



**Animal and Plant  
Health Inspection  
Service**

**Veterinary Services**

**Center for Veterinary  
Biologics**

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## **Requesting International Inspections**

**Document Number: CVB-WI-0080**

**Revision: 02**

**Previous Number: ICWI0045.01**

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**Section/Area: CVB-WI-IC**

**Release Date: 14 Dec 2018**

**Notes:**

## Requesting International Inspections

Source Document: Title 9, *Code of Federal Regulations*, part 104.5(a)(2)

Under normal circumstances, international inspections are conducted as a special inspection (i.e., pre-permitting inspection) or an in-depth (on-going compliance) inspection. Follow-up inspections are generally not conducted on foreign locations. If necessary, discuss the need with the Section Leader – Inspection and the Inspection and Compliance (IC) Director for concurrence.

The process described involves multiple parties and will be followed for scheduling, establishing cooperative agreements, funding, and international notification for all international inspections. For pre-permitting inspections, please allow approximately 6 months for approvals. In-depth inspections can be scheduled approximately 3 months out.

The *International Inspection Checklist* attached as an appendix to this document describes each of the steps and responsible parties to conduct the steps. [CVB-SOP-0024](#), *Delegation of Authority for Center for Veterinary Biologics-Inspection and Compliance*, should also be consulted for delegation of authority, if necessary, for approvals.

To use the checklist, follow the order of steps and activities. Each step identifies the “Responsible Party” that is to initiate each step and who they are to “Inform” based on position titles. Please make sure that every position identified in the “Inform” box is notified as instructed. Additionally, information is included regarding “Timeframe” on the checklist for each step.

The CSA Information Document prepared by the IC DO details the expected itinerary for the trip from departure to arrival back in Ames, Iowa. Please pay particular attention to the draft CSA Information Document when you receive it for review and make sure the expected time allocations are appropriate for the inspection/travel. Once approved, the Information Document forms the basis for the budget preparation and eventual funding by the U.S. Permittee of the inspection, including your salary and benefits, all travel expenses, and any travel compensation time. Any deviations from the expected itinerary require approval by the IC DO, MPA, and the U.S. Permittee, and may require additional funds be deposited in advance of the trip.

Additional details for Specialist are as follows when using the International Inspection Checklist – numbering follows the numbering listed on the Checklist.

### 1. Schedule Inspection

- a. International inspections are conducted every 2 years, unless otherwise noted.
- b. [REDACTED]

[REDACTED] At that time, the Specialist assigned to the firm should contact the permittee and set up an inspection date that is acceptable to the Permittee, foreign manufacturer, and the CVB.

Please be aware of multiple sites that may need to be inspected and account for appropriate time and methods of travel.

- c. Once a date has been agreed on, request the inspection for all the appropriate sites in LSRTIS. This should be completed no later than 6 months prior to the inspection.

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- d. The Section Leader for Inspection will approve the inspection (all international inspections are approved within 1 week of the LSRTIS request).  
This will generate an email notification, including the IC Director. This is the flag to draft the international travel notification, **Step 2**.
3. Prepare the Pre-Travel Worksheet and submit the travel request in accordance with [CVB-WI-0010](#), *Requesting to Attend Training or Travel for CVB*
  - a. In some cases, the foreign site or permittee may make lodging reservations for you. While this is acceptable, the Specialist is responsible for the expense. The lodging and any taxes must be within the lodging per diem for that area. If not, actual subsistence may be requested. If the lodging reservations are made for you, please email the following to [REDACTED]:
    - i. Name, address and phone number of the hotel
    - ii. Copy of the reservations, including confirmation number
    - iii. Rate quoted, including all taxes (can be in foreign currency – so remember to include the unit of measure)
    - iv. Cancellation policy
7. Provide travel info (cost and flight schedule)  
The flights (cost and schedule) may change when ticketed as there are no guarantees until the ticket is issued, but this estimate provides a basis for the expenses listed on the CSA.
8. Review travel information and confirm  
If there are questions concerning time needed for the actual inspection based on the travel information, please consult with a Section Leader or the IC Director.
9. Draft CSA Information Document  
Many times LSRTIS does not have all the information required for the CSA. The IC Director will ask the Specialist for the site contact at the foreign facility. The information required is name, phone number, and email. The site contact should have an APHIS Form 2007 on file with CVB.
10. Confirm CSA Information  
Please pay particular attention to the DRAFT CSA Information Document when you receive it for review and make sure the expected time allocations are appropriate for the inspection/travel.
14. Prepare Excel T&A Worksheet  
The IC Director will provide a Time & Attendance worksheet in Excel that will form the basis for the inspection. You should follow this very closely and not deviate unless travel conditions cause delays. Inspection days are capped at 8 hours. You will be compensated for actual travel time.
15. Request Travel Comp in WebTA  
Once you are provided this shell, you should request the appropriate amount of travel comp in WebTA and make note of the CSA # in the WebTA remarks.

