

<p><b>SENDING INSPECTION REPORT BY CERTIFIED MAIL</b></p>	<p>Under special circumstances, the inspector may send the inspection report to the facility by certified mail with a return receipt requested.</p>
<p><b>Criteria</b></p>	<p>Example circumstances include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> and 2<sup>nd</sup> attempted inspection</li> <li>• refusal by licensee to allow an inspection</li> <li>• refusal by licensee to sign the inspection report</li> <li>• having to leave the facility before completion of the inspection or exit briefing due to             <ul style="list-style-type: none"> <li>▶ threats of physical harm</li> <li>▶ unsafe conditions</li> </ul> </li> <li>• when you did not complete the inspection report during the inspection process (see below)</li> </ul> <p>If you did not complete the inspection report during the inspection process, <b>you must conduct a detailed and thorough exit briefing with the licensee or designated person before leaving the premises.</b></p> <p>If the inspection report is mailed, it must arrive at the facility before the earliest correction date deadline.</p> <p>It is recommended that the inspection report be hand delivered at the exit briefing if there is:</p> <ul style="list-style-type: none"> <li>• a direct noncompliant item(s)</li> <li>• an excessive number of noncompliant items</li> <li>• a noncompliant item with a short correction date</li> <li>• possible misunderstandings of the requirements</li> </ul>
<p><b>Sending the Inspection Report</b></p>	<p>To send the inspection report by certified, return receipt mail:</p> <ol style="list-style-type: none"> <li>1. Complete the “Receipt for Certified Mail” form (see page 9.2.3)</li> <li>2. Attach the top portion of the “Receipt” to the Regional Office copy of the inspection report. NOTE: If you are mailing the letter yourself, put the date on the receipt</li> </ol>

3. Attach the bottom portion of the “Receipt” to the front of the licensee’s envelope to the right of the return address
4. Print “Return Receipt Requested” under the “Receipt” on the front of the envelope
5. Complete BOTH sides of the green return receipt postcard (see page 9.2.3)
  - in Block 3, include the USDA license number
  - above Block 3, write the reason for sending the letter certified mail, e.g., attempted inspection, refusal to sign, etc.
  - in Block 4a, write in the number from the “Receipt for Certified Mail”
  - on the front side of the postcard, put in the Regional Office’s address
6. Attach the green postcard to the back of the envelope

NOTE: Some Post Offices do not want the inspector mailing certified letters him/herself, i.e., not mailing at the Post Office desk. Check with your local Post Office.