



# OSHA INSTRUCTION

U.S. DEPARTMENT OF LABOR

Occupational Safety and Health Administration

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**DIRECTIVE NUMBER:** ADM 03-00-008

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**SUBJECT:** OSHA Clearance Process for Non-Policy and Policy Issuances

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**DIRECTORATE/REGION:** Directorate of Administrative Programs

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**SIGNATURE DATE:** April 1, 2024

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**EFFECTIVE DATE:** June 14, 2024

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## ABSTRACT

**Purpose:** This instruction provides a framework of guidance and direction that will ensure the effective management and communication of OSHA policies, procedures, interpretive guidance, and other materials.

**Scope:** OSHA-wide

**References:** [ADM 02-01-002 Update to OSHA Mission and Function Statements, November 7, 2008](#)

[ADM 03-01-004 Revised OSHA Records Management Program, August 3, 1998](#)

[Secretary's Order 5-96 and 6-96 Delegation of Authority and Assignment of Responsibility to the Assistant Secretary for Employment Standards and Other Officials in Employment Standards Administration and the Assistant Secretary for Occupational Safety and Health, December 27, 1996](#)

[Title 29 United States Code 651, Occupational Safety and Health Act of 1970](#)

**Cancellations:** ADM 03-00-002 OSHA Policy Issuances, December 11, 2000

ADM 03-00-003 OSHA Directive System, December 11, 2000

ADM 03-00-004 Non-Policy Issuances, December 11, 2000

ADM 03-00-007 OSHA Classification System, September 3, 2003

Assistant Secretary's Memorandum, Update on Modification of Directives, September 10, 2021

**State Impact:** No Impact

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

**Originating Office:** Directorate of Administrative Programs, Office of Audit

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By and Under the Authority of

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Assistant Secretary

## **Executive Summary**

The instruction provides a framework of guidance and direction that will ensure the effective management and communication of OSHA policies and procedures, interpretive guidance, and other materials. It describes and implements a revised directive system for OSHA policy issuance, OSHA non-policy issuance, and the OSHA classification system. It cancels OSHA instructions ADM 03-00-002 OSHA Policy Issuances, December 11, 2000; ADM 03-00-003 OSHA Directives System, December 11, 2000; ADM 03-00-004 Non-Policy Issuances, December 11, 2000; and ADM 03-00-007 OSHA Classification System, September 3, 2003. These instructions covered the following: (1) policies and procedures for drafting, clearing, and issuing policy statements and directives, (2) requirements for communicating new and revised policies and procedures, (3) processes for managing non-policy issuance (NPI), and (4) the classification system for directives at the national and regional level.

## **Significant Changes**

- Updates the clearance review process for policy and non-policy issuances.
- Incorporates Agency policies for preparing and clearing policy and non-policy issuances into one directive.
- Combines the OSHA clearance process forms (OSHA 201 and OSHA 202) into one form.
- Removes the requirement for regions to use the OSHA 83 form and instead requires regions to use the OSHA 201 form.
- Requires the inclusion of an expiration date in the Abstract whenever applicable.
- Requires the originating program office to retain the official directive files and maintain them in accordance with the appropriate file retention schedule.
- Implements a clearance process for non-substantive and non-significant edits to directives.
- Clarifies the requirements of conditional concurrence and non-concurrence from directorates or regions.
- Reduces primary classifications from 19 to 9.
- Changes the primary classification code acronym for standards and guidance from STD to STS.
- Establishes new directive numbering for regional directives.
- Implements monitoring and self-assessment responsibilities for Agency program offices.

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## Chapter 1: Preliminary Matters

### I. Purpose

This instruction provides direction and guidance to ensure a comprehensive internal review and comment process on proposed policies and procedures to be issued as directives and as supplementary guidance.

### II. Definitions

- A. **508-compliant:** Information and Communication Technology (ICT) that is accessible to people with disabilities, in a way that is comparable to those without disabilities, as required by Section 508 of the Rehabilitation Act.
- B. **Archived:** National and regional office directives that are canceled or expired and therefore maintained on the archive section of the directives webpage.
- C. **Cancelled:** Directive is no longer in effect. This is completed by a new or revised directive or a published cancellation notice.
- D. **Classification Code:** System used to identify subject categories to provide easier identification and finding of directives and files, by simplifying the visual layout of the file plan or subject category list. OSHA directives include a primary, secondary, and tertiary code.
- E. **Clearance Official:** All OSHA Program Directors (Directors of Directorates, freestanding offices, and Regional Administrators), to include those in an acting capacity.
- F. **Directive:** A written statement of policy and procedure on a single subject that may include implementation guidelines.
- G. **Directives Management:** Includes records and information management activities that deal with the drafting, clearance, and dissemination of OSHA directives.
- H. **Directives Officer:** The OSHA official responsible for conducting the Agency's program for the orderly and proper clearance and dissemination of OSHA directives. This position is in the Directorate of Administrative Programs, Office of Audit.
- I. **Directives System:** OSHA's internal instruction that ensures that Agency policy, procedure, and instructions concerning Agency operations are communicated effectively and timely to Agency personnel and other affected parties. The directives system also manages and tracks policy from issuance through cancellation.
- J. **Directives Webpage:** The official repository for OSHA's electronic directives system where all OSHA directives will be maintained. The OSHA directives webpage is accessible from the OSHA Home Page.

- K. **Federal Program Change:** A change made to a State Plan when OSHA determines that an alteration in the Federal program could render a State program less effective than OSHA's if it is not similarly modified.
- L. **Labor Management Relations Officer:** Departmental point of contact for the Local 12, AFGE, AFL-CIO (National Office), and the NCFLL (Regional) unions.
- M. **Letter of Interpretation:** A letter of interpretation (LOI) provides supplementary guidance that clarifies how to apply the OSH Act, or a particular standard, policy, or procedure disseminated through the Code of Federal Regulations or the OSHA Directives System to a specified workplace situation or hazardous condition. LOIs may answer questions posed by OSHA, employers, employees, or other parties.
- N. **National Directive:** A directive issued by the Directives Officer, usually signed by the Assistant Secretary, and applied throughout OSHA.
- O. **Non-Policy Issuance:** OSHA's non-policy issuances (NPI), including such supplementary guidance materials as its Letters of Interpretation (LOI), and other non-policy statements issued by the Agency.
- P. **Originator:** The author of the directive.
- Q. **Policy Issuance:** OSHA's policy issuances cover the issuance of new or revised policies and procedures, emphasizing the need for policy to be communicated through the Code of Federal Register, the Federal Register, or the OSHA Directives System.
- R. **Primary Classification:** First identifier for an OSHA directive specifying the subject area.
- S. **Regional Directive:** A directive promulgated by a regional office, and signed by the Regional Administrator, having force and effect only within that region.
- T. **Revision:** A change or update to a specific section of a directive.
- U. **Secondary Classification:** Second identifier for an OSHA directive. The secondary classification is the sub-category of the primary classification determination.
- V. **Tertiary Classification:** Third identifier (where provided) for an OSHA directive. The tertiary classification is a sub-category of the secondary classification determination.

