



OSHA REGIONAL INSTRUCTION

U.S. DEPARTMENT OF LABOR

Occupational Safety and Health Administration

DIRECTIVE NUMBER: CPL 04-09-2401

SUBJECT: Regional Emphasis Program for Amputations

REGION: IX

SIGNATURE DATE: October 1, 2023

EFFECTIVE DATE: October 1, 2023

ABSTRACT

Purpose: This instruction renews the Regional Emphasis Program implementing the National Emphasis Program designed to identify and reduce workplace hazards which are causing or are likely to cause amputations.

References: See paragraph IV.

Cancellation: This instruction cancels Region IX Enforcement Programs Notice CPL 04-00-01, dated October 1, 2018.

Significant Changes: None.

Action Offices: All Region IX Regional and Area Offices

Originating Office: Region IX Enforcement Programs

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Executive Summary

The failure to properly apply machine guarding techniques and the failure to adequately control associated energy hazards during servicing and/or maintenance activities are primary causes of amputations.

The operation of machinery and equipment can be extremely dangerous, and compliance with OSHA's machine guarding and hazardous energy control standards needs to be improved. Injuries involving machinery and equipment often result in death or permanent disability, and OSHA's inspection history indicates that employee exposures to unguarded or inadequately guarded machinery and equipment, together with associated hazardous energy employee exposures during servicing and maintenance activities, occur in many workplaces.

This instruction transmits policies and strategies for a Regional Emphasis Program implementing the National Emphasis Program, designed to identify and reduce workplace hazards which are causing or are likely to cause amputations.

The intent of the REP is to target workplaces with machines that cause or are capable of causing amputations and workplaces where amputations have occurred, in order to reduce amputation injuries while maximizing the Agency's scarce inspection resources. This REP enables OSHA to review and analyze injury and illness records to determine whether amputations, evulsions, lacerations or other related injuries have occurred. This REP also establishes a scheduling system for conducting comprehensive inspections to address hazards that may include those associated with machine guarding.

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I. Purpose

This instruction transmits policies and strategies for a renewed Regional Emphasis Program implementing the National Emphasis Program (NEP), designed to identify and reduce workplace hazards which are causing or are likely to cause amputations.

The intent of the REP is to target workplaces with machines that cause or are capable of causing amputations and workplaces where amputations have occurred, in order to reduce amputation injuries while maximizing the Agency's scarce inspection resources. This REP enables OSHA to review and analyze injury and illness records to determine whether amputations, evulsions, lacerations or other related injuries have occurred. This REP also establishes a scheduling system for conducting comprehensive inspections to address hazards that may include those associated with machine guarding.

II. Scope

This instruction applies to areas of Federal jurisdiction in Region IX in General Industry, Longshoring, Ship Building, Ship Repair, Ship Breaking, Federal Agencies and Federal Installations. Facilities targeted for inspection will include those located in Arizona, California, Hawaii, Nevada, Guam, Commonwealth of the Northern Mariana Islands (CNMI) and American Samoa. This includes vessels afloat on navigable waters, Tribal lands, parts of military installations under Federal jurisdiction, Federal Agency employees and where State OSHA plans have transferred their inspection authority to Federal OSHA (e.g., smelters in Arizona). Typical industries covered include machine shops, metal fabricating shops, and woodworking shops, among others, associated with shipyards, marine terminals, Federal installations and/or Tribal lands.

III. Limitations and Exemptions

All inspections will be conducted in accordance with OSHA Instruction CPL 02-00-051, which lists the enforcement exemptions and limitations under the Appropriations Act.

IV. References

- A. OSHA Instruction CPL 02-00-164, April 14, 2020, Field Operations Manual
- B. OSHA Instruction CPL 02-00-025, January 4, 1995, Scheduling System for Programmed Inspections

- C. OSHA Instruction CPL 02-00-051, May 28, 1998, Enforcement Exemptions and Limitations under the Appropriations Act (Appendix A updated annually)
- D. OSHA Instruction CPL 04-00-002, November 13, 2018, Procedures for the Approval of Local Emphasis Programs (LEPs)
- E. Memorandum dated December 3, 2014 on Procedures for Local and Regional Emphasis Programs.
- F. Memorandum dated November 12, 2014, on Establishment-Targeting Lists for Emphasis Programs.
- G. OSHA Instruction CPL 03-00-022, December 10, 2019, National Emphasis Program on Amputations.

