



EXTERNAL AGENCY INSPECTION PROCEDURES

External Regulatory Agencies may inspect any JABSOM Kaka'ako facility or operation at any time.

External Regulatory Agencies include but are not limited to:

- *FEDERAL*: Environmental Protection Agency (EPA), Nuclear Regulatory Commission (NRC), Department of Defense (DOD), Homeland Security, United States Department of Agriculture (USDA), Occupational Safety & Health Administration (OSHA), Centers for Disease Control & Prevention (CDC);
- *STATE*: Department of Health (DOH), Hawaii Department of Agriculture (HI DOA), Department of Labor and Industrial Relations (DLIR), Hawaii Occupational Safety and Health (HIOSH);
- *CITY AND COUNTY*: Honolulu Fire Department (HFD), Department of Environmental Quality

GENERAL PROCEDURES

1. Inspectors are required to present identifying credentials and should provide an explanation for facility inspection.
2. **Contact JABSOM EHSO (692-1854/590-0734 or 692-1855/590-1554) immediately.** If JABSOM EHSO cannot be reached, contact UH Manoa EHSO at 956-8660. Kindly ask the inspector to wait in the lobby for EHSO to escort.
3. All inspectors are required to check-in with security, provide a valid photo ID, obtain a guest badge, and be escorted by JABSOM EHSO throughout the facility at all times.
4. In most cases, JABSOM EHSO will escort inspectors. If EHSO informs you that JABSOM personnel can escort the inspector, the responsible JABSOM personnel must accompany the inspector at all times to provide access, introductions and to take notes on what the inspector does.
5. If an inspector will enter the BSL2 labs or lab areas, he/she must be informed of any potential hazards, PPE requirements, training requirements, and health surveillance requirements before entering the laboratory and must sign the "Entry into BSL2 Log" at the security desk.
6. Ensure that all access requirements are followed. Areas labeled for "Authorized Personnel Only" (e.g. Radioactive Work Areas) must not be entered unless the entry requirements are met, i.e. training, personal protective equipment, health surveillance, etc.
7. Always answer questions truthfully. Be cordial and gracious but do not volunteer more information than asked. Do not speculate on conditions discovered. If facility personnel are not available to provide the information, advise the inspector that the information will be obtained and provided as soon as possible. Document the specific information requested by the inspector.
8. If the inspector finds problems, try to resolve it immediately and report the correction before the inspector leaves.
9. Ask for a closing conference if it is not part of the inspector's standard procedure. JABSOM EHSO should be present.
10. Request a photo copy of the inspector's notes and inspection form for retention by the University, if possible, before the inspector leaves.
11. Before the inspector leaves, obtain information on how to contact him/her, where to send follow-up information and/or responses and note/confirm the exact deadlines set by inspectors for responses.
12. Forward all notes and other information provided by the inspector to JABSOM EHSO ASAP.