

1 Purpose

The purpose of this documented process is to outline the procedure for users to record updates to Inspection Information until the migrated IMIS data is made available for user access through a Web based application.

2 Scope

This workaround applies to Area Offices to record updates to Inspection Information related to following activities:

- Update Penalty/FTA Penalty Information (modify due date, status, and reason waived)
- Record the IMIS Cases Referred to the National Office for Debt Collection
- Record Optional Information (including N20 Comments)
- Record Case Closed date

3 Record Inspection Information Update.

3.1 Workbook consists of set of worksheets (or tabs). See data Input Instructions below for guidance on completing this step. Note: Several fields provide list of valid codes in IMIS. Users can override the list and enter their internal code. Include a list of any internal codes and descriptions when submitting workbooks for data submission.

Tab Name	Column Name	Instruction
ALL	Mod Date	Enter the month, day and year on which the modification and/or update is being made.
ALL	Inspection Number	Enter Inspection Number based on the OSHA-1 Inspection
ALL	Reporting ID	Enter the office's appropriate ID for reporting to the IMIS
ALL	Establishment Name	Establishment Name based on the OSHA-1 Inspection
OPTIONAL_INFO	Optional Type	Valid codes for Type are as follows: N = National R = Regional A = Area S = State
OPTIONAL_INFO	Optional ID	Enter preassigned number which identifies the information being entered in Value
OPTIONAL_INFO	Optional Value	Enter the value (no more than 50 characters) of the information identified by Optional Type and Optional ID
PENALTY_INFO	Penalty Due Date	Enter modified penalty due date after settlement event

Legacy IMIS Disposition Project
 Workaround > Update Inspection Information (OSHA-167I)
 PM: Helen Nesbitt
 Revision Date: July 8, 2016
 Effective Date: IMIS Data Freeze

PENALTY_INFO	Penalty Status	Valid Codes: a = Written off by Area Director/Regional Administrator b = Written off by Solicitor c = Paid at Field level d = Written off by National Office e = Paid at National level
PENALTY_INFO	Penalty Reason Waived	Why Penalty/FTA waived. Code that indicates the reason collection of monies owned was waived. Options are as follows: A Statue past for collection B Bankruptcy files C Settlement/not sent to Credit Bureau D Total due less than \$100 E Out of Business F Waived By NO L Unable to locate creditor S OSHA Solicitor (SOL) discretion U Uncollectible
FAT_INFO	FTA Due date	Enter modified FTA Penalty due date after settlement event
FAT_INFO	FTA Status	Valid Codes: a = Written off by Area Director/Regional Administrator b = Written off by Solicitor c = Paid at Field level d = Written off by National Office e = Paid at National level
FAT_INFO	FTA Reason Waived	Enter Penalty/FTA waived Code that indicates the reason collection of monies owned was waived. Options are as follows: A Statue past for collection B Bankruptcy files C Settlement/not sent to Credit Bureau D Total due less than \$100 E Out of Business F Waived By NO L Unable to locate creditor S OSHA Solicitor (SOL) discretion U Uncollectible
OSHA_167I	Close case Date	Enter the month, day, and year on which the case is closed
COLLECT_REF	Penalty Amount	Enter the outstanding penalty amount referred to the National Office for collection
COLLECT_REF	Date Referred	Enter date case referred to NO for Debt Collection

Note 1 - National Office Optional Information Codes

ID	Value
1	NNNNNNNNNN
2	BLOOD TB
3	UED

ID	Value
	BACK OTHER
4	ATAR CAP

ID	Value
	NOCAP EVAL
5	TAR SUPERFUND

Legacy IMIS Disposition Project
 Workaround > Update Inspection Information (OSHA-1671)
 PM: Helen Nesbitt
 Revision Date: July 8, 2016
 Effective Date: IMIS Data Freeze

ID	Value
	REMEDIAL REMOVAL RCRA HAZWASTE IAQSMOKE IAQVENT IAQPEL IAQOTHER
6	EPACD CONSTRPGM PSMP PSMY PSMN PID(#####)
7	NOWASTE

ID	Value
	NOCHEM NOAZ NOMFG
8	REFER E### RELATED,E# C### C-NEGOTIATE
9	(not used)
10	(not used)
11	RECORDS TIME=99.9
12	(not used)
13	(not used)
14	(not used)

ID	Value
15	(not used)
16	ASBESTOS FORM LEAD
17	(not used)
18	SCREEN SCRSYSTEM OTHSYSTEM
19	HOLD NOHOLD
20	Comments

Questions/Report Issues – Send an email to OSHAApplications@dol.gov and include in the Subject Line: “OLD Application”