

How to Get Inspection Site Numbers

(Used for IICAB, Map)

Domestic Inspection Sites:

1. Open LSRTIS –
 - a. Search on Licensing, Establishment Sites
 - b. Status of Active
 - c. Open in Excel
2. Sort the Excel Spreadsheet based on the following:
 - a. Column B (Type)
 - b. Remove all Ancillary sites
 - c. Remove all Legal sites
 - d. Remove all Mailing Address sites
 - e. Sort on the Column H (Last In-Depth Inspection Date) and/or Column G (Approved Inspection Date) [go to Step 4]
 - f. Remove any rows that do not have applicable fields in 2.e. (Last In-Depth Inspection Date)
 - g. Remove any duplicate sites
 - Highlight the row with the address (Column L)
 - Under Home tab, Conditional Formatting, Highlight Cells Rule, Duplicate Values
 - Remove one of the duplicates (any site that has the same address) (same Establishment)
 - i.e., ■■■ (manufacturing site) and ■■■ (quarantine site) are the same inspection site
 - h. Sort on the State (Column P)
3. Hand count the number of sites for each State. This is the reported number.

International (Foreign) Sites:

4. Copy/Paste Foreign Manufacturing Sites into a new sheet
 - a. Sort on the Column H (Last In-Depth Inspection Date) and/or Column G (Approved Inspection Date)
 - b. Remove any rows that do not have applicable fields in 4.a.
 - c. This number left is the total Foreign Inspection Sites.

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