

**EXTENSION OF  
CORRECTION  
DATE**

An extension is an additional amount of time granted through the Regional Office for the correction of a noncompliant item.

A research facility may request an extension if it will not be able to correct the NCI by the correction date.

If at the time of the inspection, the research facility representative anticipates that an extension will be needed:

- explain to him/her how to request an extension (see below)
- document on the inspection report that the procedure for requesting an extension was explained to the representative

NOTE: Extensions are for special circumstances and should not be suggested to the research facility representative for correction of routine noncompliant items.

An extension request, whether anticipated or unexpected, must be:

- in writing
- appropriate, i.e., for indirect NCI related to facility maintenance or construction
- specific as to the reason/justification for the request. For example:
  - ▶ unexpected delays during the correction process, such as budget or severe weather delays
  - ▶ unforeseen special circumstances that prevent completion, such as equipment back orders
- sent to the appropriate Animal Care (AC) Regional Office
- received by the AC Regional Office on or before the original correction date

The Regional Office will notify, in writing, the research facility as to whether or not the extension was granted.