### III. Responsibilities

- A. **Non-policy, policy, and directives**
  - 1. **Assistant Secretary and Deputy Assistant Secretary**
    - a. Provide policy direction and oversight.
    - b. Provide direction and comments throughout the development of the policy document.
    - c. Approve and sign all new or revised policies and procedures to include official statements of the Agency published in the CFR, the FR, and OSHA National directives except those dealing with administrative matters.
  - 2. **Director, Administrative Programs**

- a. Provide operational oversight and advice to the Assistant Secretary, program directors, and regional administrators on compliance with this instruction and related processes.
- b. Manage the OSHA directive system, including dissemination of policy and non-policy issuances.
- c. Oversee the administration of the program and provide training in its operation.
- d. Oversee program administration and provide operational training.
- e. As the Agency Administrative Officer, signs all policy, procedural issuances, and national directives pertaining to administrative matters.

**3. Program Director and Regional Administrator**

- a. Effectively implement and comply with provisions of this and related instructions.
- b. Assess and routinely monitor program performance compliance.
- c. Responsible for the review and assessment of their active directives on an annual basis with a [final document](#) of the review findings at the end of each fiscal year.

**B. Non-policy Issuance**

**1. Program Director and Regional Administrator initiating NPIs**

- a. Initiate and develop proposed NPIs within the scope of their authority or significantly affecting the operations of their programs.
- b. Based on the subject and intended application of a proposed NPI, request review and clearance by appropriate directorates, regional offices, Office of the Solicitor (SOL), the Assistant Secretary, etc.
- c. Provide proposed NPI and necessary background information to ensure the proposed issuance is thoroughly understood and considered.
- d. Establish a due date for response return, allowing no more than three weeks turnaround time.
- e. Review and consider comments received and address them as appropriate.
- f. Refer to the appropriate Deputy Assistant Secretary any unsolved disagreements or issues concerning the substance or potential policy implications of the proposed NPI or to the priority accorded to the proposed NPI's review that emerged during the clearance process.
- g. Ensure that systems for receiving, reviewing, tracking, concurring, and issuing NPIs are effective for consistently complying with requirements of this instruction. (i.e., electronic tracking,



paperless sign-off grids, and e-folders used for compliance with records management mandates).

**2. Program Director and Regional Administrator receiving a proposed NPI for review and clearance**

- a. Consider each proposed NPI (and any associated critical policy or non-policy issues) and promptly respond to the originator, regarding:
- Technical considerations;
  - The potential impact of the programs and policies for which they are responsible;
  - The implications of Agency-wide policy and operations; and
  - The anticipated reception by Agency customers and other interested parties.

**C. Policy Issuances (to include directives)**

**1. Program Director and Regional Administrator initiating policy issuances**

- a. Initiate and develop proposed issuance of the new or revised policy and procedures, emphasizing the need for policy to be communicated through the CFR, the FR, or the OSHA Directives System.
- b. Ensure reviewers receive the appropriate background information to be considered in the appropriate context.
- c. Establish a due date for response return, allowing no less than two weeks turnaround time. OSHA Directions which are time-sensitive may have a shorter turnaround time. **Note:** Additional clearance reviews, except Directions require a minimum of five working days.
- d. Obtain guidance, as appropriate, and clearance from the Office of the Solicitor.
- e. Obtain input, technical or otherwise, and policy clearance of proposed issuances/directives from each program director, free-standing office, regional administrator, and others identified as mandatory clearance offices (see Chapter 3, Section III).
- f. Refer to the appropriate Deputy Assistant Secretary for any unsolved disagreements or issues concerning the substance or potential policy implications of the proposed policy issuance or the priority according to its review that emerged during the clearance process.

**2. Program Director and Regional Administrator receiving a policy issuance for review and clearance**

- a. Consider each proposed issuance (and any associated critical policy issues) and promptly respond to the originator, regarding:

- Technical considerations;
- The potential impact of the programs and policies for which they are responsible;
- The implications of Agency-wide policy and operations; and
- The anticipated reception by OSHA staff, partners, the public, and other interested parties.

**D. Directives**

**1. Directives Officer**

- Administer the OSHA directive program.
- Ensure compliance with directives and related instructions.
- Provide advice, assistance, and training to national office directorates and regional offices in directives management, including the special requirements of the revised system.
- Provide new or revised directive documents to the web administrator for posting to the directives webpage.
- Periodically notify the web administrator of updates to the webpage based on cancellations and expired directives.

**2. Director initiating national directives (see also Section III, C.1)**

- Provide unsigned [508 compliant](#) PDF file versions to directives officer for posting. **Note:** Directorates MUST NOT provide directives directly to the web administrator.
- Update necessary directorate webpages to reflect new directives.
- Disseminate directives as appropriate.

**3. Regional Administrator**

- Review and respond to draft directives received from national office directorates.
- Implement OSHA national directives throughout the region.
- Clear and publish regional directives supplementing OSHA national directives.
- Provide 508-compliant PDF file versions to the directives officer for posting. **Note:** Regional Offices MUST NOT provide directives directly to the web administrator.
- Update necessary regional webpages to reflect new directives.
- Disseminate regional instructions as necessary.

**4. Area Director**

- Distribute new and updated directives to all employees.

**5. Web Administrator**

- Maintain the official directives page on the OSHA website.
- Review directives received from the directives officer to ensure proper 508 compliance.
- Post new or revised directives to the directives webpage, to include all necessary subpages.

- d. Work with the directives officer to archive expired and canceled directives.

## Chapter 2: Non-policy Issuances

### I. Purpose

This chapter explains the format and clearance requirements for non-policy issuance (NPI), including supplementary guidance materials.

### II. Limitations

NPIs do not establish or amend Agency policy or procedures, regardless of their format or medium (e.g., Federal Register Notices, memorandum, letter, email, report, booklets, brochures, fatal facts, or any other non-policy format).

### III. Requirements

- A. Non-policy guidance materials are reliable and accurate reflections of Agency positions; they are easy to understand, locate and reference.
- B. Directorates and regional offices must develop and publish written procedures that define and specify mandatory clearance processes and requirements. These written procedures must:
  - 1. Specify formatting requirements for material type.
  - 2. Establish clearance timeframes.
  - 3. Establish the process for comment resolution.
  - 4. Identify all mandatory review and clearance officials (intra- and extra-organizational).
  - 5. Establish means to ensure review and clearance officials receive copies of appropriate policy and other background information to ensure the proposed issuance is understood.
  - 6. Establish means to ensure the views of subordinate staff, mandatory review and clearance officials, and the Office of the Solicitor, as necessary are obtained and considered in the clearance and revision process. The Office of the Solicitor must clear NPIs that contain any of the following: any construction of laws or regulations; any citation of laws or regulations as the authority for a position; any other statement expressing an opinion on a matter of law, legal rights, or liabilities. This may include, but is not limited to, guidance to field offices or the regulated community related to enforcing or complying with any laws or regulations. To the extent there is any doubt regarding whether the Office of the Solicitor should review and clear an NPI, the directorate and regional office should consult with the Office of the Solicitor or Regional Office of the Solicitor.
  - 7. Specify the official authorized to approve the release of the NPI.

