**Veterinary Services**

Safeguarding Animal Health.

**Animal and Plant Health Inspection Service**

**Veterinary Services**

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# Workload Indicator Calculations for Compliance

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**Notes:**

# Workload Indicator Calculations for Compliance

Source Document: CVB-SOP-0042, Calculation and Reporting of Inspection and Compliance Workload Indicators

The Investigation Manager is responsible for the initial collection and recording of data. The Compliance Section Leader is responsible for the secondary review.

## Investigations (VBI)

Data retrieved from LSRTIS2014 using the following procedure:

1. From the LRSTIS homepage under the IC tab, choose investigations.
2. On the Investigation Search Dashboard, enter the open date "from" the first day of the month of interest "to" the last day of the month.
3. Click on Search.

The data is entered in the IC Workload Indicator Excel workbook as follows:
Line 5: Number of investigations opened in conjunction with a licensed establishment
Line 6: Number of investigations opened in conjunction not associated with a licensed firm
Line 7: Number of investigation in which IES becomes involved. This may be after the initial opening of the investigation. This information will be on each individual investigation home sheet.

## Regulatory Actions and Violation Notices

Data retrieved from the Mail Log as follows:
1. From the Mail Log home page, click on the search tab click on Advanced Search (IC)
2. From the Search page under Tag, click on "Regulatory Action"
3. Enter the date "from" the first day of the month of interest "to" the last day of the month in the "Date Letter/2015" field
4. Search by using the Excel icon
5. Save the Excel spreadsheet as "Regulatory Actions_mm/yy"
5. Sort the Excel spreadsheet using the Submission Subtype column
6. Enter data as described below:
Line 11: Number of Letters of Advice sent during the month
Line 12: Number of APHIS Mandated stop sales letters sent during the month
Line 13: Number of Voluntary stop sale response letters sent during the month
Line 14: Number of Hold Release letters sent during the month
Line 18: Number of Letters of Warning sent during the month
Line 19: Number of Infraction Notices sent during the month

7.   As a quality check to ensure accurate work load indicators perform a search using the Tag for each of the individual regulatory actions subtypes listed in #6 above.  The resulting Excel spreadsheets should be saved. i.e. Infractions_01/18.

Formal Cases = Number of cases submitted to Office of General Council (OGC) or Office of the Inspector General (OIG). List case number and comments.

Cases/Formal Admin = Letter from the Director of Inspection and Compliance going forward with formal administrative procedures as referred to in title 9, *Code of Federal Regulations*, parts 105.1(a) and 123.1.