

### 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 Violation Information items related to following activities:

- Update/modify a violation item due to an event
- Indicate no change (contested items were upheld) due to an event
- Delete the violation item due to an event

### 3 Record Violation Information Updates.

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 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	The unique number for the related inspection
ALL	Citation Number	The number of the citation that includes this alleged violation
ALL	Item Number	Item number for this violation
ALL	Group Letter	Group Letter for grouped violations
Event	Amendment Date	The issuance date of the amended citation
Event	Item Deleted Due to Amendment	Select 'Yes' when deleting the violation item due to an amendment
Event	ISA Date	Date of the informal settlement agreement
Event	Item Deleted Due to ISA	Select 'Yes' when deleting the violation item due to an ISA
Event	Final Order Code	Enter the post contest action code. Valid codes include: W = Employer Withdrew Contest D = Government Dismissed Case F = Formal Settlement Agreement J = Administrative Law Judge Decision R = Review Commission Decision L = Settlement at Administrative Level or First Appeal (States only) Y = Decision at Administrative Level or First Appeal (States only) 1 = Lower Court Decision (States only) 2 = Appeals Court Decision 3 = Supreme Court Decision

Legacy IMIS Disposition Project  
 Workaround > Update Violation Information (OSHA-1B)  
 PM: Helen Nesbitt  
 Revision Date: July 8, 2016  
 Effective Date: IMIS Data Freeze

Tab Name	Column Name	Instruction
Event	Final Order Date	Final disposition (decision became a final order and could no longer be appealed) date for a contested case
Event	No Change due to Final Order	Select 'Yes' when the contested violation was upheld due to final order
Event	Item Deleted Due to Final Order	Select 'Yes' when deleting the violation item due to a final order
Event	Interim Decision Code	Enter the post contest action code. Valid codes include: W = Employer Withdrew Contest D = Government Dismissed Case F = Formal Settlement Agreement J = Administrative Law Judge Decision R = Review Commission Decision L = Settlement at Administrative Lev
Event	Interim Decision Date	Date of a post contest action or decision which is not yet a final order
Event	No Change due to an Interim Decision	Select 'Yes' when deleting the violation item due to an interim decision
Event	Item Deleted Due to an Interim Decision	Select 'Yes' when deleting the violation item due to an interim decision
HAZSUB	N/A	Code(s) for all substances directly related to the item cited
HAZSUB	HAZSUB	Select HAZSUB1 if only one (1) substance code is cited. If the case has additive substance Codes, enter new row for same citation number and select the next HAZSUB sequence number up to 5 for all substances directly related to the item cited
HAZSUB	Substance Codes	Enter one code for each substances directly related to the item cited
Standard	N/A	The standard, regulation or section of the Act allegedly violated; including the part, section, paragraph, subparagraph and subdivision where applicable
Standard	Part	Enter standard part
Standard	Section	Enter standard, part, section
Standard	Paragraph	Enter standard, part, section, paragraph
Standard	Subparagraph	Enter standard, part, section, paragraph, subparagraph
Standard	Item	Enter standard, part, section, paragraph, subparagraph, item
Standard	Subitem	Enter standard, part, section, paragraph, subparagraph, item, subitem
Violation Data	Event Type	Select the Event Type. Valid Codes: <ul style="list-style-type: none"> <li>• Amendment</li> <li>• Informal Settlement Agreement (ISA)</li> <li>• Final Order</li> <li>• Interim Decision (States Only)</li> </ul>
Violation Data	Citation Issuance Date	The date of issuance for the Citation. Format MM/DD/YYYY.
Violation Data	Citation Type	Type of violation for Federal Offices. Valid codes: S = Serious W = Willful R = Repeated O = Other P = Post Settlement/Section 17

Legacy IMIS Disposition Project  
 Workaround > Update Violation Information (OSHA-1B)  
 PM: Helen Nesbitt  
 Revision Date: July 8, 2016  
 Effective Date: IMIS Data Freeze

Tab Name	Column Name	Instruction
Violation Data	State Type	Type of violation for State Offices. Valid codes: G = General N = Nonserious O = Other R = Repeat S = Serious W = Willful P = Post Settlement/Section 17 RG = Regulatory GR = Repeat General RN = Repeat Nonserious RO = Repeat Other RS = Repeat Serious SW = Serious Willful
Violation Data	Egregious	Code for Egregious and Corporate-Wide Settlement cases. Valid Codes: E = Egregious (violation documented on this form is being issued under the violation by violation guidelines) C = Corporate-Wide Settlement Agreement (CSA guidelines are being used) B = Both (Egregious and a Corporate-Wide Settlement Agreement apply)
Violation Data	Number Exposed	The total number of employees who would potentially be removed from risk if all the instances of this violation were corrected
Violation Data	Number Instances	Total number of instances for each standard
Violation Data	Related Activity Code (REC)	Appropriate code if any instance of this violation is related to the subject of an event. Valid codes: I = imminent danger A = fatality/catastrophe (Federal); accident (State) C = complaint R = referral V = variance
Violation Data	Final Abatement Date	Date by which the violation must be totally abated. System automatically calculates the final abatement date or allow user to manually enter the final abatement date.
Violation Data	Abatement Completed	Indicates the status of the hazard(s) for final abatement. Valid codes: X = Abatement Completed I = Immediately Upon Receipt (Federal use only) E = Not Completed, Employer Out of Business W = Not Completed, Worksite Changed S = Not Completed, Solicitor Advised A = Not Completed, AD Discretion
Violation Data	Gravity	Numerical code which corresponds to the assessment of the severity and probability of the hazard according to the instructions in the FOM. Gravity codes are collected to determine potential follow-up cases.
Violation Data	Penalty	Penalty Amount

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