



# OSHA INSTRUCTION

U.S. DEPARTMENT OF LABOR Occupational Safety and Health Administration

---

**DIRECTIVE NUMBER: FAP 01-00-008** | **EFFECTIVE DATE: 02/11/2019**

---

**SUBJECT:** Federal Agency Targeting Inspection Program

---

## ABSTRACT

- Purpose:** The Occupational Safety and Health Administration's (OSHA's) *Federal Agency Targeting Inspection Program* (FEDTARG) provides guidance for inspecting specific federal agency service/operating locations reporting high numbers of lost time cases (LTCs); and/or an elevated incidence rate of recordable cases involving days away from work, days of restricted work activity, or job transfer (DART rate); and/or elevated total recordable case rates (TCRs). Inspections under this program may also focus on those establishments that fail to provide the required annual summary of work-related injury and illness information to the Bureau of Labor Statistics (BLS).
- Scope:** OSHA-wide.
- References:** [Occupational Safety and Health Act of 1970, Section 19](#); [Executive Order 12196](#), February 26, 1980; [29 CFR Part 1952](#), Approved State Plans for Enforcement of State Standards; [29 CFR Part 1960](#), Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters; OSHA Instruction [ADM 03-01-005](#), OSHA Compliance Records, August 3, 1998; OSHA Instruction [CPL 02-00-025](#), Scheduling System for Programmed Inspections, January 4, 1995; OSHA Instruction [CPL 02-00-135](#), Recordkeeping Policies and Procedures Manual, December 30, 2004; OSHA Instruction [CPL 02-00-160](#), Field Operations Manual, August 2, 2016; OSHA Instruction [CPL 02-02-072](#), Rules of Agency Practice and Procedure Concerning OSHA Access to Employee Medical Records, August 22, 2007; and OSHA Instruction [CSP 03-01-003](#), Voluntary Protection Programs (VPP): Policies and Procedures Manual, April 18, 2008.
- Cancellations:** Federal Agency Targeting Inspection Program, OSHA Instruction, FAP 01-00-007, May 11, 2017.

**Expiration Date:** This directive does not expire, unless cancelled or replaced by a new directive. Upon cancellation or replacement, Area Offices must complete any inspection cycles already underway.

**State Plan Impact:** This directive applies solely to federal agency service/operating locations. It does not impact State Plan programs.

**Action Offices:** National, Regional, and Area Offices

**Originating Office:** Directorate of Enforcement Programs

**Contact:** U.S. Department of Labor  
Occupational Safety and Health Administration  
Directorate of Enforcement Programs  
Office of Federal Agency Programs  
200 Constitution Avenue, NW, N-3622  
Washington, D.C. 20210

Telephone: (202) 693-2122

Facsimile: (202) 693-1685

By and Under the Authority of

LOREN SWEATT  
Acting Assistant Secretary

## **Executive Summary**

This directive describes OSHA's *Federal Agency Targeting Inspection Program*, which is directed toward federal agency establishments experiencing high numbers of LTCs, and/or high DART rates, and/or high TCRs. The Office of Federal Agency Programs (OFAP) obtains establishment-specific lost time claims data from the U.S. Department of Labor's Office of Workers' Compensation Programs (OWCP) and injury and illness data and rate information from BLS. Depending on the availability of data, OSHA may develop inspection lists from any or all of LTCs, DART rates, and TCRs. OSHA may also inspect establishments that do not submit the required data to BLS. This directive does not expire, unless cancelled or replaced by a new directive. The National Office will continue to provide inspection lists to the Regional Offices each fiscal year (FY). Additionally, the National Office encourages Regional Offices to develop regional emphasis programs (REPs). Appendix A contains 29 CFR 1960 citable program elements. Appendix B includes abbreviations and acronyms used in this directive.

## **Significant Changes**

This revision incorporates a new targeting scheme to focus on federal establishments with elevated DART rates and TCRs, in addition to those reporting high numbers of LTCs. Previous versions of FEDTARG focused only on the federal facilities/establishments reporting higher numbers of LTCs.

## Table of Contents

I.	Purpose.....	1
II.	Scope.....	1
III.	References.....	1
IV.	Cancellations.....	2
V.	Expiration Date.....	2
VI.	Federal Program Change.....	2
VII.	Background.....	2
VIII.	Significant Changes.....	2
IX.	Action Offices.....	2
X.	Definitions.....	3
XI.	Federal Establishment-Specific Targeting Program Planning.....	5
XII.	FEDTARG Planning and Scheduling.....	7
XIII.	FEDTARG Inspections: Relationship to Other Programs.....	9
XIV.	FEDTARG-Specific Inspection Procedures.....	10
XV.	Violations and Notice of Unsafe or Unhealthful Working Conditions.....	15
XVI.	Case File Documentation.....	17
XVII.	Recording and Tracking.....	17
	APPENDIX A: Citable Elements.....	A-1
	APPENDIX B: Abbreviations and Acronyms.....	B-1

I. Purpose.

The Occupational Safety and Health Administration's (OSHA's) *Federal Agency Targeting Inspection Program* (FEDTARG) provides guidance for inspecting specific federal agency service/operating locations reporting high numbers of lost time cases (LTCs) to the Office of Workers' Compensation Programs; and/or elevated incidence rates of recordable cases involving days away from work, days of restricted work activity, or job transfer (DART rates); and/or elevated total recordable case rates (TCRs). Inspections under this program may also focus on those federal establishments that fail to provide the required annual summary of work-related injury and illness information to BLS.

II. Scope.

This directive applies OSHA-wide.

