



OSHA INSTRUCTION

U.S. DEPARTMENT OF LABOR

Occupational Safety and Health Administration

DIRECTIVE NUMBER: ADM 1-1.38

EFFECTIVE DATE: August 28, 2003

SUBJECT: The IMIS Enforcement Data Processing Manual

ABSTRACT

- Purpose:** This Instruction implements and describes the general outline of the new IMIS Enforcement Data Processing Manual for use with the NCR. All chapters and appendices of the original Manual will remain in effect until replaced by updated materials. As chapters and appendices are completed, they will be cleared and approved through the directives system as OSHA Notices. Each approved Chapter, etc. will be posted on the OSHA Intranet as part of the new Manual. This approach will allow the new Manual to be built Chapter by Chapter, until the new materials totally replace the materials transmitted via OSHA Instruction ADM 1-1.31 dated September 20, 1993 and Changes 1 and 2 to ADM 1-1.31, dated February 27, 1997 and May 29, 1997, respectively.
- Scope:** This instruction applies to all Federal OSHA Enforcement and 18(b) State offices.
- References:** See Paragraph III.
- Cancellations:** As chapters and appendices of the manual introduced by this Instruction are completed and approved through the directives system as OSHA Notices, they will be incorporated into this OSHA Instruction and will cancel comparable materials that were issued via OSHA Instruction ADM 1-1.31, The IMIS Enforcement Data Processing Manual, September 20, 1993; Change 1 to OSHA Instruction ADM 1-1.31, February 27, 1997; and Change 2 to OSHA Instruction ADM 1-1.31, May 29, 1997
- State Impact:** State Plan Enforcement offices are to adhere to the requirements in this Instruction.

Action Offices: National, Regional, Area and 18(b) State offices

Originating Office: Directorate of Information Technology, Office of Management Data Systems

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Executive Summary

This Instruction implements and describes the general outline of the new IMIS Enforcement Data Processing Manual for use with the NCR. The new Manual will provide instructions for processing IMIS enforcement information on the NCR computer and the definitions of information recorded in the IMIS. It will also include guidelines associated with all software changes since the manual's last revision. While a plan has been completed that identifies and outlines all of the Chapters and supporting materials that will be incorporated into the new Manual, not all of these materials are ready for agency-wide review and clearance. Therefore, all chapters and appendices of the original Manual will remain in effect until they are replaced by updated materials. As new Chapters and appendices are completed, they will be cleared and approved through the directives system, as OSHA Notices, which will cancel the corresponding portions of the old Manual. Each approved Chapter, etc. will then be posted on the OSHA Intranet as part of the new Manual.

Significant Changes

The new IMIS Manual will provide clarification and revisions to OSHA's instructions for processing IMIS enforcement information on the NCR to comply with current software. It will be restructured and renumbered to be compliant with current directives system rules. As Chapters of the revised manual are cleared, they will be issued by OSHA Notices and incorporated into the body of the Manual on the OSHA Intranet.

Table of Contents

ABSTRACT	ABSTRACT-1
Table of Contents.....	i
The IMIS Enforcement Data Processing Manual	1
I. <u>Purpose.</u>	1
II. <u>Scope</u>	1
III. <u>References</u>	1
IV. <u>Cancellations</u>	1
V. <u>State Impact.</u>	2
VI. <u>Significant Changes.</u>	2
VII. <u>Action Information.</u>	2
VIII. <u>Action required.</u>	2
IX. <u>General Outline of the New Manual.</u>	2

The IMIS Enforcement Data Processing Manual

- I. Purpose. This Instruction implements and describes the general outline of the new IMIS Enforcement Data Processing Manual for use with the NCR. All chapters and appendices of the original Manual will remain in effect until replaced by updated materials. As chapters and appendices are completed, they will be cleared and approved through the directives system, as OSHA Notices. Each approved Chapter, etc. will be posted on the OSHA Intranet as part of the new Manual. They will be incorporated into this OSHA Instruction, thus “building” the new Manual that will totally replace the materials transmitted via OSHA Instruction ADM 1-1.31 dated September 20, 1993 and Changes 1 and 2 to ADM 1-1.31, dated February 27, 1997 and May 29, 1997, respectively.