V. Cancellation

Region IX Enforcement Programs Notice CPL 04-00-01, dated October 1, 2018.

VI. Expiration

This REP will expire no later than five years from the date of implementation, unless renewed.

VII. Action

Area Directors will ensure that the procedures contained in this instruction are followed in scheduling and conducting programmed inspections under this REP.

VIII. Background

The failure to properly apply machine guarding techniques and the failure to adequately control associated energy hazards during servicing and/or maintenance activities are primary causes of amputations. In 2015, OSHA determined that CPL 03-00-003, National Emphasis Program on Amputations, which had been in effect since 2006, should be revised to better target industries with amputation hazards. OSHA has modified its targeting methodology to identify additional industries to further reduce the number of amputations and fatalities. This modified directive was re-issued as CPL 03-00-019 on August 13, 2015, and updated again as CPL 03-00-022, December 10, 2019.

The operation of machinery and equipment can be extremely dangerous, and compliance with OSHA's machine guarding and hazardous energy control standards needs to be improved. Injuries involving machinery and equipment often result in death or permanent disability, and OSHA's inspection history indicates that employee exposures to unguarded or inadequately guarded machinery and equipment, together with associated hazardous energy employee exposures during servicing and maintenance activities, occur in many workplaces. Subparts J, O, and P of 29 CFR 1910 provide for safety measures that need to be used for the safe operation, servicing and maintenance of machinery and equipment. Machinery and equipment are covered by standards such as, but not limited to, §1910.147, §1910.212, §1910.213, §1910.217, and §1910.219.

IX. Selection and Scheduling of Sites for Inspection

Inspections conducted under this regional emphasis program shall be scheduled as follows:

- A. Each Area Office shall develop a scheduling list, using site surveys, local government sources, telephone directories, online searches, trade manuals and other available sources. This list will be updated as necessary, but at least annually, and will be filed electronically on the regional shared drive. The list will contain inspection locations within the Area Office's jurisdiction. To the extent possible, for each location the AO will maintain a list of specific establishments in Federal OSHA's jurisdiction which fall under the scope of this REP. CSHOs assigned to conduct inspections in a location will notify the Area Director of establishments which are no longer in business, or previously unidentified establishments which fall under this REP, so that the list may be updated.
- B. OSHA has identified a list of industries which will be targeted under the national emphasis program. The NAICS codes for these industries are listed in Appendix A. There may be other industries, not listed in the NEP, that fall under the scope of this REP.
- C. The Area Offices will add to their inspection lists individual establishments where amputation injuries or fatalities related to saws, shears, slicers, power presses of all types and other machines have occurred in the last five years. Local evidence of amputations will be based on OIS accident data, Severe Injury Reports from employers, and, if available, workers' compensation data, OSHA 300 data, NIOSH data, and other reliable sources of information (e.g., reports of amputations from hospital admission, Emergency Medical Services, fire department, and police reports). In all cases, the basis for development of the master lists and additions to it must be documented.

- D. Establishments with ten or fewer employees are not to be inspected unless the establishment is associated with a larger corporation.
- E. Inspections must concentrate on industries and establishments where saws, shears, slicers, power presses of all types and other machines as described in Appendix B are used, and where there have been amputations involving these types of machines.
- F. Unprogrammed inspections will be initiated as a result of reports of imminent dangers, fatalities, catastrophes, complaints, employer-reported referrals, and referrals from other agencies or media reports, in accordance with the FOM. Unprogrammed inspections are not taken into consideration in scheduling of programmed inspections.
- G. Establishments will be scheduled for inspection based on the procedures outlined in Appendix E. No more than one programmed inspection will be conducted at each establishment at each site every 12 months, although additional unprogrammed inspections, including follow-ups, may be conducted.

X. Conduct of Inspections

- A. All inspections will be comprehensive with the primary purpose of identifying amputation hazards. Per the FOM, a comprehensive inspection is a substantially complete and thorough inspection of all potentially hazardous areas of the establishment. An inspection can be deemed comprehensive even though, as a result of professional judgment, not all potentially hazardous conditions or practices within those areas are inspected.
- B. Compliance officers will review the establishment's injury and illness records for compliance with 29 CFR 1904. The injuries and illnesses recorded will be used to direct the focus of the inspection. Look for amputations or similar injuries on the log.
- C. All inspections will include an evaluation of equipment that may cause an amputation.
- D. All inspections will include an evaluation of ergonomic related injuries and ergonomic hazards.