8. Specify the official responsible for maintaining records documenting the views and clearance of each clearance official. Files must be maintained in accordance with OSHA file retention policies.
  9. Specify the official responsible for maintaining and updating these written procedures.
- C. Written procedures are constructed to ensure that Agency NPIs:
1. Adhere to established Agency policy and procedure regarding such issuances, and to the provisions in this directive.
  2. Are consistent with all other statements of Agency policy and procedure.
  3. Are necessary to the effective management of Agency policies, procedures, and programs.
  4. Explicitly reference to the governing policy or procedures, at a minimum through reference to the CFR, FR, or OSHA Directives number and effective date.
  5. Are maintained in files searchable by subject and date.
  6. Include a standardized disclaimer statement, approved by the Assistant Secretary with advice from the SOL, appropriately highlighted.
- D. The directorates must provide the Director, Directorate of Administrative Programs, a copy of the procedure and any future amendments.

#### **IV. Publication**

NPIs will be submitted to the web administrator by the directorate or regional web officer for the issuing directorate, region, or office. All NPIs must be 508 compliant before submission for publication. Information on compliance requirements and assistance can be found on the [DOL Section 508 Program Office](#) web page or by contacting the web administrator.

#### **V. Review of Published NPIs**

The issuing directorate, region, or office will routinely review published NPIs to ensure information accurately reflects the Agency's current policies and procedures. Outdated NPIs will be updated or archived as appropriate.

## Chapter 3: Directives Overview and Clearance Process

### I. Purpose

The chapter explains: the three types of directives; clearance guidelines and requirements; how to resolve conflicts; union notification; and the process for publishing the final directive on the OSHA Directives webpage.

### II. Type of Directives

#### A. Directions

Time-sensitive policy and procedure pronouncements must be issued quickly to communicate a policy or procedural change. Directions undergo a notification and rapid review screening (Appendix B) rather than a full clearance process. Directions remain in effect until the superseding instruction is effective but not more than 12 months from the effective date or until canceled by a superseding directive, whichever occurs first.

#### B. Notices

Short-term policy and procedure pronouncements that are not to remain in effect over one year. Notices may be used to cancel an existing OSHA instruction or Notice; such cancellations are permanent and do not expire at the end of that year.

#### C. Instructions

Long-term policy and procedure pronouncements that have continuing reference value. They are intended to be in effect for more than one year. An instruction may be issued as a manual when the material is of a length equal to or more than 20 printed pages, or to meet special requirements.

#### D. Regional Directives

Policy and procedure pronouncements that are issued by the Regional Administrator and apply only in their region. Regional directives are used to provide direction on subjects not covered by a national directive, do not alter or contradict any statement in a national directive, and are consistent with the format outlined in national directives.

### III. Clearance Guidelines

#### A. Mandatory Clearance

1. All directives originating in the National Office must be transmitted to and cleared by all Program Directors.
2. The Director of the Directorate of Enforcement Programs (DEP) in consultation with the Director of the Directorate of Cooperative and

State Programs (DCSP) must approve appropriate language for all federal program change paragraphs. Construction-related directives must have appropriate language approved by the Director of the Directorate of Construction (DOC).

3. Directives affecting field operations must be transmitted and cleared by all Regional Administrators.
4. All directives originating in the National Office must be transmitted to SOL after concurrence from all required clearance officials.
5. Regional directives must be cleared by the Regional Administrator, Deputy Regional Administrator, affected Area Office Directors, National Office directorates and free-standing offices responsible for the functions covered by the directive, and the directives officer. Regional directives must be transmitted to the appropriate Regional Office of the Solicitor after concurrence from all required clearance officials.

**B. Selection of Clearance Organizations**

1. Originators should be selective in clearing draft directives outside OSHA.
2. Organizations that should be included are those:
  - a. Responsible for programs, standards, or procedures affected by the draft directive.
  - b. Administratively or legally responsible for reviewing the draft directive.

**C. Other Clearance Organizations**

1. **State and Local Government and Consultation Organizations**  
Chief executives of state and local governments or consultation organizations may comment on proposed directives which affect those programs.
2. **Office of Management and Budget**  
Originators must clear any national directives that implement OMB Circulars with the appropriate offices of OMB.
3. **Other Federal Agencies**  
Originators must clear with other federal agencies those directives which affect those agencies' programs.

**IV. Informal Clearance Requirements**

**A. Preliminary agreements**

Originators should communicate frequently with Agency offices and stakeholders to agree on policies, procedures, and required actions wherever possible during the initial drafting process and before circulating drafts.

**B. Informal coordination**

Originators should informally circulate drafts, reports, and other materials relating to a directive drafting before conducting the formal clearance process as detailed in paragraph V below.

**C. Federal program change**

Originators must consult with DEP and DCSP for federal program change language during the informal clearance to ensure that the appropriate language is circulated for review during the formal clearance process. Construction-related directives must be reviewed by DOC.

**V. Formal Clearance Requirements and Responsibilities**

National Directives Clearance Process (Appendix A) shows the steps involved in formally coordinating and clearing draft national directives using the OSHA 201 form (OSHA 201). The [OSHA 201](#) is available in electronic format from the [Office of Audit](#) and [Directives Tools](#).

Regional offices will establish their own clearance procedures for clearing regional directives consistent with the mandatory clearance offices designated above. The mandated process for clearance of directives is outlined below:

**A. Originator. Throughout the clearance process, the originator:**

1. Complete items 1 through 8 on the OSHA 201.
2. Determine whether field coordination is necessary.
3. Allow a minimum of 15 working days for review and clearance. Originator should consult with the directives officer in the event a shorter clearance period is desired. **Note:** Directions are a minimum of 5 working days for review and clearance.
4. Prepare an electronic version of the OSHA 201 and a draft directive to provide electronically (e.g., email, shared folders, SharePoint, etc.) to all clearance officials and proxies, which may include administrative staff.
5. Identify all clearance officials and proxies who will receive a copy.
6. Obtain the approval of their Program Director and sends copies to the clearance officials and proxies.
7. Review and reconcile any comments noted in item 8 of the OSHA 201 by clearance officials/proxies in the National Office and in the field. Consult with clearance officials regarding comments, proposed policy and procedure changes, and proposed language.
8. Contact nonresponsive clearance offices prior to the review deadline to determine whether clearance/comments will be submitted by the requested deadline and offer an opportunity to discuss any questions or issues to expedite the process.



9. Refer to the Program Director any unresolved disagreements between the originator and clearance officials/proxies concerning the substance of the proposed policy issuance or the priority accorded to its review that has emerged during the clearance process.
10. Revise the draft directive and if necessary, complete an additional clearance round for concurrence.
11. Provide to the Office of the Solicitor, prior to submission to the directives officer, the draft directive for review/concurrence. Comments will be addressed, and additional clearance will be completed as necessary.
12. Prepare directive clearance packet for processing through the directives officer requesting approval and signature of the Assistant Secretary or the Agency Administrative Officer, as appropriate. The [directives checklist](#) may be used to ensure all requirements are met. The checklist is not required but recommended to help prevent delays. Directives clearance packet will include the following:
  - a. Final directive for OSHA Assistant Secretary approval/signature.
  - b. Talking points containing the purpose, main features, the risk to the Agency, and significant changes, if any, to the proposed directive.
  - c. The signed OSHA 201s from every reviewer showing their concurrence choice. Prior to OAS submission, non-concurrence forms must have update to reflect concurrence.
  - d. A comment and resolution document providing comments provided and action taken by the originator. If comments are not incorporated into the directive, the reasoning must be provided.
  - e. Concurrence grid providing review by originating directorate, directives officer, and OSHA Assistant Secretary office.
13. Provide the final unsigned 508-compliant PDF file to the directives officer for posting to the directives webpage.