III. References.

- A. [Title 29 United States Code 651](#), Occupational Safety and Health Act of 1970, [Section 19](#), *Federal Agency Safety Programs and Responsibilities*.
- B. [Executive Order 12196](#), *Occupational Safety and Health Programs for Federal Employees*, February 26, 1980.
- C. [29 CFR Part 1904](#), *Recording and Reporting Occupational Injuries and Illnesses*, 66 FR 5916-6135, January 19, 2001, and as amended.
- D. [29 CFR Part 1960](#), *Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters*, October 21, 1980, and as amended.
- E. OSHA Directives.
  - [ADM 03-01-005](#), *OSHA Compliance Records*, OSHA Instruction, August 3, 1998.
  - [CPL 02-00-025](#), *Scheduling System for Programmed Inspections*, OSHA Instruction, January 4, 1995.
  - [CPL 02-00-135](#), *Recordkeeping Policies and Procedures Manual*, OSHA Instruction, December 30, 2004.
  - [CPL-02-00-160](#), *Field Operations Manual (FOM)*, August 2, 2016.
  - [CPL 02-02-072](#), *Rules of Agency Practice and Procedure Concerning OSHA Access to Employee Medical Records*, OSHA Instruction, August 22, 2007.
  - [CSP 03-01-003](#), *Voluntary Protection Programs (VPP): Policies and Procedures Manual*, OSHA Instruction, April 18, 2008.

- IV. Cancellations.  
Federal Agency Targeting Inspection Program, OSHA Instruction, FAP 01-00-007, May 11, 2017.
- V. Expiration Date.  
This directive does not expire, unless cancelled and/or replaced by a new directive.
- VI. Federal Program Change.  
This directive applies solely to the inspection of federal establishments' service/operating locations. It does not impact State Plan programs.
- VII. Background.  
[Executive Order 12196](#), *Occupational Safety and Health Programs for Federal Employees*, paragraph 1-401(i) requires Federal OSHA to conduct unannounced inspections of agency workplaces when necessary:
- in response to [reports](#) of unsafe or unhealthful working conditions;
  - upon request of occupational safety and health (OSH) committees, as described in paragraph 1-303; or,
  - in the case of a report of an imminent danger, when such a committee has not responded to an employee who has alleged to it that the agency has not adequately responded to a report as required in 1-201(h).
- In addition, [29 CFR 1960.31](#), *Inspections by OSHA*, requires OSHA to conduct announced or unannounced inspections in the following situations:
- where an agency has not established a Certified Safety and Health Committee (CSHC) or that committee no longer meets the requirements of Subpart F;
  - in response to a request from half the membership of record of any certified safety and health committee; and,
  - in response to an employee's report of an imminent danger situation, where there is a CSHC, but where the Secretary determines that neither the agency nor the Committee has responded to the employee.
- VIII. Significant Changes.  
This revision incorporates a new targeting scheme to focus on federal establishments with elevated DART rates and TCRs, in addition to those reporting higher numbers of LTCs. It may also include establishments that failed to submit useable injury and illness information to BLS. The previous FEDTARG focused only on federal facilities/establishments reporting high numbers of LTCs.
- IX. Action Offices.  
A. Responsible Office.  
The Office of Federal Agency Programs (OFAP), under the Directorate of Enforcement Programs (DEP), is responsible for developing and managing

FEDTARG. DEP advises the Assistant Secretary of Labor for OSHA concerning FEDTARG issues.

B. Area Offices.

All Area Offices (AOs) involved in implementing this inspection targeting program must adhere to this directive.

C. Regional Offices.

Regional Offices (ROs) are encouraged to initiate their own Regional Emphasis Programs (REPs) involving programmed inspections of federal agency worksites. ROs must notify OFAP of their intent to begin an REP at least 90 days prior to initiating the REP.

D. Other Offices and Personnel.

OSHA Training Institute Managers, Voluntary Protection Program Managers and Coordinators, OSHA Strategic Partnership Program Coordinators, Compliance Assistance Coordinators, Compliance Assistance Specialists, Federal Agency Program Officers, and Regional Severe Violators Enforcement Program Coordinators must be aware of the FEDTARG program's requirements.

E. OMSO/OIS Office.

The Office of Management Systems and Organization (OMSO)/OSHA Information System (OIS) Office under the Directorate of Administrative Programs will be responsible for generating a drop-down OIS code for FEDTARG (to read as "FEDTARG").

X. Definitions.

A. Alternate Standard.

Consistent with the *Field Operations Manual* (FOM), Chapter 13, paragraph III.F, Alternate and Supplementary Standards, the term "[alternate standard](#)" refers to the federal agency equivalent of a private sector variance from OSHA standards. An agency may apply for an alternate standard using application procedures described in [29 CFR 1960.17](#), *Alternate standards*.

B. Certified Safety and Health Committee (CSHC). For the purposes of this directive, the term "[certified safety and health committee](#)" is defined in 29 CFR 1960.2(w) and refers to a federal agency safety and health committee meeting the provisions of section 1-3 of *Executive Order 12196*, and of *29 CFR Part 1960, Subpart F*, as listed and attested to by the head of each agency, in writing, to the Secretary of Labor.

C. Comprehensive Inspection.

Consistent with the *Field Operations Manual* ([FOM](#)), Chapter 3, paragraph III.A, Comprehensive, the term "comprehensive inspection" refers to a:

*[S]ubstantially complete inspection of the potentially high hazard areas of an establishment. An inspection may be deemed comprehensive even though, as a result of the exercise of professional judgment, not all potentially hazardous conditions, operations, and practices within those areas are inspected.*

- D. Days Away from Work, Restricted Work Activity, Job Transfer (DART) Rate. Consistent with OSHA’s [instructions](#) for calculating injury and illness incidence rates using data gathered from the OSHA Form 300 and 300A, or their equivalents, the DART rate is:

$$\frac{[\text{number of entries in columns H} + \text{number of entries in column I}] \times 200,000^1}{\text{total number of employee hours}}$$