- E. All powered industrial trucks and related programs will be inspected and evaluated.
- F. Inspections will also emphasize identification of hazards related to the life safety code, means of egress and fire suppression.
- G. All inspections will include an evaluation of potential chemical exposures and/or chemical hazard communication.
- H. All inspections will include an evaluation of the potential for noise exposure.

XI. Inspection Procedures

- A. Once an inspection has been scheduled and assigned, the OSHA OIS database will be searched for the employer's citation and fatality/accident history prior to the opening conference.
- B. To prepare for inspections under this REP, all CSHOs should become familiar with the following OSHA standards and publications, as well as the OSHA eTools website regarding machine guarding:
 - 1. OSHA Instruction CPL 03-00-022, December 10, 2019, National Emphasis Program on Amputations.
 - 2. OSHA Standards at Subpart O, Machinery and Machine Guarding.
 - 3. OSHA Standards at Subpart P, Hand and Portable Powered Tools & Other Hand Held Equipment.
 - 4. OSHA Publication 3157, A Guide for Protecting Workers from Woodworking Hazards.
 - 5. OSHA Publication 3170-02R, Safeguarding Equipment and Protecting Employees from Amputations.
 - 6. OSHA Safety and Health Topics Web Page, Machine Guarding, <https://www.osha.gov/SLTC/machineguarding/index.html>
- C. At the opening conference the CSHO will inquire of the employer whether any of the referenced types of machines are present in the workplace. If any of

these machines are present in the workplace, the CSHO must conduct a thorough inspection of the machine(s) with particular attention to employee exposure to nip points, pinch points, shear points, cutting actions, and other point(s) of operation. When possible, the CSHO also should evaluate employee exposures during any of the following:

1. Regular operation of the machine.
 2. Setup/threading/preparation for regular operation of the machine.
 3. Clearing jams or upset conditions.
 4. Making running adjustments while the machines is operating.
 5. Cleaning of the machine.
 6. Oiling or greasing of the machine or machine parts.
 7. Scheduled/unscheduled maintenance.
 8. Lockout/tagout.
- D. The CSHO will review all relevant OSHA 300 logs at the establishment for amputation injuries or hazards.
- E. Inspections will be comprehensive, with a focus on hazards associated with power presses, saws, shears, slicers and other machines identified in Appendix B.
- F. If the CSHO enters an establishment that has 10 or fewer employees then check to determine if they are exempt from inspection according to CPL 02-00-051. **If they are exempt, end the inspection and leave the establishment.**
- G. If the CSHO enters an establishment that has 10 or fewer employees and it is determined they are not exempt from inspection, then determine if the establishment is connected to a larger corporation. If that is the case, then proceed with the inspection.
- H. If the CSHO enters an establishment that has 10 or fewer employees and it is determined they are not exempt from inspection, and it is also determined that the establishment is not connected to a larger corporation, and they are not covered under another Region IX REP, end the inspection and leave the establishment.

- I. If a CSHO discovers locations to inspect that are not on the inspection list they will bring that information back to be included in the amputation establishment list.
- J. If the CSHO enters an establishment and determines that there are no machines that are amputation hazards, then conduct a records review and determine if the inspection can be conducted under one of Region IX's other REPs (e.g., Warehouse REP).
- K. Other Safety and Health Hazards
 - 1. Compliance officers will evaluate compliance with the powered industrial truck standard 29 CFR 1910.178. Emphasis will be placed on powered industrial truck procedures, training, safety-rule enforcement, and maintenance of vehicles.
 - 2. Compliance officers should pay special attention to hazards related to life safety code violations, including means of egress and fire suppression, machine guarding, lockout/tagout, hazard communication, confined spaces, process safety management and evaluate for potential chemical and noise exposures.