**Note:** Refer to or seek advice from the directives officer for current guidance as needed.

**B. Originating Program Director/Regional Administrator**

1. Review, approve, and sign the OSHA 201 before distribution to the clearance officials.
2. Review comments and originator's recommendations and approves the final draft directive.
3. Elevate disputes with clearance officials to the appropriate Deputy Assistant Secretary for resolution.
4. Notify affected parties when the approved directive is posted on the directives webpage as necessary.

**C. Clearance Officials**

1. Review the draft directive. If necessary, request an extension from the originator as soon as possible.
2. Complete item number 9 and 10 of the OSHA 201.
3. Return the OSHA 201 with comments to the originator. Alternatively, sends concurrence or comments electronically (e.g., email, shared folders, SharePoint, etc.).
4. Negotiate the acceptance of comments with the originator or originating Program Director or presents the case to the appropriate Deputy Assistant Secretary for resolution.

**D. OSHA Directives Officer**

1. Review the directive clearance packet to determine if complete and accurate for approval clearance.
2. Provide revisions request from the Office of the Assistant Secretary (OAS) to the originator for necessary updates.
3. Provide notification of signed directive to the originator and requests the directive be formatted to a 508-compliant PDF file.
4. Coordinate union review through the Labor Management Relations Officer.
5. Assign an effective date based on the approval by the union, delayed posting request, or pending press release.
6. Provide the final 508-complaint PDF file directive to the web administrator for posting to the Directives webpage.

**E. Web Administrator**

1. Review 508-compliant PDF file for web-related technical content.
2. Publish 508-compliant PDF file to OSHA Directives webpage within the requested timeframe.
3. Notify the directives officer of availability on the OSHA Directives webpage.

**VI. OSHA Direction Clearance Requirements**

- A.** Before a direction may be drafted, the originator will convene a meeting with directorates and regional offices to provide information on the content of the direction and provide an opportunity for discussion of initial questions and issues related to the content of the direction, to focus and expedite review by identifying and addressing potential issues and problems as soon as possible.
- B.** Before a direction may go into effect, the originator must provide a copy of the proposed direction to each clearance office required to provide clearance if the direction was issued as an instruction. Clearance offices have up to five working

days from the date of the OSHA 201 to consider the proposed direction and provide comments.

- C. If a resolution is unable to be reached, outstanding issue(s) are elevated to the appropriate Deputy Assistant Secretary, and as necessary, to the Assistant Secretary, for a decision regarding the issue of contention.
- D. Once all comments are resolved, the originator prepares the direction clearance packet (see below). The originator then submits the packet, along with a request for the approval and signature of the Assistant Secretary, to the directives officer for processing. The direction clearance packet will include the following:
  1. Final direction for the Assistant Secretary's approval/signature.
  2. Talking points containing the purpose, main features, the risk to the Agency, and significant changes, if any, to the proposed direction.
  3. The signed OSHA 201s from every reviewer showing their concurrence choice. Prior to OAS submission, non-concurrence forms must have update to reflect concurrence.
  4. A comment and resolution document listing the comments provided by reviewers and the actions taken by the originator. If comments are not incorporated into the direction, the originator must provide the reasoning.
  5. Concurrence grid providing review by originating directorate, directives officer, and Assistant Secretary office.
- E. Upon approval, the originator will provide a 508-compliant PDF file to the directives officer.
- F. The directives officer will coordinate the publication of the direction with the web administrator taking into consideration a delayed release or press release.
- G. Six months after issuance, the originating office will review the direction to determine whether the policy contained therein will be continued and take necessary steps to ensure it is replaced with a cleared instruction if needed as soon as possible.

**Note:** Union notification is completed in conjunction with OAS review. This is only done with directions to ensure quick publication.

## VII. Minimum Clearance Timeline for Clearance Officials

- A. **Directions.** Due to time-sensitive policy and procedure pronouncements there is no minimum clearance requirement.

- B. Instructions and Notices.** Minimum of 15 working days for initial concurrence or comments. Additional clearance reviews require a minimum of five working days.
- C. Exceptions.** Consult OAS for a shorter clearance time.
- D. Non-response.** If a clearance office fails to return the OSHA 201 by the deadline, the originating program director will contact the clearance official in question to negotiate a satisfactory extension for review or meet to resolve any issues, questions, or concerns. **Note:** Originating program director will notify OAS of extension request or other delays in clearance.

#### **VIII. Disagreement and Resolution**

If there is a failure to achieve an agreement on comments from clearance offices, the originating Director will schedule a meeting with the appropriate Deputy Assistant Secretary to resolve the matter. Absent resolution of the issue(s) from the Deputy Assistant Secretary, any outstanding issues must be elevated to the Assistant Secretary for a decision on whether to issue the directive notwithstanding the concerns of clearance official(s), to revise, reconsider, or to defer action on the draft directive.

#### **IX. Union Notification**

Union notification will be provided in accordance with Local 12 Collective Bargaining Agreement, Article 36 – Governing Laws and Regulations, Section 3- New or Changed Rules or Regulations and NCFLL Collective Bargaining Agreement, Article 2- Governing Laws and Regulations, Section 4 \_Mandated Changes of Agreement or Regulation. The originating Program Director/Regional Administrator will not contact the union directly. Communication will be between the Office of Employee and Labor Management Relations and the Office of Audit.

#### **X. Publication**

- A.** Publication requests will be submitted by the directives officer to the web administrator.
- B.** All final unsigned directives will be 508 compliant before submission by the originating office to the directives officer. Information on compliance requirements and assistance can be found on the [DOL Section 508 Program Office](#) webpage.
- C.** To meet OSHA needs and satisfy requests by the public, a PDF file that can be saved and viewed offline is available for each directive.

## Chapter 4: Directive Requirements, Identification, Classification, and Numbering

### I. Purpose

This chapter provides procedures and guidelines for directive requirements, directive type, classification, and numbering for national and regional directives.

### II. Requirements

Directive requirements are met when the appropriate directive template is used. The directive template is located [directives tools](#) page. **Note:** Prior to clearance review confirm the current directive template is being used.

### III. Identification

The originator tentatively identifies the type of directive (Chapter 3, Section II) and assigns a subject following consultation with the directives officer.

National directives are targeted at the entire Agency and therefore are designated as OSHA directives. National directives use the masthead for OSHA.

Regional directives are targeted at a specific region and are designated with the name of the region in the Regional Identifier field designated on the regional directives masthead.