- II. Scope. This instruction applies to all Federal OSHA Enforcement and 18(b) State offices.

- III. References.
 - OSHA Instruction ADM 1-1.31, The IMIS Enforcement Data Processing Manual, September 20, 1993
 - Change 1 to ADM 1-1.31, The IMIS Enforcement Data Processing Manual, February 27, 1997
 - Change 2 to ADM 1-1.31, The IMIS Enforcement Data Processing Manual, May 29, 1997
 - OSHA Instruction CPL 2.103, Field Inspection Reference Manual (FIRM), September 26, 1994.
 - OSHA Instruction CPL 2-0.131, Record keeping Policies and Procedures Manual, January 01, 2002.
 - OSHA Notice 02-01 (CPL 2), Audit and Verification Program of 2000 Occupational Injury and Illness Records, January 7, 2002.
 - OSHA Instruction FAP 1.1, A List of Federal Agencies with Certified Safety and Health Committees.
 - OSHA Instruction CPL 2.115, Complaint Policies and Procedures, June 14, 1996.
 - OSHA Instruction CPL 2, Site Specific Targeting 2002 (SST-02), April 15, 2002.
 - OSHA Instruction ADM 1-1.20B, IMIS Communications Manual, September 1, 1995.
 - OSHA Instruction ADM 1-1.21A CH 2, IMIS Enforcement Micro Reports Manual, October 29, 1990.
 - OSHA Instruction ADM 1-1.19B CH 1, The IMIS Host Reports Manual, April 1, 1996.
 - OSHA Instruction CPL 2-2.43A, Chemical Information Manual, July 1, 1991.

- IV. Cancellations. As chapters and appendices of the manual introduced by this Instruction are completed and approved through the directives system as OSHA Notices, they will be incorporated into this OSHA Instruction and will cancel comparable materials that were issued via OSHA Instruction ADM 1-1.31, The IMIS Enforcement Data Processing Manual, September 20, 1993; Change 1 to OSHA Instruction ADM 1-1.31, February 27, 1997; and Change 2 to OSHA Instruction ADM 1-1.31, May 29, 1997
- V. State Impact. State Plan Enforcement offices are to adhere to the requirements in this Instruction.
- VI. Significant Changes. This Instruction implements and describes the general outline of the new IMIS Enforcement Data Processing Manual for use with the NCR. The new Manual will provide instructions for processing IMIS enforcement information on the NCR computer and the definitions of information recorded in the IMIS. It will also include guidelines associated with all software changes since the manual's last revision. While a plan has been completed that identifies and outlines all of the Chapters and supporting materials that will be incorporated into the new Manual, not all of these materials are ready for agency-wide review and clearance. Therefore, all chapters and appendices of the original Manual will remain in effect until they are replaced by updated materials. As new Chapters and appendices are completed, they will be cleared and approved through the directive system, as OSHA Notices, which will cancel the corresponding portions of the old Manual. Each approved Chapter, etc. will then be posted on the OSHA Intranet as part of the new Manual.
- VII. Action Information.
- A. Responsible Office. Directorate of Information Technology, Office of Management Data Systems.
 - B. Action Offices. National, Regional, Area and 18(b) State offices
 - C. Information Offices.
- VIII. Action required. As the planned chapters of the revised Manual are cleared and published, hard copies of the cancelled portions of the old Manual should be destroyed. Paper copies of Chapters of the new Manual may be printed from the Field Systems Support page accessible via the OSHA Intranet Home page or the OSHANET Limited Access page.
- IX. General Outline of the New Manual. Although the outline of the revised IMIS Enforcement Data Processing Manual is subject to change during development, plans for the development and issuance of the Manual are as follows.