XII. Coding

Inspections will be coded in the Inspection Type tab in OIS as follows:

- A. All inspections must be marked as "Programmed Planned", and with the REP code AMPUTATE.
- B. All inspections falling under the NAICS codes specified in the NEP (listed in Appendix A) must be marked with the AMPUTATE National Emphasis Program code.
- C. Inspections which fall under the NEP shall have the NEP code as the primary emphasis code, and the REP code as a non-primary code; all non-NEP inspections shall have the REP code as the primary emphasis code.
- D. Unprogrammed inspections or inspections conducted under other scheduling systems which also meet the criteria specified in this REP shall have the AMPUTATE REP code entered as an REP code, but not as the primary emphasis code.
- E. For all inspections, the scope must be marked as "Comprehensive".

XIII. Evaluation

- A. At the midpoint of the effective period of this REP (two and a half years from the implementation date) and at the end of the effective period, evaluation reports will be completed that shall include the following elements:
1. The goal of the program.
 2. A determination of how effective the program was in meeting its goal.
 3. Data and information to support the conclusions stated in the goal, including enforcement statistics, as required in CPL 04-00-002, Procedures for the Approval of Local Emphasis Programs.
 4. Statement of whether the program should be continued, accompanied by a brief rationale.
 5. Description of any legal issues that arose which would necessitate a review by the Solicitor before renewal of the program could be approved.
 6. Any other comments or recommendations, including findings which might have an impact on how OSHA or the industry does business.
- B. This evaluation shall be submitted to the Regional Administrator for review, at which time a decision will be made to continue, amend, renew or discontinue the REP.

IV. Outreach

The Assistant Regional Administrator for Cooperative and State Programs and the Assistant Regional Administrator for Enforcement Programs will ensure the Area Directors and all Outreach staff are familiar with this directive and actively promote the REP when conducting outreach sessions and meetings. Hazards, work practices, and machinery associated with amputations and covered by this REP will be pointed out and discussed during outreach sessions and meetings. Handouts and publications that address these hazards, which are already developed and available, will be provided at outreach sessions and meetings. A copy of this REP will be provided to interested parties upon request.

APPENDIX A: List of NAICS Identified in the National Emphasis Program

2012 NAICS	2012 NAICS US Title
311411	Frozen Fruit, Juice, and Vegetable Manufacturing
311412	Frozen Specialty Food Manufacturing
311511	Fluid Milk Manufacturing
311512	Creamery Butter Manufacturing
311513	Cheese Manufacturing
311514	Dry, Condensed, and Evaporated Dairy Product Manufacturing
311611	Animal (except Poultry) Slaughtering
311612	Meat Processed from Carcasses
311613	Rendering and Meat Byproduct Processing
311615	Poultry Processing
311811	Retail Bakeries
311812	Commercial Bakeries
311813	Frozen Cakes, Pies, and Other Pastries Manufacturing
311991	Perishable Prepared Food Manufacturing
311999	All Other Miscellaneous Food Manufacturing
321113	Sawmills
321114	Wood Preservation
321911	Wood Window and Door Manufacturing
321912	Cut Stock, Resawing Lumber, and Planing
321918	Other Millwork (including Flooring)
321920	Wood Container and Pallet Manufacturing
322211	Corrugated and Solid Fiber Box Manufacturing
322212	Folding Paperboard Box Manufacturing
322219	Other Paperboard Container Manufacturing
322220	Paper Bag and Coated and Treated Paper Manufacturing
323111	Commercial Printing (except Screen and Books)
323113	Commercial Screen Printing
323117	Books Printing
326111	Plastics Bag and Pouch Manufacturing
326112	Plastics Packaging Film and Sheet (including Laminated) Manufacturing
326113	Unlaminated Plastics Film and Sheet (except Packaging) Manufacturing
326150	Urethane and Other Foam Product (except Polystyrene) Manufacturing
326160	Plastics Bottle Manufacturing
327320	Ready-Mix Concrete Manufacturing
327390	Other Concrete Product Manufacturing
331491	Nonferrous Metal (except Copper and Aluminum) Rolling, Drawing, and Extruding