- E. Deferral.  
For purposes of this directive, “deferral” refers to a delay of an inspection of a specific federal agency’s service/operating location due to its participation in or application to the Voluntary Protection Programs. A deferred federal establishment will be inspected at the end of the agency’s deferral period. Further guidance may be found in [CPL 02-00-160](#), Chapter 2, VI.H. - *Inspection Scheduling and Interface with Cooperative Program Participants*, and Chapter 3, V.D. - *Review of Voluntary Compliance Programs*; and [CSP 03-01-003](#), Chapter II, VII.A. – *Inspection Deferrals*.
- F. Establishment.  
For this Instruction, consistent with 29 CFR 1960.2(h), [Definitions](#), and the FOM Chapter 13, I.C.1. – *Important Definitions, Establishment*, as applied to federal agencies, the term “establishment” refers to a [S]ingle physical location where business is conducted or where services or operations are performed such as a federal agency’s field activity, physical area/organizational unit with a line of authority, regional office, area office, installation, or facility.
- G. Federal Agency.  
For the purposes of this directive, the term “federal agency” refers to an Executive Department, as identified in *U.S. Code Title 5, Part 1, Chapter 1, §101*, or any employing unit, or authority of the Executive Branch of the Government. For the purposes of this directive, it does not include the United States Postal Service.
- H. Lost-Time Case (LTC).  
For purposes of this directive, the acronym “LTC” is defined as a federal employee’s compensation case reported to the [Office of Workers’ Compensation](#)

---

<sup>1</sup>The 200,000 figure in the formula represents the number of hours for 100 employees working 40 hours per week, 50 weeks per year. It is the standard base for calculating incidence rates.



Programs wherein the federal employee loses time from work beyond the date of the injury.

- I. Office of Workers' Compensation Programs (OWCP) Data.  
The U.S. Department of Labor - OWCP administers the Federal Employees' Compensation Program, as defined under the Federal Employees' Compensation Act. OWCP administers four (4) major disability compensation programs that provide wage replacement benefits, medical treatment, vocational rehabilitation, and other benefits to certain workers (or their surviving dependents) who experience work-related injury or occupational disease. OFAP may use LTC data gathered from the OWCP claims process when generating the FEDTARG inspection lists.
  
- J. Partial Inspection.  
Consistent with the *Field Operations Manual* (FOM), Chapter 3, paragraph III.B. "partial inspection" refers to an inspection where the ... *focus is limited to certain potentially hazardous areas, operations, conditions, or practices at the establishment*. Compliance Safety and Health Officers (CSHOs) should be aware that CSP 03-02-003, *OSHA Strategic Partnership Program for Worker Safety and Health*, paragraph XIV.B.4. refers to this type of inspection as a "programmed inspection with a limited scope" for program participants.
  
- K. Supplementary Standard.  
Consistent with the *Field Operations Manual* (FOM), Chapter 13, paragraph III.F., *Alternate and Supplementary Standards*, "supplementary standard" refers to an occupational safety and health standard a federal agency develops and implements as per the requirements of 29 CFR 1960.18, *Supplemental standards*, when no OSHA standard applies to a given workplace condition.
  
- L. Total Case Rate (TCR).  
Consistent with OSHA's instructions for calculating injury and illness incidence rates using data gathered from the OSHA Form 300 and 300A, or their equivalents, the TCR is:

$$\frac{\text{sum of entries for columns G, H, I and J} \times 200,000^2}{\text{total number of employee hours}}$$

- XI. Federal Establishment-Specific Targeting Program Planning.
  - A. General.  
FEDTARG is directed toward federal agency establishments experiencing high numbers of LTCs, and/or elevated TCRs or DART rates. OFAP obtains injury and illness data from OWCP and BLS, and develops the inspection lists based on

---

<sup>2</sup> The 200,000 figure in the formula represents the number of hours for 100 employees working 40 hours per week, 50 weeks per year. It is the standard base for calculating incidence rates.

that data. FEDTARG inspections may also focus on those establishments that failed to provide the required annual work-related injury and illness data to BLS in a useable format.

B. Completion of Inspection Lists.

Once an Area Office (AO) receives an inspection list (primary or secondary), it must inspect all establishments on that list, unless an establishment is deferred or deleted by the Regional Administrator (RA) or Area Director (AD), in accordance with the FOM and either paragraph XII.E. *FEDTARG Inspection Deferrals: Interface with Cooperative Program Participants*, or paragraph XII.F., *FEDTARG Inspection Deletions*, of this directive.

C. Types of FEDTARG Inspection Lists.

1. Primary Inspection List.

The Office of Statistical Analyses (OSA) develops a randomized primary inspection list (also referred to in this directive as an “inspection cycle”) based on the data and rates OFAP collects from OWCP and BLS. The list contains the establishments’ addresses and their injury/illness data, including rates. Once developed, OFAP separates the entire list by OSHA Regions and distributes these *Regional Primary Inspection Lists* to each Region.

2. Secondary Inspection List.

The National Office (NO) recognizes that resources available for conducting FEDTARG inspections will vary widely among the Regional Offices and Area Offices. Offices that have resources to conduct FEDTARG inspections beyond their primary inspection lists may request secondary inspection lists. Upon a Regional Federal Agency Program Officer’s (FAPO’s) request, OFAP will develop and provide the FAPO a randomized *Secondary Inspection List* based on the remaining establishments. If fewer than the requested number of establishments from the data list remain, the Secondary Inspection List will include all remaining establishments.

3. Non-Responder Inspections.

OFAP will include a random sample of establishments that failed to provide useable data to BLS on the Primary Inspection List (and Secondary Inspection List if the FAPO requests a Secondary list).

D. Retention of FEDTARG Inspection Lists.

In accordance with CPL 02-00-025, paragraph B.1.b.(1)(c)3, the AO must maintain all inspection lists, cycles, and documentation for a period of three (3) years after completing all inspections conducted under this FEDTARG directive. Consult [ADM 03-01-005](#), Appendix D, *Compliance Records Disposition Schedule*, for an acceptable disposition schedule.

XII. FEDTARG Planning and Scheduling.

A. General.

The NO will provide each RO with a list of establishments within its coverage area meeting the criteria for the Primary Inspection List (see paragraph XI.C.1, *Primary Inspection List*, in this directive). OFAP will handle requests for a Secondary Inspection List in accordance with paragraph XI.C.2, *Secondary Inspection List*, in this directive.