- Chapter 1. INTRODUCTION
 - I. Overview
 - II. Computer Printed forms
 - III. Linking Activities/Subsequent Actions
 - IV. Computer Application Design
 - V. Entering the Data
 - VI. Transmitting the Data
 - VII. Retrieving the Data
 - VIII. Manual Design
 - IX. Conventions Used in this Manual

- Chapter 2. DATA PROCESSING CONCEPTS AND GUIDELINES
 - I. Overview
 - II. Getting Started
 - III. Data Processing Features and Functions
 - IV. When to Press the <Enter> Key
 - V. Printing the Form
 - VI. Saving the Data
 - VII. Modifying/Updating Data

- Chapter 3. ESTABLISHMENT PROCESSING
 - I. Introduction
 - II. Information Collected
 - III. Definition of Establishment
 - IV. Using the Proper Format
 - V. Using the Legal Name
 - VI. Specific Conventions for Coding U.S. Postal Service Activities
 - VII. Data Storage
 - VIII. Initiating Establishment Processing
 - IX. Establishment Processing Options
 - X. Establishment Search Fields/Options
 - XI. Detailed Information
 - XII. Step-by-Step Instructions for Processing Establishment Data
 - XIII. Data Item Definitions/Instructions

- Chapter 4. COMPLAINT PROCESSING
 - I. Overview
 - II. Special Instructions
 - III. Screen Illustrations and Data Item Definitions/Instructions
 - IV. Saving the Data
 - V. Printing the Form/Data
 - VI. Computer-Printed Form Illustrations

- Chapter 5. REFERRAL REPORT PROCESSING
 - I. Overview
 - II. Special Instructions
 - III. Screen Illustration and Data Item Definitions/Instructions
 - IV. Saving and Printing
 - V. Computer Printed Form Illustration

- Chapter 6. EVENT PROCESSING
 - I. Overview
 - II. Special Instructions
 - III. Screen Illustration and Data Item Definitions/Instructions
 - IV. Saving and Printing
 - V. Computer Printed Form Illustrations

- Chapter 7. INSPECTION ASSIGNMENT PROCESSING
 - I. Overview
 - II. Generating Assignment Records
 - III. Screen Illustration and Data Item Definitions
 - IV. Saving and Printing the Assignment Information

- Chapter 8. INSPECTION AND NARRATIVE REPORT PROCESSING
 - I. Overview
 - II. Special Instructions
 - III. Screen Illustration and Data Item Definitions/Instructions
 - IV. Saving and Printing
 - V. Computer Printed Form Illustrations

- Chapter 9. INSPECTION UPDATE PROCESSING
 - I. Overview
 - II. Screen Illustration and Data Item Definitions/Instructions
 - III. Saving and Printing

- Chapter 10. INVESTIGATION SUMMARY PROCESSING
 - I. Overview
 - II. Special Instructions
 - III. Screen Illustration and Data Item Definitions/Instructions
 - IV. Saving and Printing
 - V. Computer Printed Form Illustrations

- Chapter 11. INTERVENTION PROCESSING
 - I. Overview
 - II. Definition of External Customers/Stakeholders
 - III. Definition of an Intervention
 - IV. Activity vs. Intervention
 - V. OSHA-55 Activities
 - VI. Non OSHA-55 Activities
 - VII. Definitions for Intervention Types
 - VIII. Reporting Team Interventions
 - IX. Linking Intervention Activity Reports
 - X. Screen Illustration and Data Item Definitions/Instructions
 - XI. Saving and Printing
 - XII. Computer Printed Form Illustrations

- Chapter 12. STRATEGIC INITIATIVES PROCESSING
 - I. Overview
 - II. Reporting Strategic Initiatives vs. Reporting Interventions
 - III. Success Evaluation
 - IV. Reporting Statewide Initiatives
 - V. Linking Strategic Initiatives to Related Activity
 - VI. Screen Illustration and Data Item Definitions/Instructions
 - VII. Saving and Printing
 - VIII. Computer Printed Form Illustrations

