**Communication**

EHS/RMS shall be informed immediately if department personnel are notified by a federal, state, or municipal agency (environmental, occupational, fire, transportation) that one of the following actions will be taken:

1. A regulatory inspection or audit will be undertaken by the agency.
2. A citation has or will be issued to the University by the agency.

EHS/RMS should be provided with the name of the agency, the contact person at the agency, the agency phone number, and any other pertinent information about the inspection or citation.

This is important because EHS/RMS will promptly address the situation to reduce the hazards to employees and safeguard University property. Additionally, EHS/RMS serves as advisors to leadership on these actions.

**Appeals**

All appeals to audit exceptions or citations will be conducted by EHS/RMS so that appropriate legal and insurance considerations may be assessed.