

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 FTA Violation Information items related to following activities:

- Update/modify a FTA violation item due to an event
- Delete the FTA 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 a list of any internal codes and descriptions when submitting workbooks for data submission.

Tab Name	Column Name	Instruction
ALL	Event 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	FTA Amendment Date	The issuance date of the amended citation
Event	FTA Item Deleted Due to Amendment	Select 'Yes' when deleting the FTA 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 FTA violation item due to an ISA

Legacy IMIS Disposition Project
 Workaround > Update FTA Violation Information (OSHA-2B)
 PM: Helen Nesbitt
 Revision Date: July 8, 2016
 Effective Date: IMIS Data Freeze

Tab Name	Column Name	Instruction
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
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 FTA violation was upheld due to final order
Event	Item Deleted Due to Final Order	Select 'Yes' when deleting the FTA 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 FTA violation item due to an interim decision
Event	Item Deleted Due to an Interim Decision	Select 'Yes' when deleting the FTA violation item due to an interim decision
FTA Data	Followup inspection number	Enter FOLLOWUP inspection number if applies
FTA Data	FTA inspection number	Same as the Inspection Number from the Inspection Report
FTA Data	Event Type	Select the Event Type. Valid Codes: <ul style="list-style-type: none"> • Amendment • Informal Settlement Agreement (ISA) • Final Order • Interim Decision (States Only)
FTA Data	FTA Issuance Date	The date of issuance for the failure to abate citation
FTA Data	Additional Penalty	The additional penalty amount assessed for the violation as a result of the FTA

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