1. An AO must complete the inspections of the establishments on the Primary Inspection List prior to initiating inspections from the Secondary Inspection List.
2. However, the AO may open a Secondary Inspection List before completing the Primary Inspection List to:
  - a. Improve the efficiency of the AO, or
  - b. Continue federal agency inspection activity if inspections at some of the primary service/operating locations have been deferred/deleted.
3. Once an AO opens an inspection cycle (primary or secondary), it must complete that cycle/list.

B. Personal Security Clearance and Advanced Notice.

1. Under most circumstances, a CSHO will not need a security clearance prior to entering a federal establishment to conduct a FEDTARG inspection. If a federal establishment requires a security clearance, the CSHO should follow the procedures found in [CPL 02-00-160](#), FOM, Chapter 3, paragraph II.F., *Personal Security Clearance*.
2. The CSHO should follow the establishment's procedures for obtaining a specific personal security clearance.

C. Inspection Priority.

1. An AO's first inspection priority is conducting unprogrammed inspections as outlined in [CPL 02-00-160](#) FOM, Chapter 2, IV.B., *Inspection Priority Criteria*.
2. An AO must follow the inspection priorities described in [CPL 02-00-160](#), with the following additional guidance.
  - a. In most cases, an AO must complete an open inspection list before beginning a new inspection cycle.
  - b. Inspections carried over to the new cycle will be handled in accordance with paragraph B.1.b(1)(e), *Inspection Scheduling*, found in [CPL 02-00-025](#), *Scheduling System for Programmed Inspections*, and as outlined in paragraph XII., *FEDTARG Planning and Scheduling*, in this directive.

Once an office has started a FEDTARG inspection list, it must inspect all establishments on that list. If an office opens a Secondary Inspection List, the office must inspect all establishments on that inspection list prior to initiating establishment inspections under a successive FEDTARG list.

The goals of the RO/AO will dictate other programmed inspections captured under National Emphasis Program (NEP) or Local Emphasis Program (LEP) initiatives.

D. FEDTARG Inspection Deferrals: Interface with Cooperative Program Participants.

1. [Voluntary Protection Programs \(VPP\) Applicant.](#)
  - a. If an establishment has applied for OSHA [VPP status](#), the AD will defer the establishment from any programmed inspection, including FEDTARG, upon receiving confirmation from the VPP Manager that a VPP onsite review is scheduled within the next 75 calendar days. The CSHO should check the VPP [website](#) for a current listing of federal agencies participating in VPP.
  - b. For other VPP site inspection guidance, see [CSP 03-01-003](#).

E. FEDTARG Inspection Deletions.

1. Upon approval from the RA, an AD may delete a FEDTARG inspection for the current fiscal year for reasons such as resource limitations or involvement in national catastrophe/emergency response efforts.

Deletions should be consistent with [CPL 02-00-025](#), *Scheduling System for Programmed Inspections*. The RA/AD should document the rationale for the deletion in accordance with paragraph XVI. *Case File Documentation*, in this directive.

2. The AD is responsible for making appropriate deletions from the inspection list as indicated below.
  - a. Previous Inspections. When deleting for a previous inspection, an AD can only delete an establishment if it received a comprehensive safety inspection during the 24 months prior to the creation of the current inspection cycle, based on the previous comprehensive inspection's opening conference date.
  - b. Voluntary Protection Programs. If the establishment is an approved VPP participant, delete it from the FEDTARG inspection list in accordance with the *Voluntary Protection Programs (VPP): Policies and Procedures Manual* [CSP 03-01-003](#). Refer to the OSHA [VPP](#) website at [www.osha.gov/dcsp/vpp/index.html](http://www.osha.gov/dcsp/vpp/index.html), under Participant Information, for a current listing of all VPP locations, both public and private sector. Refer to [CPL 02-00-160](#), FOM, Chapter 2, for further guidance.

XIII. FEDTARG Inspections: Relationship to Other Programs.

- A. Unprogrammed Inspections. Offices must conduct unprogrammed inspections according to the FOM and/or other applicable OSHA policies and procedures. If an establishment on a current FEDTARG inspection list also requires an unprogrammed inspection, such as for a complaint or fatality, the AO may conduct the two inspections either concurrently or separately. See also paragraph XVII.B. *FEDTARG-Combined with Unprogrammed Inspections*, of this directive.
- B. Inspections Under Both FEDTARG and other NEP/LEP. Some establishments may be slated for inspection under both FEDTARG and other OSHA initiatives, such as national or local emphasis programs. Emphasis programs focused on particular hazards, such as amputations, combustible dust; or on a particular industry, such as nursing homes, petroleum refineries, may run concurrently with FEDTARG.

If an establishment is scheduled for inspection under both FEDTARG and another NEP/LEP, the CSHO may conduct an inspection limited in scope to the other NEP/LEP program issues if a review of the OSHA 300 logs demonstrates that the particular NEP/LEP addresses the establishment's serious hazards. The CSHO must document the justification for the limited scope inspection in the case file.

Regional Offices can initiate their own emphasis programs similar to FEDTARG. The CSHO should apply all relevant OIS codes to the inspection. See paragraph

XVII.C. *FEDTARG-Combined with NEP or LEP Inspections*, of this directive for further guidance.

XIV. FEDTARG-Specific Inspection Procedures.

- A. Scope. FEDTARG inspections will be comprehensive safety inspections. Health inspections (comprehensive or partial) will occur only with CSHO referrals, or at AD discretion based on industry experience or the establishment's safety and health history. CSHOs should be familiar with the 29 CFR 1960 requirements (see [Appendix A: Citable Elements](#)) and should evaluate the establishment's compliance with Part 1960. Ergonomic hazards should be addressed in consultation with the Regional Ergonomics Coordinator.

The CSHO, in consultation with the AD, must use professional judgment to determine a FEDTARG health inspection's scope. Minimally, the CSHO should base this decision on information gathered during the records/program review and walkaround inspection.