Masthead templates are available on the [OSHA Directives Tools](#) webpage or by contacting the directives officer.

### IV. Classification Code Change

Classification codes are used to identify subject categories to provide easier identification and directive web search.

**A.** Primary classifications are reduced from 18 to 9.

**B.** The OSHA primary classifications are as follows:

1. ADM – Administrative Management, modified to include the discontinued classifications: BUD, EEO, FIN, HSO, OFF, PER, and PRO.
2. AOC – Advisory and Other Committees, unchanged
3. CPL – Enforcement and Compliance, modified to include the discontinued classifications: FAP and STM
4. CSP – Cooperative and State Programs, unchanged
5. EAA – Evaluations, Audits, and Analysis, unchanged

6. IPC – Information, Publications, and Communications, unchanged
7. IRT – Information Resources and Technology, unchanged
8. STS – Standards, acronym change from STD
9. TED – Training and Education, unchanged

C. A list of discontinued classifications is shown in Appendix C.

D. There are 70 secondary and 85 tertiary classifications identified in Appendix D.

## V. **Classification Code Use and Numbering**

Each directive is provided with a classification code and numeric number based on the type of directive (Appendix E). Numbering is consecutive and assigned by the directives officer for national directives, Regional Administrators assign consecutive numbers following guidance in this instruction.

### A. **Directive Type Numbering**

1. **OSHA Instruction.** Classified according to primary (first level), secondary (second level), and tertiary (third level) classification codes and sequentially numbered, according to the primary classification. For example, ADM 03-01-001.
2. **OSHA Notice.** Numbered using the calendar year and a two-digit sequential number followed by the subject's primary and secondary codes. In the circumstance an OSHA Notice is issued for cancellation of an instruction, the OSHA notice will be numbered using the last two digits of the calendar year and a two-digit sequential number followed by the OSHA instruction number. For example, if the first notice of 2024 dealt with Health Inspections, it would be numbered, 2024-01 (CPL 02), in the instance the first notice of 2024 was the cancellation of an instruction, it would be numbered, 2024-01 (CPL 02-02-123).
3. **OSHA Directions.** Numbered the same as Notices, except the DIR identifier is preceding the numbering sequence. For example, DIR 2024-01 (CPL 02).

### B. **Regional Directive Numbering**

1. **Regional Instructions.** Numbered using the primary classification code and the secondary classification, the tertiary classification will be the regional number followed by the year and consecutive number for the year. The regional number will be shown in a two-digit format. For example, CPL 04-05-2401.
2. **Supplemental Regional Directives.** Regarding regional directives which supplement national directives, the assigned number of the regional instruction will be the same as the national instruction.
3. **Regional Notices.** Numbered using the last two-digit calendar year, a two-digit regional number, and the two-digit sequential number followed by the

subject's primary and secondary codes. In the circumstance a regional notice is issued for cancellation of an instruction, the regional notice will be numbered using the last two digits of the calendar year, a two-digit regional number, and the two-digit sequential number followed by the regional instruction number. For example, if the first notice of 2024 for region 5 dealt with Health Inspections, it would be numbered, 23-05-01 (CPL 02), in the instance the first notice of 2024 for Region 5 was the cancellation of instruction, it would be numbered, 24-05-01 (CPL 04-05-2301).

**C. Revision Codes**

Revisions of directives will not receive new numbers, but rather retain the original sequential number and the effective date will indicate the most recent. Only the most recent issuance will be included on the directives list on the [OSHA Directives](#) webpage.

## Chapter 7: Modifications, Cancellations, and Expirations

### I. Purpose

This chapter identifies policies and guidelines for modifying, canceling, and removing expired directives. In addition, the chapter establishes the different lists maintained on the public webpage.

### II. Modifications

- A. Non-substantive.** Changes that correct typographical errors, grammar, syntax, or minor factual inaccuracies, or update outdated references. Non-substantive changes must be reviewed by the Program Director (Directors of Directorates and Free-Standing Offices) or Regional Administrator of the office or directorate that initiated the change, the directives officer, and the Office of the Solicitor.
- B. Non-significant.** Changes that do not significantly alter the requirements of the directive. For example, updating specific information about another federal Agency's guidance upon which OSHA relies would not generally be a significant change, unless the changes OSHA is making to the directive substantially alter the documents underlying policy. Non-significant changes must be reviewed and approved by the Program Director (Directors of Directorates and Free-Standing Offices) or Regional Administrator of the office or directorate that initiated the change, and any additional directorates with expertise, as well as the Directorate of Administrative Programs, the directives officer, the Assistant Secretary's Office, and the Office of the Solicitor (for regional directive, the appropriate Regional Office of the Solicitor). However, full clearance as described in Chapter 3 is not required.
- C. Significant.** Major substantive changes, such as those that change the purpose or intent of the directive, or substantially alter OSHA policies and procedures will continue to undergo the normal clearance process, as described in Chapter 3. **Note:** The following directives are extensive documents that are posted as web pages (Field Operations Manual (FOM), OSHA Safety and Health Management System (SHMS), and OSHA Technical Manual (OTM)). These directives can be updated as a whole or by individual chapters, only the chapter being updated must be sent through the clearance process.

**Note:** An updated unsigned 508-compliant PDF file of the directive must be provided to the directives officer. Documents in track changes or containing a statement of the change(s) on directive masthead will not be accepted. The directives officer will update the effective date and provide it to the web administrator for posting.



### III. **Cancellations**

Directives may be canceled by reference in the cancellation paragraph of a new or revised instruction, notice, or direction. Directives that are canceled without a successor document may be canceled by the issuance of a notice whose sole purpose is to cancel the directive.

#### **A. Originator**

1. Prepare a cancellation notice using the cancellation template on the OSHA Directives Tools webpage.
2. Obtain the approval of their Program Director.
3. Provide the cancellation notice and concurrence grid providing review by the originating directorate, the directives officer, and the OAS.
4. Provide the final unsigned 508-compliant PDF file to the directives officer for posting to the directives webpage.

#### **B. Directives Officer**

1. Review the cancellation packet to determine if complete and accurate for the approval process.
2. Provide revision request from the OAS to the originator for necessary updates.
3. Provide notification of signed directive to the originator and request the cancellation notice be formatted to 508-compliant PDF.
4. Assign an effective date based on the approval by the Assistant Secretary.
5. Provide the final 508-compliant PDF file to the web administrator for posting to the [OSHA Directives](#) webpage.

#### **C. Web Administrator**

1. Review 508-compliant PDF for web-related technical content.
2. Publish 508-compliant PDF to [OSHA Directives](#) webpage within requested timeframe.
3. Notify the directives officer of availability on the [OSHA Directives](#) webpage.

### IV. **Expirations**

Directives containing an expiration date will automatically be archived by the directives officer. The directives officer will provide notification to national office directors and regional administrators of expiring directives for the upcoming fiscal year in quarter four of the current fiscal year. For example, the FY 25 notification will be provided between July and September 2024.

### V. **Directive List**

- A. Active.** Active directives include national and regional directives and are located on the [OSHA Directives](#) webpage. In addition, regional directives are located on the [OSHA Regional Directives](#) webpage.

