The State of Michigan or DEA is onsite—What do I do?!?

**ALWAYS BE PREPARED**

The State of Michigan Department of Licensing and Regulatory Affairs (LARA) and U.S. Department of Justice Drug Enforcement Administration (DEA) may visit campus for announced site visits or unannounced inspections of a DEA registrant.

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Representatives from the State of Michigan or DEA visiting a U-M researcher MUST be escorted by the CS Monitor or alternate compliance representative.

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**Follow these steps:**

1. Ask for identification.

2. Contact the CS Monitor at 734-764-2003. *If no answer,* page them by calling Call 734-936-6266, and at the prompt, enter pager #31685, then your call-back number.

3. Escort the inspectors to a conference room to wait for the CS Monitor or another U-M compliance representative.

4. If the inspectors are here to visit your research location, then follow the more detailed steps outlined in the State of Michigan/DEA Inspection Guidelines document reviewed at each controlled substance monitoring visit.

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**Questions?** Contact the CS Monitor at:

Phone: 734-764-2003

Email: cs-monitors@med.umich.edu