- Chapter 13. VIOLATION PROCESSING
 - I. Overview
 - II. Processing Guidelines
 - III. Special Features
 - IV. Screen Illustration and Data Item Definitions/Instructions
 - V. Saving and Printing
 - VI. Computer Printed Form Illustration

- Chapter 14. FAILURE TO ABATE VIOLATION PROCESSING
 - I. Overview
 - II. Processing Guidelines
 - III. Special Features
 - IV. Screen Illustration and Data Item Definitions/Instructions
 - V. Saving and Printing
 - VI. Computer Printed Form Illustration

- Chapter 15. VIOLATION SUMMARY PROCESSING
 - I. Overview
 - II. Inspection Identification
 - III. Copy Violation(s) to Inspection Number
 - IV. Numbering/Renumbering and Reordering Violation Items
 - V. Creating, Modifying and/or Deleting Violation Items

- Chapter 16. POST VIOLATION PROCESSING
 - I. Overview
 - II. Getting Started
 - III. Processing the Data
 - IV. Event History
 - V. Data Definitions/Instructions

- Chapter 17. GLOBAL UPDATES FOR VIOLATION PROCESSING
 - I. Overview
 - II. Global Update
 - III. Identifying the Inspection and Scope of Violations
 - IV. Last Date for Content
 - V. Modify Issuance Date(s)
 - VI. Abatement(s) Completed/Close
 - VII. Delete Violation(s)
 - VIII. Delete FTA(s)
 - IX. Action Dates
 - X. Modify FTA Issue Date
 - XI. No Change for Contests

- Chapter 18. ITEM BY ITEM UPDATE FOR VIOLATION PROCESSING
 - I. Overview
 - II. Screen Illustration
 - III. Item by Item Update for No Change
 - IV. Item by Item Update for Abatements Completed

- Chapter 19. PETITION FOR MODIFICATION OF ABATEMENT PROCESSING
 - I. Overview
 - II. Screen Illustration and Data Item Definitions/Instructions

- Chapter 20. CONTESTED CASES PROCESSING
 - I. Overview
 - II. Violation Processing to Update Final Orders
 - III. FTA Processing to Update Final Orders
 - IV. Violation/FTA Upheld (No Change)
 - V. Screen Illustration and Data item Definitions/Instructions

- Chapter 21. PENALTY PAYMENT REPORT PROCESSING
 - I. Overview
 - II. Processing Payments
 - III. Processing Refunds
 - IV. Processing Un-honored Checks
 - V. Special Instructions
 - VI. Special Processing Features and Instructions
 - VII. Screen Illustration and Data Item Definitions/Instructions
 - VIII. Saving and Printing
 - IX. Computer Printed Report Illustration

- Chapter 22. AIR SAMPLING WORKSHEET PROCESSING
 - I. Overview
 - II. Data Assembly and Special Instructions
 - III. Screen Illustration and Data Item Definitions/Instructions
 - IV. Saving and Printing
 - V. Computer Printed Form Illustration

- Chapter 23. AIR SAMPLING REPORT PROCESSING - Two Form Method
 - I. Overview
 - II. Special Instructions
 - III. Screen Illustrations and Data Item Definitions/Instructions
 - IV. Saving and Printing
 - V. Computer Printed Form Illustration

- Chapter 24. AIR SAMPLING REPORT PROCESSING - Single Form Method
 - I. Overview
 - II. Special Instructions
 - III. Screen Illustrations and Data Item Definitions/Instructions
 - IV. Saving and Printing
 - V. Computer Printed Form Illustration

- Chapter 25. NOISE SURVEY REPORT PROCESSING
 - I. Overview
 - II. When to Report OSHA-92 Data to the IMIS
 - III. Screen Illustrations and Data Item Definitions/Instructions
 - IV. Saving and Printing
 - V. Computer Printed Form Illustration

- Chapter 26. DIRECT READING REPORT PROCESSING
 - I. Overview
 - II. Special Instructions
 - III. Screen Illustrations and Data Item Definitions/Instructions
 - IV. Computer Printed Form Illustration

