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**MANAGING  
YOUR  
TERRITORY**

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The inspector is responsible for efficiently scheduling his/her time so that the Agency's inspection goals are met.

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Job aids which may be used to manage a field territory include, but are not limited to:

- appropriate maps (state, county, city)
- Risk-Based Inspection System (RBIS) information
- calendar
- area phone books
- LARIS printouts

The inspector should develop a system to efficiently schedule inspection activities.

NOTE: Complaints and prelicense inspections may take precedence over regularly scheduled activities.

Some factors to consider when developing an inspection schedule are:

- RBIS
- location of facility
- proximity of other facilities
- hours of operation of the facility
- time of year, e.g., spring planting, fall harvest
- travel distance
- Animal Care Policy

Map out location of assigned facilities to efficiently plan an inspection schedule.

Vary inspection schedule so that facility inspections do not fall into a predictable pattern.

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