If the CSHO is inspecting a large federal establishment, a partial "comprehensive" inspection may be the most appropriate use of OSHA's resources. While FEDTARG inspections must be comprehensive in scope, a comprehensive inspection is a *substantially complete inspection of the potentially high hazard areas of an establishment* [emphasis added]. Such an inspection may, as a result of the exercise of professional judgment, omit some areas of a given establishment.

Following the analysis of information gathered during the records review (injury/illness logs, OWCP data) and OSH program review (self-inspections, training) to assess the site's compliance with 29 CFR 1960, the CSHO should determine what areas of the establishment will require further inspection/investigation based on the rates/numbers of injuries/illnesses, etc.

- B. Use of Alternate, Supplementary Standards. Several federal agencies have alternate and/or supplementary standards as described in 29 CFR [1960.17](#) and [1960.18](#), respectively.

1. Agencies with alternate standards include:

- Federal Aviation Administration (FAA), [The Alternate Standard for Fire Safety in Airport Traffic Control Towers](#), May 6, 1998, and as amended.
- National Aeronautics and Space Administration (NASA), [Standard for Lifting Devices and Equipment](#), May 9, 2002, and as amended.

- National Archives and Records Administration (NARA), [Standard on Special-Purpose Ladders Used in Federal Archives and Records Centers](#), December 9, 1983, and as amended.
- U.S. Navy, [Naval Facilities Engineering Command Management of Weight Handling Equipment](#), June 2003, and as amended.
- U.S. Navy, [Gas Free Engineering Manual](#), and as amended.
- National Oceanic and Atmospheric Administration (NOAA), Alternate Diving Standards, September 2014, and as amended. NOAA includes the OSHA approved alternate standards as part of its [NOAA Scientific Diving Standards and Safety Manual](#) and [NOAA Working Diving Standards and Safety Manual](#).

2. Agencies with supplementary standards include:

- U.S. Department of Agriculture – Forest Service, [Forest Service Supplementary Standard for Containers and Portable Tanks Transport](#), March 29, 2012.
- NASA, [Safety Standard for Explosives, Propellants and Pyrotechnics](#), April 2018.

The CSHO should be familiar with any applicable alternate and/or supplementary standards relevant to the federal establishment he/she is inspecting. (The alternate and supplementary standards current at the time of directive publication are provided above, XIV.B. *Use of Alternate, Supplementary Standards*.) Refer to the [OFAP](#) Intranet page for the most recent list of approved alternate and supplementary standards.

C. Health Inspections under FEDTARG. The AD must document the rationale for adding a health inspection in accordance with paragraph XVI. *Case File Documentation*, in this directive.

1. If an AD authorizes a health inspection of an establishment based on experience or industry knowledge, the AD must consider including health inspections at all other similar establishments within that industry classification that are on the AO's FEDTARG inspection list(s).
2. The AD has the discretion to initiate a health inspection based solely on individual establishment criteria or history.
3. Inspections must be conducted in accordance with the procedures described in [CPL 02-00-160](#) (FOM) and other guidance documents.

D. Federal Agencies with Private Sector Employees Onsite.

1. At service/operating locations where the CSHO observes contractors performing other work, such as construction or maintenance activity, which is not supervised by the site's federal agency personnel, the CSHO may open another inspection via a referral if the CSHO observes serious hazards, or if the activity is consistent with any NEP or LEP currently in effect. However, the CSHO may expand the inspection to include *resident* contractors providing services, such as security, food service, or housekeeping only when he/she observes obvious serious hazards that need to be addressed. Refer to Chapter 3, paragraph VII.J., *Multi-employer worksites*, in [CPL 02-00-160](#), for further guidance.
2. State Plan Jurisdiction on Federal Property. Refer to [CPL 02-00-160](#), FOM, Chapter 13, II.D.a, for further guidance on State Plan jurisdiction on federal property. Coverage is set out in various documents, including operational status agreements and final approval decisions, which are codified at [29 CFR Part 1952](#). The RA must refer to the appropriate state, subject to 29 CFR Part 1952, and supporting documents to determine jurisdiction.
3. The CSHO should refer to [CPL 02-00-160](#), Chapter 13, II.D., for guidance regarding Government-Owned Contractor-Operated Facilities (GOCOs), Department of Energy sites, private sector employees, and other agencies' jurisdictions.

E. Establishments with Multiple Services/Operations.

A federal establishment may provide multiple services/operations at a single physical location. Federal employees may also perform activities covered under the agency's OSH program outside of the physical location/address being inspected. For example, USDA's, U.S. Forest Service performs trail clearing activities in forested areas under its jurisdiction. Likewise, the Department of the Interior's Bureau of Land Management performs logging operations in areas under its jurisdiction. In such cases, the CSHO may need to consider including in the inspection those activities under the establishment's jurisdiction that employees perform outside of the establishment address/location. The CSHO should be sure to review and analyze these programs for possible inclusion in the inspection activity. The CSHO must identify jurisdictional boundaries and the potential need to refer the inspection.

1. When a CSHO arrives at an establishment and observes that it includes multiple services/operations, the CSHO will review the OSHA 300 log(s) or equivalent injury and illness log(s) from the previous year(s) to identify the establishment's services/operating locations with higher



LTC/TCR/DART rates. CSHOs should note that one injury and illness log maintained for multiple services/operations at a single physical location meets the recordkeeping requirements.

2. After reviewing the logs, the CSHO will consult with the AD. The AD will determine the appropriate number and location of service/operation sites the CSHO will need to inspect to adequately address the establishment's safety and health issues.
3. If the AD determines that more than one (1) service/operating location requires inspection, the selection may be random or may be based on the service/operating locations reporting the highest number of LTCs/TCRs/DART rates.

F. Office-Only Operating Locations.

FEDTARG's intent is to focus on those service/operating locations reporting elevated rates, not on establishments that are solely office environments. However, if the office environment is experiencing a high number of LTC/TCR/DART rates, OSHA will inspect that establishment.