331492	Secondary Smelting, Refining, and Alloying of Nonferrous Metal (except Copper)
332111	Iron and Steel Forging
332112	Nonferrous Forging
332114	Custom Roll Forming
332117	Powder Metallurgy Part Manufacturing
332119	Metal Crown, Closure, and Other Metal Stamping (except Automotive)
332311	Prefabricated Metal Building and Component Manufacturing
332312	Fabricated L Metal Manufacturing
332313	Plate Work Manufacturing
332321	Metal Window and Door Manufacturing
332322	Sheet Metal Work Manufacturing
332323	Ornamental and Architectural Metal Work Manufacturing
332710	Machine Shops
332991	Ball and Roller Bearing Manufacturing
332992	Small Arms Ammunition Manufacturing
332993	Ammunition (except Small Arms) Manufacturing
332994	Small Arms, Ordnance, and Ordnance Accessories Manufacturing
332996	Fabricated Pipe and Pipe Fitting Manufacturing
332999	All Other Miscellaneous Fabricated Metal Product Manufacturing
333111	Farm Machinery and Equipment Manufacturing
333112	Lawn and Garden Tractor and Home Lawn and Garden Equipment Manufacturing
333611	Turbine and Turbine Generator Set Units Manufacturing
333612	Speed Changer, Industrial High-Speed Drive, and Gear Manufacturing
333613	Mechanical Power Transmission Equipment Manufacturing
333618	Other Engine Equipment Manufacturing
334510	Electromedical and Electrotherapeutic Apparatus Manufacturing
334511	Search, Detection, Navigation, Guidance, Aeronautical, and Nautical System
334512	Automatic Environmental Control Manufacturing for Residential, Commercial
334513	Instruments and Related Products Manufacturing for Measuring, Displaying
334514	Totalizing Fluid Meter and Counting Device Manufacturing
334515	Instrument Manufacturing for Measuring and Testing Electricity and Electrical
334516	Analytical Laboratory Instrument Manufacturing
334517	Irradiation Apparatus Manufacturing
334519	Other Measuring and Controlling Device Manufacturing
336211	Motor Vehicle Body Manufacturing
336212	Truck Trailer Manufacturing
336213	Motor Home Manufacturing
336214	Travel Trailer and Camper Manufacturing

337110	Wood Kitchen Cabinet and Countertop Manufacturing
337121	Upholstered Household Furniture Manufacturing
337122	Nonupholstered Wood Household Furniture Manufacturing
337124	Metal Household Furniture Manufacturing
337125	Household Furniture (except Wood and Metal) Manufacturing
337127	Institutional Furniture Manufacturing

APPENDIX B: Other Machines

- Bending, rolling, and shaping machinery
- Boring, drilling, milling, and planing machinery
- Conveyors, both gravity and powered
- Food and beverage processing and packaging machinery
- Grinding and polishing machinery
- Printing machinery

Descriptions of most of these machines, their amputation hazards and methods of controlling their amputation hazards can be found in OSHA Publication 3170-02R, Safeguarding Equipment and Protecting Employees from Amputations.

APPENDIX C: Sample CSHO and/or Employer Self-Inspection Checklist

Answers to the following questions should help the CSHO and/or employer to determine the safeguarding needs of his or her own workplace by drawing attention to hazardous conditions or practices requiring corrections.

Requirements for All Safeguards

1. Do the safeguards provided meet the minimum OSHA requirements?
2. Do the safeguards prevent workers' hands, arms, and other body parts from making contact with dangerous moving parts?
3. Are the safeguards firmly secured and not easily removable?
4. Do the safeguards ensure that no objects will fall into the moving parts?
5. Do the safeguards permit safe, comfortable, and relatively easy operation of the machine?
6. Can the machine be oiled without removing the safeguard?
7. Is there a system for shutting down the machinery and locking/tagging out before safeguards are removed?
8. Can the existing safeguards be improved?

Mechanical Hazards

The Point of Operation:

1. Is there a point-of-operation safeguard provided for the machine?
2. Does it keep the operator's hands, fingers, body out of the danger area?
3. Is there evidence that the safeguards have been tampered with or removed?
4. Could you suggest a more practical, effective safeguard?

5. Could changes be made on the machine to eliminate the point-of-operation hazard entirely?

Power Transmission Apparatus:

1. Are there any unguarded gears, sprockets, pulleys, or flywheels on the apparatus?
2. Are there any exposed belts or chain drives?
3. Are there any exposed set screws, keys ways, collars, etc.?
4. Are starting and stopping controls within easy reach of the operator?
5. If there is more than one operator, are separate controls provided?

