

## Workload Indicator Calculations for Policy Documents

The Inspection and Compliance Program Support Assistant (PSA) is responsible for the initial entry of the workload counts for the policy document tab.

The Director, Inspection and Compliance, is responsible for the secondary review.

The Policy Documents database is located at: [REDACTED]

You will need your [REDACTED] is as well as your [REDACTED].

1. Once logged in, "Select Document Type" needs to be set to "All."
2. "Select Author" is a drop down list. One at a time select each IC name to see what documents they originated for the quarter. The "date of origination" is the date you count for workload purposes. Any Internal document, Memorandum, Notice or Regulation (All) that is originated in the applicable quarter is captured in reporting the workload.
3. For each item listed, at the bottom of the table list what the item is. For example, "MAR: 559 Memo Revise VSM 800.91 (Categories of Inspection for Licensed Veterinary Biologics)."
4. At the end of each month the PSA is to enter the numbers as described above and initial and date in the spreadsheet. At completion she will inform the Director, Inspection and Compliance, this has been completed.
5. The Director, Inspection and Compliance, will review the workload counts and initial and date in the spreadsheet.