1. If a CSHO arrives at an establishment that is solely an office environment, has reason to believe that the establishment is the "clearinghouse" for OWCP reporting purposes, or the establishment address does not reflect the location where LTCs are occurring, the CSHO must determine if other service/operating locations were included as part of the identified "establishment." For example, a human resources office may be identified with a large number of LTCs, when in actuality the LTCs are associated with smaller, but potentially more hazardous, service/operating locations.
2. In the preceding situation, the CSHO, in consultation with the AD, must review the injury and illness logs to identify the locations with the highest LTCs/TCRs/DART rates.
3. While the CSHO must inspect at least one site for each listed establishment, if the listed establishment is an office, a clearinghouse, or is not the source of the elevated rates, the CSHO will consult with the AD to determine the appropriate location(s) to inspect. The AD will then decide the number of site visits/investigations necessary to adequately address the establishment's safety and health issues. If the AD determines that more than one location requires inspection, the selection may be random or may be based on the service/operating locations reporting the highest number of LTC/TCR/DART rates. The AD may base this decision on available resources, industry knowledge, or establishment history.

G. FEDTARG Health Inspections.

When the AD authorizes a health inspection in conjunction with a FEDTARG safety inspection, a safety CSHO and a health CSHO may conduct the safety and health inspections as a “joint inspection.” However, the inspections will have separate inspection reports. Since the CSHOs may hold joint or separate opening conferences, there may be one opening date for the safety inspection and a different opening date for the health inspection for the same employer under the same FEDTARG inspection plan.

Note: If a cross-trained CSHO conducts both safety and health inspections, then there will be one inspection report and one opening conference date.

H. Inspection of DoD Establishments.

The CSHO should coordinate any inspection at a DoD establishment with the installation commander. Please see [Memorandum of Understanding Concerning Army GOCO Ammunition Plants Between the Department of Labor and the Department of the Army Acting for the Department of Defense](#) and [Department of Defense Instruction, Number 6055.01](#) for further guidance.

I. Voluntary Protection Programs (VPP) Sites.

1. If the CSHO discovers that the establishment is a VPP Merit or Star site, the CSHO should exit the site without conducting an inspection and notify the AD; the AD must delete these sites from the inspection list. Please see [CPL 02-00-160](#) (FOM), the [Voluntary Protection Programs \(VPP\): Policies and Procedures Manual](#) (CSP 03-01-003), and paragraph XII.F.2.b. *Voluntary Protection Programs*, of this directive for further guidance.
2. If an establishment is a VPP applicant, and a VPP on-site review is scheduled within the next 75 calendar days, the AD will defer programmed inspections. See paragraph XII.E. *FEDTARG Inspection Deferrals: Interface with Cooperative Program Participants*, of this directive.

J. Whistleblower Protection.

1. Federal Employees

The CSHO should notify employees that, based on their right to report unsafe and unhealthful working conditions, they may file complaints with the Office of Special Counsel to seek redress for retaliation.

2. Private Sector Employees

The CSHO should notify employees that, based on their right to report unsafe and unhealthful working conditions or violations of the more than 20 OSHA-enforced Whistleblower statutes, they may file complaints with OSHA's Whistleblower Protection Program to seek redress for retaliation.

XV. Violations and Notice of Unsafe or Unhealthful Working Conditions.

A. Issuing the Notice of Unsafe or Unhealthful Working Conditions (Notice). If the CSHO discovers violations of OSHA standards, the AD will issue a Notice to a federal establishment as required by [29 CFR 1960.31\(d\)](#), and in accordance with [29 CFR 1960.26\(c\)](#) and [CPL 02-00-160](#), Chapter 4, *Violations*.

1. For violations of the general duty requirements, OSHA will issue Notices under [29 CFR 1960.8](#), *Agency responsibilities*.
2. As part of any federal inspection, CSHOs should verify federal agency establishment compliance with the OSH program elements described in 29 CFR 1960. Although agencies must comply with all §1960 regulations, some sections are specifically designated as “citable.” If a CSHO determines that an establishment has failed to comply with any of the citable elements, the CSHO must issue a Notice for violating those elements. See [Appendix A](#) (which is also Table 13-1 of [CPL 02-00-160](#), FOM) of this directive for guidance on citable program elements.
3. Under FEDTARG, OSHA may issue a Notice if an establishment violates its own agency's alternate (see [29 CFR 1960.17](#)) and/or supplementary (see [29 CFR 1960.18](#)) standard. In these cases, OSHA will develop and issue the Notice in accordance with [CPL 02-00-160](#) and use the language provided below to address the circumstance specific to the federal agency's violation.
  - a. For a violation of a requirement in 29 CFR 1910 or 1926 that is not addressed in an alternate standard, the CSHO should cite the violated OSHA standard, and add *as required by 29 CFR 1960.8(b)* to the Standard Alleged Violation Element (SAVE) standard language section.
  - b. For a violation of an alternate standard where the requirement is also addressed in an OSHA standard, the CSHO should: (a) cite the OSHA standard; (b) enter *as required by 29 CFR 1960.8(b)* in the SAVE standard language section; and (c) reference the unmet provision of the alternate standard in the Alleged Violation Description.

- c. For a violation of a provision of an alternate standard that is not a requirement in 29 CFR 1910 or 1926, the CSHO should cite 29 CFR 1960.8(a), and reference the paragraph of the violated alternate standard.
- d. For a violation of a provision of a supplementary standard, the CSHO should cite 29 CFR 1960.8(a) and reference the paragraph of the violated supplementary standard.

B. Inspection of establishments that have failed to submit useable injury and illness recordkeeping data to BLS.

Since January 1, 2005, federal agencies have been required to maintain injury and illness records in essentially the same format as the private sector, as set forth in 29 CFR 1904. Since January 1, 2014, each federal agency establishment has been required to submit its injury and illness recordkeeping data directly to the Bureau of Labor Statistics by May 1. However, each year many establishments fail to comply with the requirement either by not submitting data or submitting incomplete data.