- B. Canceled.** National and regional office directives that are no longer in effect. Directives have been canceled by a new or revised directive or a published cancellation notice. Cancellation notices will be archived three months after the effective date. Archived directives can be located on the [OSHA Directives Archive](#) webpage.
- C. Archived.** National and regional office directives that are canceled or expired and maintained on the [OSHA Directives Archive](#) webpage. These documents no longer express OSHA policy but are maintained for historical purposes.

## Chapter 8: Post Issuance Requirements

### I. Purpose

This chapter lists responsibilities and provides procedures and guidelines for requirements after publication.

### II. File Retention

Files must be maintained in accordance with OSHA file retention policies.

### III. Required documentation

- A. Final signed directive – the document will include the directive number, signed date, effective date, and electronic signature.
- B. All signed OSHA 201 forms. Non-concurrence forms will be maintained in addition to the supplemental concurrence form or concurrence email.
- C. Record of comments received and resolution to those comments.
- D. Draft documents – these will be drafts sent through the clearance process.
- E. Talking points provided to the Assistant Secretary's Office.
- F. Concurrence grid.

### IV. Monitoring and Self-assessment

National office directorates and regional offices are responsible for the monitoring and self-assessment of directives process and directives files.

#### A. Program Directors and Regional Administrators

- 1. Implement and comply with the provisions of this instruction and with related instructions governing the management of policy and non-policy issues.
- 2. Self-assess and routinely monitor the directive process using the checklist on the directives tools webpage to ensure compliance with the provisions of the instruction.
- 3. Responsible for the review and assessment of their active directives on an annual basis with a final document of the review findings maintained in the national office or regional files.

4. Program Directors and Regional Administrators may delegate the authority of review and assessment, as well as responsibility for preparing a final document of the review findings, as appropriate.

**B. Program Offices**

1. Each year, program offices will conduct a full assessment of the files for the directives approved that year and must ensure that all appropriate documents are included in the file. For a complete list of documents, see Section III Required Documentation.
2. Once the assessment is completed, the program head or designee will send an email or memo to the Director, Office of Audit, DAP, or designee documenting the completion of the requirement no later than September 30 of the fiscal year. Documentation of completion will also be provided to the directives officer.
3. The program office should retain completion documentation in the directive file record.

**C. Office of Audit, Directorate of Administrative Programs**

1. Responsible for the audit review and assessment of program findings.
2. In the first quarter of each fiscal year, confirm the self-assessment documentation was received within the established deadline.
3. As appropriate, include the auditing of the assessment process as part of its audit responsibilities and ensure that the directives process is part of its regular auditing tasks.

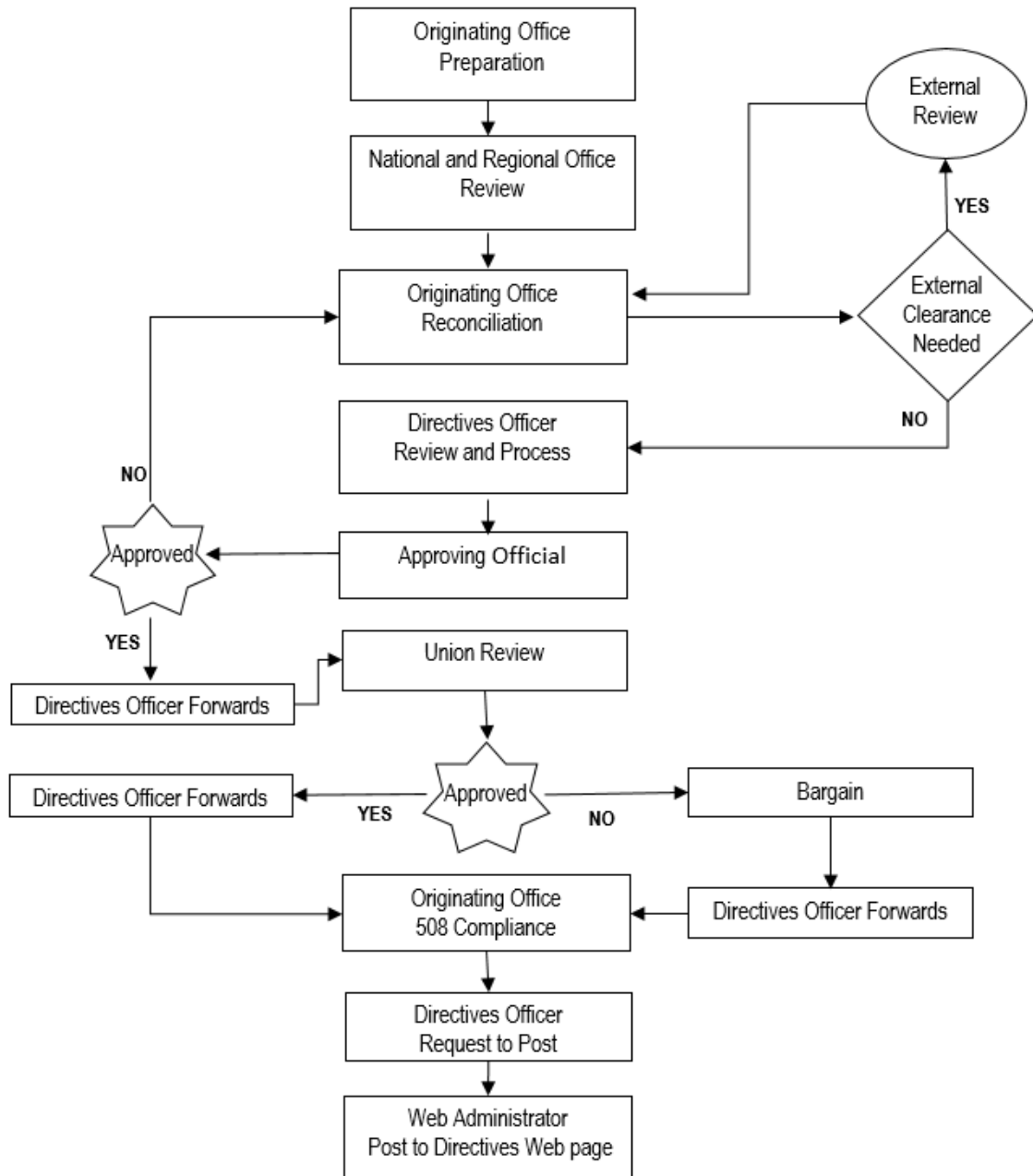
**V. Webpage Updates and Maintenance**

- A. National and regional offices will submit any webpage updates to the directives officer. Requests submitted directly to the web administrator will be returned to be submitted by the directives officer.
- B. The directives officer in coordination with national offices, regional offices, and the web administrator will review the [OSHA Directives](#) webpage biennially for accuracy.
- C. Directives containing an expiration date will automatically be archived by the directives officer. The directives officer will provide notification to national office directors and regional administrators of expiring directives for the upcoming fiscal year in Q4 of the current fiscal year. For example, the FY 25 notification will be provided between July and September 2024.
- D. Directives that are canceled by reference in the cancellation paragraph of a new or revised instruction, notice, or direction will be archived upon approval of the request. An OSHA Notice for the purpose of directive cancellation will remain on the active publications page for 90 days. At the end of 90 days, the cancellation notice will be archived.