- Chapter 27. RECORD OF MCL Calibration, OSHA-95
 - I. Overview
 - II. Special Instructions
 - III. Data Item Descriptions
 - IV. Modification Instructions
 - V. Use of OSHA-95 Copies
 - VI. Completed OSHA-95 Form Illustration

- Chapter 28. SCREENING REPORT PROCESSING
 - I. Overview
 - II. Special Instructions
 - III. Screen Illustrations and Data Item Definitions/Instructions
 - IV. Computer Printed Form Illustration

- Chapter 29. OCTAVE BAND ANALYSIS AND IMPACT NOISE, OSHA-99
 - I. Overview
 - II. Special Instructions
 - III. Data Item Description
 - IV. Completed OSHA-99 Form Illustration

- Chapter 30. PROGRAM ACTIVITY PROCESSING
 - I. Overview
 - II. Reportable Activities
 - III. Who Should Report Time
 - IV. Special Instructions
 - V. Screen Illustration and Data Item Definitions/Instructions
 - VI. Computer Printed Reports

- Chapter 31. FINISH INCOMPLETE/DRAFT FORMS
 - I. Process Overview
 - II. Retrieving Incomplete Forms
 - III. Screen Illustrations and Column Heading Definitions
 - IV. Procedures and Item Definitions

- Chapter 32. CORRECT HOST REJECTS PROCESSING
- I. Overview
 - II. Reject Listing Description
 - III. Sample Rejects File Listing
 - IV. Field Definitions
 - V. Basic Concepts
 - VI. Screen Illustrations and Column Heading Definitions
 - VII. Procedures and Item Definitions

APPENDIX A. REPORTING IDENTIFICATION CODES

- I. Overview
- II. Federal Field Reporting ID Codes
- III. State Reporting ID Codes
- IV. Federal 11(c) Reporting ID Codes
- V. 7(c)(1) Enforcement Reporting ID Codes

APPENDIX B. RULES FOR COMPLETING “ESTABLISHMENT NAME” AND “SITE ADDRESS”

- I. Overview
- II. Establishment Name
- III. Site Address

APPENDIX C. OPTIONAL INFORMATION CODES

- I. Overview
- II. Assignment of Optional Information Codes
- III. Data Item Description
- IV. National Office Optional Information Codes Regional, Area and State Optional Information Codes

APPENDIX D. OCCUPATION CODES

- I. Overview
- II. Managerial & Professional Specialty Occupations
- III. Technical, Sales & Administrative Support Occupations
- IV. Service Occupations
- V. Farming, Forestry and Fishing Occupations
- VI. Precision Production, Craft and Repair Occupations
- VII. Operators, Fabricators and Laborers

APPENDIX E. FEDERAL AGENCY CODES

- I. Overview
- II. Listing of Active Codes

APPENDIX F. SPECIAL EMPHASIS CODES

- I. National Emphasis Codes
- II. State Local Emphasis Codes

APPENDIX G. HAZARDOUS SUBSTANCE CODES

- I. Listing by Substance Name
- II. Listing by Substance Code

APPENDIX H. CASE FILE SUMMARY SCREEN

- I. Overview
- II. [Undetermined]

APPENDIX I. ESTABLISHMENT CLEANUP FORM

- I. Overview
- II. [Undetermined]

APPENDIX J. NOTEBOOK SEARCHING TECHNIQUES

- I. Overview
- II. Searching Techniques

APPENDIX K. DATABASE REFERENCE TABLES

- I. Overview
- II. OSHA Enforcement Database: Diagram of File Linkages
- III. Database Reference Tables

APPENDIX L. GUIDE FOR NEW EMPLOYEES

- I. Overview
- II. OSHA Acronym Definitions

APPENDIX M. STEP-BY-STEP DATA ENTRY INSTRUCTIONS

- I. Overview
- II. Establishment Processing
- III. Violation Processing
- IV. Violation Processing Due to an Event
- V. PMA Processing
- VI. Contested Case Processing
- VII. Penalty Payment Processing
- VIII. Case Closing

INDEX