

<b>MANAGING YOUR TERRITORY</b>	<p>The inspector is responsible for efficiently scheduling his/her time so that the Agency's inspection goals are met.</p>
	<p>Job aids which may be used to manage a field territory include, but are not limited to:</p> <ul style="list-style-type: none"><li>• appropriate maps (State, county, city)</li><li>• Risk-Based Inspection System (RBIS) information</li><li>• calendar</li><li>• area phone books</li><li>• LARIS printouts</li><li>• traveling exhibitor itineraries</li></ul> <p>The inspector should develop a system to efficiently schedule inspection activities.</p> <p>NOTE: Complaints and prelicense inspections may take precedence over regularly scheduled activities.</p> <p>Some factors to consider when developing an inspection schedule are:</p> <ul style="list-style-type: none"><li>• RBIS</li><li>• location of facility</li><li>• proximity of other facilities</li><li>• hours of operation of the facility</li><li>• time of year, e.g., spring planting, fall harvest</li><li>• travel distance</li><li>• Animal Care Policy</li></ul> <p>Map out location of assigned facilities to efficiently plan an inspection schedule.</p> <p>Vary inspection schedule so that facility inspections do not fall into a predictable pattern.</p>