

Workload Indicator Calculations for Product Inspection

Workload Indicators are numbers gathered for a specified time frame that report out the number of specific documents the Center for Veterinary Biologics Inspection and Compliance (CVB IC) is processing. Some numbers are reported up to the Director of CVB as well. CVB IC reports numbers out monthly so they may be used by fiscal year or calendar year, depending on the request.

Responsible Parties – Lead Biologics Compliance Assistant (BCA) and Facilities Manager (Facility Documents)

Secondary Review – Product Specialist; Inspection Section Leader (Facility Documents)

I. Serial Information

Data retrieved from LSRTIS (Licensing, Serial Release, and Testing, Information System). Within the Reports & Searching heading, choose Reports, and the report titled, Internal Doses Produced.

- Enter Start Date (beginning of the quarter/month) MMDDYYYY
- Enter End Date (end of the quarter/month) MMDDYYYY
- Leave the Establishment, Product, and Agent fields blank.
- Choose the pdf icon

Go to the last page of the report to find the following information:

A. Line 7: Total Serials Produced = From the Grand Total

B. Line 6: Serials Destroyed = From the Grand Total

Data retrieved from LSRTIS. Within the Reports & Searching heading, choose APHIS 2008 Search, Search for the following:

- With An Action Of: Aphis 2008 Signed by Specialist
- Action Time Stamp (beginning of the quarter/month) MMDDYYYY to End Date (end of the quarter/month) MMDDYYYY
Leave the Establishment, Product, and Agent fields blank.
- APHIS Dispositions.* Search on each of the below APHIS Dispositions (C-K)

C. Line 10: Other - UNSATISFACTORY Based on Firms Results Serials =

D. Line 11: Tests Completed Satisfactory

E. Line 12: Tests Completed UNSATISFACTORY Tests Completed by CVB as UNSAT

F. Line 15: Shorten Dating Approved

G. Line 16: Other – Serial Released for Market

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H. Line 20: Other – Expiration Date Correction Acknowledged

I. Line 21: Other – Inventory Correction Acknowledged

J. Line 23: Prelicensing Serials (4 APHIS Disposition entailing Prelicensing)

K. Line 25: Other – Filed For Information Acknowledged, FFI Tested Satisfactory, and FFI Tested UNSATISFACTORY

Data retrieved from LSRTIS. Within the Reports & Searching heading, choose APHIS 2008 Search, Search for the following:

- With An Action Of: Aphis 2008 Audited
- Action Time Stamp (beginning of the quarter/month) MMDDYYYY to End Date (end of the quarter/month) MMDDYYYY

L. Line 19: Audits (2008s and firm requests)

II. Dose Information

Doses information is an indicator, not a workload measurement. It may be used in several ways and placing it in this report allows all to use a consistent number when needed.

- A. Line 36: Total Doses Produced
- B. Line 37: Total Doses Destroyed

Use the Internal Doses Produced Report that was gathered for I.A. and I.B.

III. Firm Requests

- With An Action Of: Aphis 2008 Signed by Specialist
- Action Time Stamp (beginning of the quarter/month) MMDDYYYY to End Date (end of the quarter/month) MMDDYYYY
Leave the Establishment, Product, and Agent fields blank.
- APHIS Dispositions.* Search on each of the below APHIS Dispositions (A-D)

A. EODs (Extension of Datings)

- Line 47: Other – Extension of Dating Approved
- Line 48: Other – Extension of Dating DENIED
- Line 49: EODs Total = Calculates automatically by adding Lines 47+48.

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B. Reprocessing

- Line 51: Reprocessing & Retesting Approved
- Line 52: Reprocessing & Retesting DENIED
- Line 53: Reprocessing Total = Calculates automatically by adding Lines 51+52.

C. Rebottling

- Line 55: Other – Rebottling Approved
- Line 56: Other – Rebottling DENIED
- Line 57: Rebottling Total = Calculates automatically by adding Lines 55+57

D. Transfers

- Line 59: Other – Transfer Approved
- Line 60: Other – Transfer DENIED
- Line 61: Transfer Total = Calculates automatically by adding Lines 59+60

IV. Facility Documents

Data retrieved from LSRTIS – Mail Log. To determine the total number of facility document letters that were mailed out by the CVB for any given month, and the number of those letters which either indicated the facility document submissions were approved or were sent back unprocessed, perform the following:

Go to the Mail Log and click on the Advanced Search (IC) search. Under the IC Mail Item Search:

- Go to the “Submission Type” drop down = Facility Documents
- Go to the “Date Mailed” section and choose “From”: (beginning of the quarter/month) MMDDYYYY. “To Date”: (end of the quarter/month) MMDDYYYY
- Then click on the Search button. This provides the total number of Facility Document letters the CVB mailed for the month
- Repeat the process above but in addition, go to the drop down identified as Tag and choose Returned Unprocessed *. This gives the number of letters indicating the submission(s) were unacceptable for processing and requesting changes be made.

Enter the data under the IC Workload Indicators XXXXXXXXXX as follows:

- A. Line 72: Number of Letters mailed for the month stating the Facility Documents were processed as Approved (Total number of Facility Document Submissions for the month minus Line 73)

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- B.** Line 73: *The number of letters for the month indicating the Facility Documents were returned Unprocessed
- C.** Line 74: The total number of Facility Document letters for the month – Calculates automatically by adding Lines 72+73

V. Correspondence

Data retrieved from LSRTIS – Mail Log. Within the Searching heading, Advanced Search (IC). Search for the following:

- Activity: Finalization (IC)
- Queue Exit Date: (beginning of the quarter/month) MMDDYYYY to End Date (end of the quarter/month) MMDDYYYY
- Submissions Types of the following:
 - A.** General Correspondence – Line 85
 - B.** Personnel – Line 86
 - C.** Product Correspondence – Line 87
 - D.** AIR Correspondence – Line 90