

ATTEMPTED INSPECTION	<p>An attempted inspection occurs when an authorized person is not available to accompany the inspector and no inspection is conducted. [2.38]</p>
Criteria	<p>An attempted inspection is when:</p> <ul style="list-style-type: none">• a representative of the research facility is not available to accompany the inspector, or• it is inappropriate to conduct an inspection at that time <p>If the research facility is at a business location:</p> <ul style="list-style-type: none">• 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 <p>If the research facility is not at a business location, determine that no one is available by:</p> <ul style="list-style-type: none">• 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 <p>Do not conduct an inspection of the facility without being accompanied by a representative of the research facility.</p>

If you are unable to contact anyone, complete an inspection report with the following:

- appropriate consecutive number of the attempted inspection (1st, 2nd, 3rd, etc.)
- for the 1st attempted inspection:
 - ▶ Category III statement (**Ctrl + 3** in the inspection report template) with the citation reading: “SECTION 2.38(b)-ACCESS TO PROPERTY AND RECORDS - On (*date*) at (*time*), research facility failed to have a responsible person available to conduct an animal welfare inspection.” **and**
 - ▶ your (the inspector’s) voicemail number with a statement such as “If your hours of availability have changed, please contact me at (*voicemail guest number*) and leave a message.”
- for the 2nd attempted inspection:
 - ▶ Category IV statement (**Ctrl + 4** in the inspection report template) with the citation reading: “SECTION 2.38(b)-ACCESS TO PROPERTY AND RECORDS - On (*date*) at (*time*), research facility failed to have a responsible person available to conduct an animal welfare inspection.” **and**
 - ▶ the enforcement statement (**Ctrl + 9** in the inspection report template)
- for the 3rd and subsequent consecutive attempted inspections:
 - ▶ Category IV statement (**Ctrl + 4** in the inspection report template) with the citation reading: “SECTION 2.38(b)-ACCESS TO PROPERTY AND RECORDS - On (*date*) at (*time*), research facility failed to have a responsible person available to conduct an animal welfare inspection.

NOTE: Do **NOT** put the enforcement statement on these attempted inspections, as it may hamper enforcement action by the Regional Office.

Sending the inspection report:

- for the 1st & 2nd attempted inspections, send a copy of the inspection report to the research facility by certified, return receipt mail (see “Sending Inspection Reports by Certified Mail” - Section 9.2)
- for the 3rd and subsequent consecutive attempted inspections, send the research facility’s copy to the Regional Office

NOTE: The Regional Office will send the research facility’s copy with appropriate enforcement action.

For RBIS

An attempted inspection is not a completed inspection, therefore conduct an inspection as soon as possible.
