

Veterinary Biologics Investigation (VBI) Log

An investigation is opened once the Center for Veterinary Biologics (CVB) becomes aware of a violation of the Virus-Serum-Toxin Act. The investigation is assigned the next available VBI number. The pertinent information described below is recorded, as it becomes available, on the Veterinary Biologics Investigation Log maintained in the red binder by the Compliance Section Leader (CSL) or Investigation Manager (IM).

1. **VBI No.** Number assigned by CSL; FY-sequence number format; i.e., 09-XXX.
2. **IES CITS NO.** If IES is involved in the investigation, the IES assigned number is entered; otherwise, the block is left blank.
3. **Date Received or Opened.** The date CVB opened the investigation/assigned to a specialist.
4. **Firm/Person Involved and Establishment Number.** The name of person or firm the alleged violation is against. Check whether the firm is “Licensed” or “Unlicensed” in the applicable column.
5. **Name of Product(s) and Product Code(s).** Indicate the products/product codes involved in the investigation. Check whether the product is “Licensed” or “Unlicensed” in the applicable column.
6. **Description of Alleged Violation.** Brief summary/VSTA or 9CFR reference of the alleged violation.
7. **CVB Investigator.** Specialist’s name assigned to investigate/monitor/coordinate the investigation. Assignment is made to the specialist currently assigned to the licensed firm involved, or on a rotating basis for unlicensed firms.
8. **IES Investigator.** If IES is involved, indicate the assigned investigator’s name.
9. **Disposition.** Short description of how the case was closed.
10. **Follow-up Action Date.** Enter date of deadline for firm/person involved to respond to action item.
11. **Follow-up Actions.** Enter the action stated in letter to firm that requires response to CVB.
12. **Date Closed.** Date the closing memo is signed as approved for closure by the Inspection and Compliance Director.
13. **Review Opened.** Date during the time the investigation is open that the CSL or IM reviews the VBI folder.
14. **Review Closed.** Date the final review is performed by the CSL after the VBI is closed.