OFAP will develop a list of federal establishments that have failed to submit the required annual injury and illness recordkeeping data to BLS in a useable format (*Non-Responder Lists*). From that comprehensive list, OFAP will identify those establishments on the primary list that did not submit useable data to BLS. In addition, OFAP will include a random sample of non-responding establishments on the primary inspection targeting list (and any subsequent requested lists). Including these non-responders should discourage federal establishments from failing to report injury and illness information in an attempt to avoid inspection.

If the CSHO is inspecting a non-responding federal establishment and the establishment claims that it attempted to submit the records electronically but was unable to do so, it must verify this with documentation, such as e-mail correspondence with the BLS Help Desk, verified contact with an OSHA office, or contact with OSHA via other means (such as e-correspondence). If the establishment provides such proof, the CSHO will collect the injury and illness records, and will not issue a Notice for failing to submit.

If the establishment did not attempt to submit the data, the Area Director will issue a Notice under the relevant paragraph of 29 CFR 1960.72 using the following guidance:

- If the establishment failed to submit useable data, but immediately provides a paper copy of the records during the inspection (abates the failure to submit), OSHA will issue an Other-than-Serious Notice.

- If the establishment failed to submit previous data, but shows it has already submitted current data, OSHA will issue an Other-than-Serious Notice.
- If the establishment does not produce any records, OSHA will issue an Other-than-Serious Notice and may perform a full recordkeeping audit. The recordkeeping audit may result in additional Notices under 29 CFR 1960.73 or other relevant standards.

Area Directors may also direct CSHOs to perform a full recordkeeping audit where there is evidence of potential systemic recordkeeping issues. Such audits may result in Notices or additional Notice items.

XVI. Case File Documentation.

The AD is responsible for maintaining case file documentation to demonstrate that the AO has used the FEDTARG inspection list(s) in accordance with the requirements of this directive. Documentation should include rationales for all deletions, deferrals, or other modifications to the original inspection lists, along with reasons for expanding specific inspection(s) to cover health hazards, based on experience, industry knowledge, individual establishment criteria, or history.

XVII. Recording and Tracking.

A. FEDTARG-Only Inspections.

Mark the inspection as “Programmed Planned” as the initiating type in the Inspection Type subtab. Select “FEDTARG” from the National Emphasis Program drop-down menu. Similarly, code health inspections conducted in accordance with this directive as “FEDTARG” inspections.

B. FEDTARG-Combined with Unprogrammed Inspections.

For all unprogrammed inspections conducted in conjunction with a FEDTARG inspection, enter “unprogrammed” as the “Initiating Type” in the “Inspection Type” subtab. Select “FEDTARG” from the National Emphasis Program drop-down menu.

C. FEDTARG-Combined with NEP or LEP Inspections.

For all programmed inspections, such as NEPs and LEPs, conducted in conjunction with a FEDTARG inspection, enter “Programmed Planned” as indicated in XVII.A above. In addition, select “FEDTARG” from the National emphasis Program drop-down menu, along with all NEP and LEP codes applicable to the inspection.

D. FEDTARG-Combined with Unprogrammed and Other Programmed Inspections.

If a FEDTARG inspection is combined with an unprogrammed inspection, such as a complaint inspection, and a programmed inspection, such as another NEP or an LEP, enter “unprogrammed” in the “Initiating Type” subtab.

E. OSHA Information System (OIS).

1. Enter Establishment Name.

When entering the establishment name, add the nine digit establishment number (provided in the inspection list, which is different from the Federal Agency Code) at the end of the name of the agency with a space between the name and the establishment number.

2. Enter Agency Code.

Under the Establishment Information, ensure you select an “Ownership Type” of “Federal Government.” Once you choose “Federal Government” ownership, the “Federal Agency Code” box will be enabled and require an entry to save the establishment information. Enter the establishment code.

If you don’t know the establishment code, you can search by typing three letters of the agency’s name in the “Federal Agency Code” box, which will list all agency names matching the three letters you entered. You can select the appropriate agency or search again with a different combination of letters. Once your search finds the correct agency and establishment, selecting the name will enter the site’s code.

3. Enter Inspection Emphasis Program.

*Inspection Emphasis Program:* NEP = For example, enter ‘FEDTARG’.

4. Enter all applicable NEP/LEP program codes.

5. Enter Inspection Type.

For:	Enter:
<i>FEDTARG-Only Inspections</i>	Programmed Planned
<i>FEDTARG-Combined with Unprogrammed Inspections</i>	Unprogrammed
<i>FEDTARG-Combined with LEP Inspections</i>	Programmed Planned
<i>FEDTARG-Combined with Unprogrammed and Other Programmed</i>	Unprogrammed

## APPENDIX A: Citable Elements

### 29 CFR Part 1960 Citable Program Elements

Program Element	Explanation
§1960.8(a)	The “general duty clause” element that will replace the Executive Order 201(a) for enforcing serious hazards that are not covered by a standard.
§1960.8(b)	Requires all agencies to comply with applicable OSHA standards.
§1960.8(c)	Requires all agencies to develop, implement, and evaluate an occupational safety and health program.
§1960.8(d)	Requires all agencies to acquire, maintain, and mandate employee use of approved personal protective equipment (PPE) and other safety equipment.
§1960.11	Establishes accountability of managers and supervisors and can apply equally to all agencies.
§1960.12(c)	Requires all agencies to post an agency occupational safety and health poster informing employees of the agency safety and health program.
§1960.25(a)	The last sentence stipulating that necessary equipment to conduct inspections must be provided can be enforced in all agencies; the first part of the paragraph may not apply.
§1960.25(c)	The first sentence requires each agency to inspect each workplace annually. The remaining part of the element may not apply to all agencies.
§1960.26(b)(5)	The first sentence provides the CSHO with specific imminent danger instructions that can apply uniformly. The rest of the paragraph may not apply at all locations.
§1960.26(c)(1-4)	Specifies how agencies should handle agency inspection reports and Notices of Unsafe or Unhealthful Conditions.
§1960.27(a)	The first sentence specifies that the safety and health inspector is in charge of an agency inspection. The rest of the paragraph is general instruction that would be difficult to enforce.
§1960.28(d)(3)	Specifies time frames for an agency to inspect employee reports of hazards.
§1960.29(b)	Requires all agencies to investigate incidents resulting in a fatality or hospitalization of three or more employees. (See the note in §1960.70 in this table.)
§1960.29(d)	Requires agencies to include specific information on all investigative reports of incidents and specifies the report be made available to the Secretary or an authorized representative of the Secretary of Labor.

