Summary

Regulatory Agency Visits
SOP-0006

Synopsis:

Environment, health and safety regulatory agencies make unannounced inspections of MIT facilities from time to time. Regulatory agencies generally have authority to enter public or private property connected with an activity governed by a permit, license or regulation. These regulatory agencies include the Occupational Safety and Health Administration (OSHA), Massachusetts Department of Environmental Protection (DEP), Massachusetts Department of Public Health, U. S. Environmental Protection Agency (EPA), Massachusetts Water Resources Authority (MWRA), Massachusetts Fire Marshal Office, various agencies from the City of Cambridge, Boston and other communities (Fire Department, Building Inspector, Public Health) and other regulatory agencies. Inspections may be conducted for a number of reasons, including: response to employee or community complaints, response to noncompliance activities, investigation of conditions related to pollutant discharge, records review, errors or violations in compliance reports, fact-finding in support of a permit application filed by a facility, periodic visits as mandated by Agency inspection procedures, in response to accidents/incidents (deaths or multiple injuries), etc.

Summary Procedure:

1. **Identification:** Politely verify the inspector's credentials (badge or other official designation) upon arrival. Depending on the Department, Lab or Center (DLC), additional sign-in procedures or identity verification may be required. Ensure that you obtain the names, addresses and telephone numbers of the inspector(s) (e.g., obtain business cards). Always ensure that a knowledgeable person is available to answer questions and accompany the inspector(s) at all times during facility inspection.

   **Ask them to wait until you notify EHS to accompany you on the inspection.**

2. **Notification:** Notify immediately, the Environment, Health and Safety (EHS) Office and relevant DLC EHS Coordinator(s) / DLC Management that an inspection is in progress. This includes inspections of contractor and vendor sites at MIT. The EHS Office will notify the General Counsel’s Office.

3. **Pre-inspection Meeting:** Before commencing other activities, request a pre-inspection meeting to determine the nature and extent of the inspection.

4. **Health and Safety Procedures:** Ensure that the inspector(s) and MIT escorts follow the safety procedures established for the facility or work area (e.g., safety glasses, hearing protection, etc.).

5. **Communications:** To the extent possible, limit the size of the group dealing with agency personnel. Respond to the inspector's questions honestly, directly, and succinctly.

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6. **Records and Photographs:** Agency inspectors may wish to examine or photocopy records, or photograph processes or conditions that they observe during the inspection.

7. **Closeout Meeting:** Hold a post-inspection closeout meeting at the conclusion of the visit to review the inspector's findings. It is recommended that the closeout meeting be attended by representatives from the Environment, Health and Safety (EHS) Office, DLC EHS Coordinator(s) / DLC Management (including Senior Management and General Counsel’s Office if necessary) and from other groups if requested by the inspector.

8. **Reporting:** If the inspecting agency provides a report, request that the inspector provide a copy of his/her report for your records. Ensure that the inspector knows who to call for further information regarding the inspection, and for exchange of additional correspondence.

   EHS will write a follow-up report as soon as possible after the completion of the inspection visit.

   The EHS Office, coordinating with the DLC and General Counsel’s Office, will prepare a response to any regulatory citation, written complaint or inspection report.

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