**Note:** All archived documents will include the following banner “**NOTICE:** This is an OSHA Archive Document and may no longer represent OSHA Policy. It is presented here as historical content, for research and review purposes only. Return to [current directives](#).”

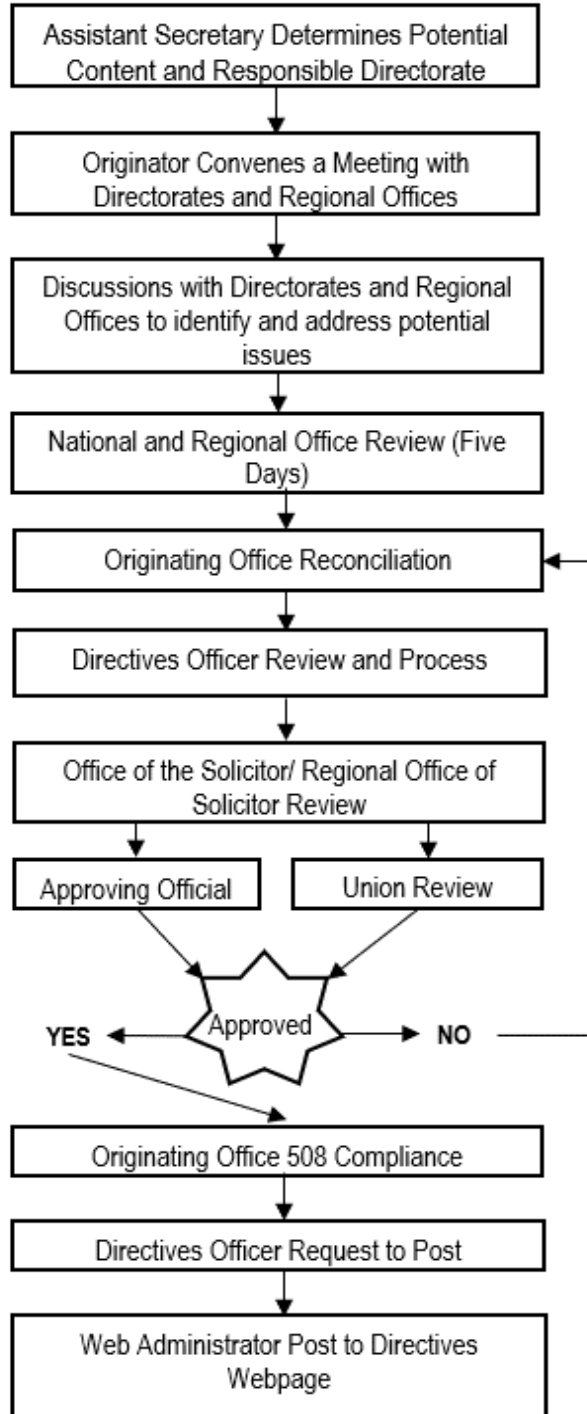
## Appendix A

### National Office Clearance Process



## Appendix B

### National Office Rapid Clearance Process



## **Appendix C**

### **Discontinued Classifications**

The following classifications have been discontinued:

1. BUD – Budget Management and Planning (content to ADM)
2. EEO – Equal Employment Opportunity (content to ADM)
3. FAP – Federal Agency Program (content to CPL)
4. FIN – Financial Management (content to ADM)
5. HSO – Homeland Security Operations (content to ADM)
6. OFF – Office Services (content to ADM)
7. PER – Personnel Management (content to ADM)
8. PRO – Procurement (content to ADM)
9. STM – Science, Technology, and Medicine (content to CPL)



## Appendix D

### Subject Classification Outline

#### **ADM 00-00 Administrative Management**

01-00 Delegation of Authority

02-00 Organization Management

02-01 HQ Mission and Function Statements

02-02 Field Mission and Function Statements

03-00 Reports, Forms, Records and Issuance Management

03-01 Records Management

04-00 Management Systems

05-00 Budget Management and Planning

05-01 Annual Budget Submission

05-02 Program Budget Management

06-00 Financial Management

06-01 Administrative Control of Funds

06-02 Audits

06-03 Financial Management Systems

06-04 Accounting

06-05 Travel

07-00 Procurement

07-01 Procurement Authority

07-02 Equipment Procurement

07-03 Contracts

07-04 Maintenance

07-05 Inventories

08-00 Office Services

08-01 Office Building Administration

08-02 Space Management

09-00 Equal Employment Opportunity and Diversity

09-01 Fair Employee Practices

09-02 EEO Studies

09-03 Collaboration with Office of Personnel Programs, Department of Labor

10-00 Human Resource Management

10-01 Attendance and Leave

10-02 Conduct and Discipline

10-03 Reserved

10-04 Safety and Health

10-05 Orientation and Training

11-00 Homeland Security Operations

11-01 Emergency Planning

11-02 Reserved

**AOC 00-00 Advisory and Other Committees**

01-00 Enforcement and Compliance Related

02-00 Evaluation Related

**CPL 00-00 Enforcement and Compliance**

01-00 Revised

02-00 Inspection Policies

02-01 Safety

02-02 Health

02-03 Reserved

02-04 Reserved

03-00 National Emphasis Program

04-00 Local Emphasis Program

04-01 Region I

04-02 Region II

04-03 Region III

04-04 Region IV

04-05 Region V

04-06 Region VI

04-07 Region VII

04-08 Region VIII

04-09 Region IX

04/10 Region X

05-00 Review Commission

06-00 Enforcement and Compliance Programs

08-00 Technical Support and Emergency Management

09-00 Whistleblower Protection Program

**CSP 00-00 Cooperative and State Programs**

01-00 State Plans

01-01 Requirements

01-02 Monitoring and Evaluation

01-03 Jurisdiction

01-04 Grants

01-05 Public Sector

01-06 Reserved

02-00 Small Business Assistance

02-01 Consultation Program

02-02 Recognition and Exemption Program

02-03 Inspection Deferral Program

- 02-04 Small Business Assistance
- 02-05 Reserved
- 03-00 Partnerships and Recognition
  - 03-01 Voluntary Protection Programs (VPP)
  - 03-02 OSHA Strategic Partnership Program (OSPP)
  - 03-03 Reserved
  - 03-04 Reserved
- 04-00 Outreach Services and Alliance
  - 04-01 Alliance Program
  - 04-02 Compliance Assistance
  - 04-03 Reserved

**EAA 00-00 Evaluation, Analysis and Audits**

- 01-00 Audits
  - 01-01 Reserved
- 02-00 Statistics and Reports
  - 02-01 Reserved
- 03-00 Evaluations
  - 03-01 Reserved

**IPC 00-00 Information, Publication and Communications**

- 01-00 Communications Management
- 02-00 Informational Programs
- 03-00 Public Information

