration certification, purchasing documentation, usage logs, inventories, and authorized use documentation. It is also important that we are able to demonstrate physical security controls and compliance with lab safety policies at all times. Registrants should ensure that any inventory discrepancies are adequately explained and documented.