

**ATTEMPTED
INSPECTION**

An attempted inspection occurs when an authorized person is not available to accompany the inspector and no inspection is conducted. [2.38]

Criteria

An attempted inspection is when:

- a representative of the research facility is not available to accompany the inspector, or
- it is inappropriate to conduct an inspection at that time

If the research facility is at a business location:

- check in at the reception/registration desk
- have the designated research facility representative(s) phoned or paged
- if the designated representative is not available, determine if there is anyone else available to accompany you on the inspection
- wait a reasonable amount of time for someone to become available, if appropriate

If the research facility is not at a business location, determine that no one is available by:

- knocking loudly on the door several times
- ringing door buzzers
- calling out the person's name, if appropriate
- honking your vehicle's horn several times, if appropriate
- checking around the facility for someone, but do not enter animal buildings or pass through closed gates without prior authorization from the research facility
- calling the phone number(s) provided by the research facility to contact the designated representative to determine if he/she can be at the facility within 30 minutes
- waiting a reasonable amount of time for someone to arrive at the facility

Do not conduct an inspection of the facility without being accompanied by a representative of the research facility.

If you are unable to contact anyone, complete an inspection report as follows:

1st attempted inspection: (See example on page 8.1.4)

- designate as an Attempted Inspection in “Inspection Type” in LARIS
- cite under SECTION 2.38(b)-ACCESS AND INSPECTION OF RECORDS AND PROPERTY
- Type in the narrative that “This is the 1st attempted inspection.”
- cite as described on page 7.3.1 for a new noncompliant item identified
- in the narrative, use the following or a similar citation: On *(date)* at *(time)*, registrant/research facility failed to have a responsible person available to conduct an animal welfare inspection.”
- if appropriate, put your (the inspector’s) voicemail number in the narrative with a statement such as “If your hours of availability have changed, please contact me at *(voicemail guest number)* and leave a message.”
- type in the “Received by” line that the inspection report was sent by regular first class mail
- send the Inspection Report to the registrant/research facility by regular mail

2nd and subsequent consecutive or recurring attempted inspections:

- designate as a REPEAT violation
- cite as described on page 7.3.5 for a repeat noncompliant item
- type in the narrative that “This is the *(number)* attempted inspection.”
- type in the “Received by” line that the inspection report was sent by certified mail and the Certified Mail Receipt number (see “Delivery of the Inspection Report -Certified Mail” - page 9.2.2 for instructions)
- send the Inspection Report to the registrant/research facility by certified, return receipt mail
- using your Region’s standard procedure, make a

recommendation for an enforcement action (see Section 9.3
- Enforcement Actions)

Note: Continue to attempt to conduct a routine inspection
after recommending an enforcement action.



United States Department of Agriculture
Animal and Plant Health Inspection Service
Animal Care

INSPECTION REPORT

SMITH UNIVERSITY

**Customer ID: 9999
Certificate: 99-C-0001**

**1 Protocol Lane
Research, NJ 55555**

SAMPLE

Site: 001

**Inspection
Type: Attempted
Date: Feb-01-2006**

NARRATIVE

2.38 (b)

ACCESS AND INSPECTION OF RECORDS AND PROPERTY.

A research facility shall allow APHIS officials to enter its place of business and inspect facilities, property, and animals, and to examine records as necessary to enforce the provisions of the Animal Welfare Act regulations and standards.

On Wednesday February 1, 2006, the research facility did not have a responsible person available to conduct an animal welfare inspection.

This is the first attempted inspection.

The research facility was not able to be inspected for compliance with the Animal Welfare Act regulations and standards and to ensure the health and well-being of the animals

A responsible person must be available to accompany the inspector on an animal welfare inspection.

Correct immediately.

Prepared By: _____
USDA-APHIS-ANIMAL CARE

Date: FEB-01-2006

Title: VMO

Inspector ID: 9999

Received By: SENT BY REGULAR FIRST-CLASS MAIL

Date: FEB-01-2006

Title: _____