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Order	Activity	Responsible Party	Inform	Timeframe
1	SCHEDULE Inspection in LSRTIS Contact firm to confirm dates will work	Specialist	IC Inspection Section Leader (SL Insp) cc: Management & Program Analyst (MPA), IC Director (IC D)	October 31, or at least 3 months prior, for in-depth inspections 6 months prior for preclicensing inspections
2	APPROVE Inspection in LSRTIS	SL Insp or IC D	Specialist, IC D	To meet timeframe in Step 1 above
3	Prepare Pre-Travel Worksheet and send to Supervisor for approval	Specialist	Supervisor	Following LSRTIS Approval in Step 2 above
4	Submit Approved Pre-Travel Worksheet	Specialist	Email to [REDACTED] [REDACTED] (CVB Admin) cc: IC D, MPA	NOTE: ALL EXPENSES MUST BE PAID BY TRAVELER with the exception of local transportation. That may be provided for, and paid by the permittee or foreign site.
5	DRAFT and Approve International Travel Notification	IC D	MPA, cc: IC Program Support Assistant (PSA)	Upon receipt of LSRTIS Inspection Approval Notification Step 2
6	DRAFT Decision Memo and assign Trust Fund Number	MPA	Route to sign - ADODR (IC D), CVB Director, Agreement Specialist, File	Upon receipt of Step 5 Draft Travel Notification
7	Provide travel info (costs and flight/rail schedule)	Travel Office Automation Assistant (OAA)	Specialist, cc: MPA, IC D	Within 1 week of receipt of travel request
8	Review travel info and confirm	Specialist	CVB Admin cc: MPA, IC D	Within 2 day of receipt of travel info Step 7
9	Draft CSA Information Document	IC D	Specialist	Within 2 days of confirmation of travel info
10	Confirm CSA Information	Specialist	IC D	Within 1 day of Step 9 (if Specialist is unreachable, IC D may confirm)

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11	Approves CSA Information Document	IC D	MPA, cc: Specialist	MPA, cc: Specialist	Within 2 days of Step 10
12	Draft Budget Worksheet	MPA	IC D cc: PSA, [REDACTED]	IC D cc: PSA, [REDACTED]	Within 1 week of receipt of CSA Information Document
13	Approve budget	IC D	MPA	MPA	Within 2 days of receipt of Budget Worksheet Step 12
14	Prepare Excel Time & Attendance Worksheet	IC D	Specialist cc: CVB Admin	Specialist cc: CVB Admin	This will show 01 work, 01 travel and travel comp hours. Inspection Days are CAPPED at 8 hours
15	Request travel comp in WebTA	Specialist	WebTA	WebTA	
16	Draft and send CSA contract and approved budget for IC DO signature	MPA	IC D	IC D	Within 3 days from approval Step 13
17	FedEx contract packet with budget to firm	MPA	Firm (Contact Information from CSA Info Doc)	Firm (Contact Information from CSA Info Doc)	Within 3 days of receipt of signed (cover letter) contract from IC D Provide instruction to firm on how to deposit funds
18	Receive signed contract back from firm	Firm	MPA	MPA	
19	Draft (cover letter) and send CSA contract back to IC DO for final signature	MPA	IC D	IC D	Within 3 days of receipt of signed CSA contract from firm
20	FedEx final signed contract packet to firm	MPA	Firm	Firm	Within 3 days of receipt of signed (cover page and signed contract) from IC D
21	Receive and deposit funds	MPA	IC D cc: Budget, Specialist, IC PSA	IC D cc: Budget, Specialist, IC PSA	If funds are received via check, MPA will forward to lock box for deposit. Need to allow time for MRPBS to apply funds to Trust Fund Account - a minimum of 2 weeks prior to Step 24
22	Forward signed copy of contract, copy of deposit, accounting code request form, new TF account info form	MPA	[REDACTED] cc: CVB Admin	[REDACTED] cc: CVB Admin	CVB Budget will email these items along with a ACMS Budget Authority to APHIS-Minneapolis Trust Fund Team
23	Send notification code has been established	CVB Budget	MPA	MPA	
24	Send notification to sign Authorization	MPA	CVB Admin cc: IC D, Specialist, IC PSA	CVB Admin cc: IC D, Specialist, IC PSA	Notification will be sent when funds present against the Trust Fund Account *minimum 6 weeks prior to inspection
25	Check airfare for any increase	Travel OAA	IC D, MPA	IC D, MPA	If cost increases more than 10%, advise IC DO and MPA.

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26	Send International Travel Notification following <a href="#">CVB-WI-0210</a> , <i>International Travel Notifications</i>	PSA	Outside Parties cc: IC D, Specialist, MPA	2 weeks prior to departure
27	Final Travel Authorization/Travel Pack paperwork Finalize WebTA	Travel OAA  Specialist with IC D	Specialist	5 days prior to inspection
28				Upon return to the office ALL TRAVEL and INSPECTION hours are to be charged to the appropriate CSA #, NOT the normal IC code. Please see the IC Director or your timekeeper for details.