Mail Log Work Flow for Correspondence for Inspection and Compliance: Section Leader Review

NOTE – Bill Huls (Facility Manager) has Section Leader functionality for Facility Documents. Doug Murtle (Investigation Manager) has Section Leader functionality for Compliance Correspondence when Dan Coyle (Section Leader, Compliance) is not available.

Hard Copy

1. Specialist places purple folder on your desk after they have pushed the Mail Log documents to you. You may receive an email that the Mail Log item has been added to your queue.

2. Review items by going to My Queues, Active Tab, and click on Mail Log number link – can also use mail item number search function to find document

3. Click on Documents, click on the document link under "File Name" to open attachment.

4. Edit document using Track Changes. Use New Comment for questions and comments. Save to a drive for re-uploading.

5. If needed, Click on "Create New Document Record" button.
    a. Select File Type as Uploaded File (This is the default and is usually already selected.)
    b. Click on "Choose File" button to find document, click on document, and then click open to attach document.
    c. Click on the drop down box beside "Type." Select one of the following types of correspondence:
        > Outgoing General Correspondence
        > Outgoing Compliance Correspondence
        > Outgoing Inspection Report
        > Outgoing Enclosure
        > WARP Correspondence
    IMPORTANT: When uploading a modified document, make sure it is tagged as the same type of correspondence as the original version. You may have to change the type on the initial document.
    d. Click on "Save and Return to Item Record Button."

6. Move Forward to Review (Specialist) if changes are required. Move Forward to Finalization (IC) if no changes are needed and click on the Biologics Compliance Assistant (BCA) who performed the activity of Review (BCA) or IC In-box Pool for investigations. E-mail the Specialist to let them know where their document is located. The purple folder or VBI folder will follow the electronic copy.

    Note: The comment box asks, "Are you moving this item because you are giving final approval…" If you are giving final approval (with or without edits), click ok. If you need to review it again, click Cancel. The BCAs will look for Section Leader approval prior to finalization of the document as needed.

7. After the Specialist signs the correspondence, the Specialist or BCA will bring you the purple folder to initial off on the yellow copy of the correspondence.

PORTAL – Electronic

1. Specialist pushes the Mail Log documents to you as **Section Leader Review (IC)**. You may receive an email that the Mail Log item has been added to your queue. Review items.

2. See Steps 2-5 above.

3. Move Forward to Review (Specialist) if changes are required. After Finalization, the BCA will move the Mail Log item to the Specialist under the activity Sign Correspondence and digitally sign the document. The Specialist should move the Mail Log item back to the Section Leader under the activity Section Leader Final Authorization.

4. **Section Leader Final Authorization** – The Section Leader will review the document for policy if it is the first time reviewing the letter and ensure the letter is signed by the Specialist, and meets the criteria for a NCAH Portal document as under **ICSOP0045**, *Inspection and Compliance Correspondence (LSRTIS, Mail Log Procedures)*. Upon acceptance, move the Mail Log to Records Management (RM).

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