


STANDARD OPERATING POLICY & PROCEDURE		
A-001	Inspectors, Official Visitors & Service of Legal Documents	
Scope: Medical Campus		
Effective Date: 06/1990		Supersedes Policy: N/A
Review/ Revision Date(s): 06/2002, 11/17/2004, 08/15/2011, 05/17/2012		
Last Update By: John Pepper		Approved by: Anthony Artrip
 <small>UNIVERSITY OF MIAMI HEALTH SYSTEM</small>	<small>UNIVERSITY OF MIAMI</small> MILLER SCHOOL <small>of MEDICINE</small>	Security Department 1051 NW 14th Street, Suite 145 Miami, FL 33136 (305) 243-7233

Purpose

To provide a means for Inspectors and Official Visitors to gain access to University of Miami Miller School of Medicine facilities for the purpose of reviewing records, inspecting facilities, or servicing legal documents (summons, lawsuits, subpoenas, etc.) from a third party.

Policy

The University of Miami Medical Campus will provide a designated University official to escort official visitors and inspectors while they visit or inspect our facilities in order to provide accurate information and document any observations by the visitor or inspector. This will facilitate any possible immediate corrective action that could be taken to avoid follow-up and re-inspections. This policy is not intended in any way to obstruct legal authorized inspections.

The University of Miami Medical Campus will direct any third party persons seeking to service of legal documents (summons, lawsuits, subpoenas, etc.) to the Risk Management Office, in accordance with Risk Management Policy BSL-090.

Procedures

- 1.0 An Inspector and/or Official Visitor is defined as a representative of a federal, state or local agency having jurisdiction over any operations or personnel within the University of Miami Medical Campus.
- 2.0 When a person presents themselves as an Inspector and/or Official Visitor the Security Officer will obtain proper identification from the person.
 - 2.1 The Security Officer will determine the nature of the visit or inspection, and the area affected.

- 2.2 Request in a polite and courteous manner, that the Inspector and/or Official Visitor wait until an official from the University can be contacted to accompany them on the inspection.
- 2.3 Contact one of the University Departments listed below based on the inspecting agency:

Inspecting Agency	University Department	Contact Number
Department of Agriculture (USDA)	Veterinary Resources	243-2310
Dept. Environmental Regulation (DER)	Environmental Health and Safety (EHS)	243-3400; 243-6000
Dept. Environmental Resources Management (DERM)	EHS	243-3400; 243-6000
Environmental Protection Agency (EPA)	EHS	243-3400; 243-6000
Food and Drug Administration (FDA),	EHS	243-3400; 243-6000
Health Department	EHS	243-3400; 243-6000
Law Enforcement Agencies	Security	243-6000
Miami Building Code (Inspecting renovations or construction projects)	Facilities Planning & Const.	243-6241
	Facilities Administration	243-6375
Miami Fire Department (Inspecting for general fire code compliance in existing space)	Physical Plant	243-6375
	EHS	243-3400
	Facilities Administration	243-6375
Nuclear Regulatory Agency (NRA) or anyone requesting inspection of radioactive material labs	Radiation Control Center	243-6369

Occupational Safety and Health Administration (OSHA)	EHS	243-3400; 243-6000
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- 2.4 If the agency requesting the inspection is not listed above, use common sense when selecting a University administrative department to contact.
 - 2.5 If a University Official cannot be contacted in a timely manner, obtain all the information you can from the inspector and notify Security at 243-6000. Deny access until Security arrives to assist the inspector.
- 3.0 University employees, faculty, and students are NOT authorized to accept service of process of Legal Documents on behalf of the University, its officers, affiliates, trustees, faculty, students, departments, schools, employees, or physicians.
- 3.1 Any third party persons seeking to service legal documents (summons, lawsuits, subpoenas, etc.) must be directed to the Risk Management Office. There is only one agent at the University authorized to accept service of process of Legal Documents on behalf of the University.
 - 3.1.1 Reference Risk Management Policy BSL-090: LEGAL-REGISTERED AGENT; AGENT OF RECORD: https://www6.miami.edu/policies_procedures/Risk-Management/PDF-VERSION/BSL-090.pdf