

DEA Unannounced Inspection

If a DEA Inspector makes contact regarding an inspection or visit, immediately notify the [Research Protections Office](#) CSC Director or Managing Director and the Office of Compliance Services at Compliance@uvm.edu, (802) 656-3086.

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.

The best way to prepare for any inspection is to maintain current, accurate and readily retrievable record keeping which includes

- registration certification,
- purchasing documentation,
- usage logs,
- inventories, and
- completed authorized user 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.