<b>Program Element</b>	<b>Explanation</b>
<b>§1960.30(a-e)</b>	Specifies abatement directions that apply to all agencies.
<b>1960.31(d)</b>	OSHA inspections must follow the general format set forth for agency inspections in other applicable parts of this subpart.
<b>§1960.34(a-d)</b>	Provides specific directions to General Services Administration (GSA) and other agencies that affect the safety and health programs of agencies in federally owned or leased buildings.
<b>1960.37(b)</b>	Requires equal representation of management and non-management employees for those agencies that choose to have a Certified Safety and Health Committee.
<b>§1960.37(d)</b>	Requires the chair position of the safety and health committee to alternate between management and non-management; this element applies as well to those agencies that choose to have a Certified Safety and Health Committee.
<b>§1960.37(e)</b>	Requires safety and health committees to meet on a regular schedule and applies to all agencies that choose to have a Certified Safety and Health Committee.
<b>§1960.55(a)</b>	Requires agencies to train all supervisory employees on the Act, E.O. 12196, the agency safety and health program, etc.
<b>§1960.56(a)</b>	Provides specific directions for training agency safety and health specialists.
<b>§1960.57</b>	Requires agencies to train safety and health inspectors.
<b>§1960.58</b>	Requires agencies to train collateral duty safety and health personnel and committee members.
<b>§1960.59(a-b)</b>	Requires agencies to train employees and employee representatives in safety and health appropriate to the work performed.
<b>§1960.67 (Cite the appropriate §1904 regulation then cite this program element in the alternative)</b>	Requires all agencies to have the record or log of occupational injuries and illnesses certified by: (a) the senior establishment management official, (b) the head of the agency for which the senior establishment management office works, or (c) any management official who is in the direct chain of command between the senior establishment management official and the head of the agency.
<b>§1960.68</b>	Requires all agencies to have established procedures for protecting employees against reprisal or discrimination for identifying unsafe or unhealthful working conditions.



Program Element	Explanation
<p align="center"><b>§1960.70</b></p>	<p>Provides directions to all agencies about providing a summary report of each fatal and catastrophic incident to OSHA’s Office of Federal Agency Programs. These directions are in addition to the requirements for reporting fatalities and hospitalization incidents to OSHA under 29 CFR 1904.39.</p> <p>NOTE: 29 CFR Part 1904 has new requirements for reporting work-related fatalities, hospitalizations, amputations, or losses of an eye. For workplaces under federal OSHA jurisdiction, that rule went into effect on January 1, 2015.</p>
<p align="center"><b>§1960.71(a)(1)</b></p>	<p>Requires that the agency head submit to the Secretary an annual report on his/her agency’s occupational safety and health program by January 1 of each year.</p>
<p align="center"><b>§1960.72(a)</b></p>	<p>Requires the agency to submit all information included on its previous calendar year's occupational injury and illness recordkeeping forms by May 1 of each year. The information must include all data entered on OSHA Forms 300, 301, and 300A (or equivalents).</p>
<p align="center"><b>§1960.72(c)</b></p>	<p>Requires agencies to update their list of establishments by May 1 of each year when they submit the annual report to the Secretary required by §1960.71(a)(1).</p>
<p align="center"><b>§1960.73(a)</b></p>	<p>Requires that when filling out the OSHA Form 300 or equivalent, each agency must enter the employee's OPM job series number and job title in Column (c).</p>
<p align="center"><b>§1960.73(b)</b></p>	<p>Requires that when recording the injuries and illnesses of uncompensated volunteers, each agency must enter a "V" before the OPM job series number in Column (c) of the OSHA Form 300 log or equivalent.</p>
<p align="center"><b>§1960.73(c)</b></p>	<p>Requires each agency to calculate the total number of hours worked by uncompensated volunteers.</p>

## **APPENDIX B: Abbreviations and Acronyms**

### Federal Agency Targeting Inspection Program

#### Abbreviations and Acronyms Used in this Directive

AD	Area Director
ADM	OSHA Directorate of Administrative Programs Directive
AO	Area Office
BLS	Bureau of Labor Statistics
CFR	Code of Federal Regulations
CPL	OSHA Directorate of Enforcement Programs Directive
CSHC	Certified Safety and Health Committee
CSHO	Compliance Safety and Health Officer
CSP	OSHA Directorate of Cooperative and State Programs Directive
DART	Days Away from Work, Restricted Work Activity, Job Transfer
DEP	OSHA Directorate of Enforcement Programs
DoD	U.S. Department of Defense
DOL	U.S. Department of Labor
FAA	Federal Aviation Administration
FAPO	OSHA Federal Agency Program Officer
FEDTARG	Federal Agency Targeting Inspection Program
FOM	Field Operations Manual
FR	Federal Register
FY	Fiscal Year
GOCO	Government-Owned Contractor-Operated
GSA	U.S. General Services Administration
LEP	Local Emphasis Program
LTC	Lost Time Case
NASA	National Aeronautics & Space Administration
NEP	National Emphasis Program
NO	OSHA National Office
OFAP	OSHA-DEP Office of Federal Agency Programs
OIS	OSHA Information System
OSHA	Occupational Safety and Health Administration
OWCP	Department of Labor – Office of Workers’ Compensation Programs
RA	OSHA Regional Administrator
REP	Regional Emphasis Program
RO	OSHA Regional Office
SAVE	Standard Alleged Violation Element
TCR	Total Case Rate
VPP	OSHA Voluntary Protection Programs