**IRT 00-00 Information Resources and Technology**

- 01-00 Management Information Systems
- 02-00 Information Technology Management
  - 02-01 Systems Management
  - 02-02 Hardware Management
  - 02-03 Software Management
  - 02-04 Standards
- 03-00 Web Site Management
  - 03-01 Standards for Use
  - 03-02 Operations Management
- 04-00 Reserved

**STS 00-00 Standards**

- 01-00 General Industry
  - 01-01 Walking Working Surfaces
  - 01-02 Means of Egress or Exit Routes
  - 01-03 Powered Platforms, Manlifts, and Vehicle-Mounted Work Platforms
  - 01-04 Occupational Health and Environment Controls
  - 01-05 Hazardous Materials

- 01-06 Personal Protective Equipment
- 01-07 General Environmental Controls
- 01-08 Medical and First Aid
- 01-09 Fire Protection
- 01-10 Compressed Gas and Compressed Air Equipment
- 01-11 Materials Handling and Storage
- 01-12 Machinery and Machine Guarding
- 01-13 Hand and Portable Powered Tools and Other Hand-Held Equipment
- 01-14 Welding, Cutting and Brazing
- 01-15 Special Industries
- 01-16 Electrical
- 01-17 Commercial Diving Operations
- 01-18 Reserved
- 01-19 Reserved
- 01-20 Reserved
- 01-21 Reserved
- 01-22 Reserved
- 01-23 Toxic and Hazardous Substances
- 02-00 Maritime
  - 02-01 Longshoring
  - 02-02 Shipbreaking
  - 02-03 Shipbuilding
  - 02-04 Ship Repairing
  - 02-05 Gear Certification
- 03-00 Construction
  - 03-01 General Safety and Health Provisions
  - 03-02 Occupational Health and Environmental Controls
  - 03-03 Personal Protective and Life Saving Equipment
  - 03-04 Fire Protection and Prevention
  - 03-05 Signs, Signals and Barricades
  - 03-06 Materials Handling, Storage, Use and Disposal
  - 03-07 Tools – Hand and Powered
  - 03-08 Welding and Cutting
  - 03-09 Electrical
  - 03-10 Scaffolding
  - 03-11 Fall Protection
  - 03-12 Cranes, Derricks, Hoists, Elevators and Conveyors
  - 03-13 Motor Vehicles, Mechanized Equipment and Marine Operations
  - 03-14 Evacuations, Trenching and Shoring
  - 03-15 Concrete, Concrete Forms and Shoring
  - 03-16 Steel Erection
  - 03-17 Underground Construction, Caissons, Cofferdams and Compressed Air
  - 03-18 Demolition

- 03-19 Blasting and Use of Explosives
- 03-20 Power Transmission and Distribution
- 03-21 Rollover Protective Structures and Overhead Protection
- 03-22 Stairways and Ladders
- 03-23 Reserved

04-00 Agriculture

05-00 Other facilities

06-00 Variances and other Relief

07-00 Coverage

**TED 00-00 Training and Education**

01-00 OSHA Personnel

02-00 State Personnel

03-00 Grants

04-00 Reserved

**Appendix E**  
**System for Directive Numbering**

**National Directive Examples:**

**Instruction: ADM 03-01-001**

Primary: **ADM**; Secondary: **03**; Tertiary: **01**; Three Digit Sequential Number: **001**

**Notice:**

**2042-01 (CPL 02)** (Change to current directive, not requiring a new directive)

Current Fiscal Year: **2024**; Two Digit Sequential Number: **01**; Primary Classification: **CPL**;  
Secondary Classification: **02**

**2024-01 (CPL 02-02-123)** (Cancellation of a directive)

Current Fiscal Year: **2024**; Two Digit Sequential Number: **01**; Cancelled Directive Number: (**CPL 02-02-123**)

**Directions:** Same as notice numbering, except includes the DIR identifier.

**DIR 2024-01 (CPL 04)**

Direction Identifier: **DIR**; Current Fiscal Year: **2024**; Two Digit Sequential Number: **01**; Primary Classification: **CPL**; Secondary Classification: **04**

**Regional Directive Examples:**

**Regional Instruction: CPL 03-01-2024-001**

Primary: **CPL**; Secondary: **03**; Tertiary (Region): **01**; Current Fiscal Year **2024**; Three Digit Consecutive Number: **001**

**Notice:**

**2024-05-01 (CPL 02)** (Change to current directive, not requiring a new directive)

Current Fiscal Year: **2024**; Regional Number: **05** Two Digit Sequential Number: **01**; Primary Classification: **CPL**; Secondary Classification: **02**

**2024-05-01 (CPL 04-05-2401)** (Cancellation of a directive)

Current Fiscal Year: **2024**; **Regional Number: 05**; Two Digit Sequential Number: **01**; Cancelled Directive Number: (**CPL 04-05-2401**)

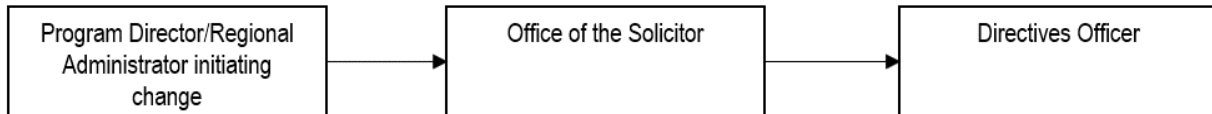
## Appendix F

### Modification of Directives Clearance Process

#### Non-substantive changes.

Changes that correct typographical errors, grammar, syntax, minor factual inaccuracies, or update outdated references.

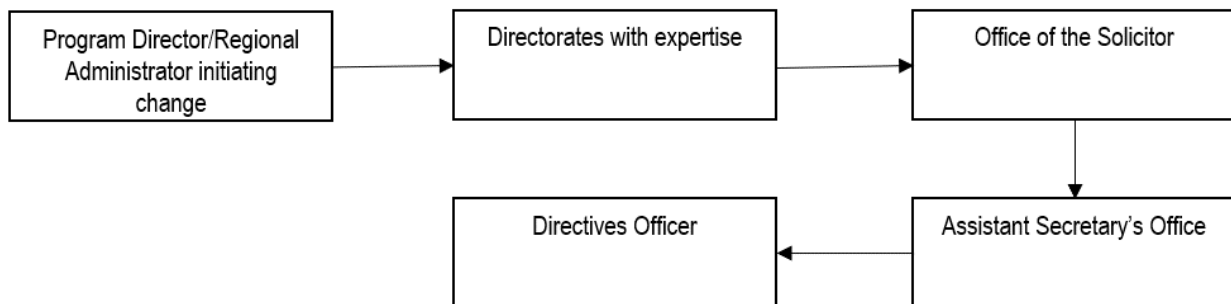
#### Required review process.



#### Non-significant changes.

Changes that do not significantly alter the requirements of the directive. For example, updating specific information about another federal Agency's guidance upon which OSHA relies would not generally be a significant change, unless the changes OSHA is making to the directive substantially alter the documents underlying policy.

#### Required review process.



#### Significant changes.

Major substantive changes, such as those that change the purpose or intent of the directive, or substantially alter OSHA policies and procedures.

#### Required review process.

Significant changes require the normal clearance process as described in this instruction. Refer to Appendix A for national clearance process.