Table 3. Time Allocation of Staff

	Number inspections per YR[1]	Number HRS per Inspection	Annual Inspection Hours	Number Enforcements per YR[2]	Number HRS per Enforcement	Annual Enforcement Hours[3]	Number Permits per YR	Number HRS per Permit	Total Permit Hours per YR	Number Trainings per YR[4]	Number HRS per Training	Annual Training Hours	Total Managerial Hours[5]	All Other Indirect Activities
UST														
APSA														
HMMP/ HMIS*														
HMRRP														
HWG														
PBR														
CA														
CE														
CalARP														
TOTAL														

*If the HMMP/HMIS is fully covered under the HMRRP, leave this row blank

Fill out the blank and unshaded boxes.
See instructions for Table 1 for definitions of program abbreviations.

The following are guidelines/definitions to be used in determining time allocations:
1. Inspection: inspections travel, research, analysis of findings, documentation, warnings and notices
2. Enforcement: includes warnings, notices, meetings, hearings, legal proceedings and documentation
3. Permit activities: includes application review, modification, revision and evaluation
4. Training: includes field, meeting, seminars, workshops, courses and literature reviews
5. Management: includes day-to-day scheduling and supervision

Regulatory Citations: Title 27 CCR Section 15170(b)(3)(A-E)
                          Title 27 CCR Section 15170(b)(4)
                          Title 27 CCR Section 15170(b)(5)
                          Title 27 CCR Section 15150(e)(14)