Other Moving Parts:

1. Are safeguards provided for all hazardous moving parts of the machine, including auxiliary parts?

Nonmechanical Hazards

1. Have appropriate measures been taken to safeguard workers against noise hazards?
2. Have special guards, enclosure, or personal protective equipment been provided, where necessary to protect workers from exposure to harmful substances used in machine operation?

Electrical Hazards

1. Is the machine installed in accordance with National Fire Protection Association and National Electrical Code requirements?
2. Are there loose conduit fittings?
3. Is the machine properly grounded?
4. Is the power supply correctly fused and protected?
5. Do workers occasionally receive minor shocks while operating the machines?

APPENDIX D: Related ANSI and ASME Standards

1. ANSI B11.1-2009 (R2014) Mechanical Power Presses
2. ANSI B11.2-2013 Hydraulic Power Presses
3. ANSI B11.3-2012 Power Press Brakes
4. ANSI B11.4-2003 (R2013) Shears
5. ANSI B11.5-1988 (R2013) Ironworkers
6. ANSI B11.6-2001 (R2012) Lathes
7. ANSI B11.7-1995 (R2015) Cold Headers and Cold Formers
8. ANSI B11.8-2001 (R2012) Drilling, Milling, and Boring Machines
9. ANSI B11.9-2010 (R2015) Grinding Machinery
10. ANSI B11.10-2003 (R2015) Metal Sawing Machines
11. ANSI B11.11-2001 (R2012) Gear Cutting Machines
12. ANSI B11.12-2005 (R2015) Roll-Forming and Roll-Bending Machines
13. ANSI B11.14-1996 Coil-Slitting Machines
14. ANSI B11.15-2001 (R2012) Pipe, Tube, and Shape Bending Machines
15. ANSI B11.16-2014 Metal Powder Compacting Presses
16. ANSI B11.17-2004 (R2015) Horizontal Hydraulic Extrusion Presses
17. ANSI B11.18-2006 (R2012) Machinery and Machine Systems for Processing Strip, Sheet, or Plate From Coiled Configuration
18. ANSI B11.19-2010 Safeguarding When Referenced by the Other B11 Machine Tool Safety Standards
19. ANSI B65.1-2011 Printing Press Systems
20. ANSI B65.3-2011 Safety Standard for Guillotine Paper Cutters

21. ANSI B7.1-2010 Use, Care, and Protection of Abrasive Wheels
22. ANSI B151.5-2000 Plastic Film and Sheet Winding Equipment
23. ANSI B151.20-2013 Plastic Sheet Production Machinery
24. ANSI B155.1-2016 Packaging Machinery and Packaging-Related Converting Machinery
25. ANSI O1.1-2009 Woodworking Machinery
26. ASME B5.52M-2003 (R2014) Mechanical Power Presses, General Purpose Single Point
27. ASME B15.1-2000 Mechanical Power Transmission Apparatus
28. ASME B20.1-2018 Conveyors and Related Equipment, with Interpretations A and B
29. ASME/CEMA 350-2015 Screw Conveyors
30. ASME/CEMA 401-2003 (R2015) Unit Handling Conveyors – Roll Conveyors – Non-Powered
31. ASME/CEMA 402-2003 (R2015) Unit Handling Conveyors – Belt Conveyors
32. ASME/CEMA 403-2003 ((R2015) Unit Handling Conveyors – Belt Driven Live Conveyors
33. ASME/CEMA 404-2003 (R2015) Unit Handling Conveyors – Chain Driven Live Conveyors
40. ASME/CEMA 405-2003 (R2015) Packaging Handling Conveyors – Slant Conveyors Conveyor

APPENDIX E: Procedures for Scheduling Inspections

1. The Area Office will maintain a master list of locations with establishments eligible for inspection under this REP. The master list, all additions and deletions, the randomized list, and scheduling cycles created for this REP, shall be filed electronically on the regional shared drive or the regional Sharepoint site and retained for three years. Area Offices will coordinate with EP to ensure all documentation is filed at least annually.
 - a. Additions may be made to the master list based on local knowledge or other factors, including OSHA inspection history.
 - i. This should include annual OIS searches for establishments which have been coded with a secondary code, or under a related program. For example, a site that was inspected under the FORKLIFT REP may have led to citations for amputation hazards. This inspection could be coded with AMPUTATE as a secondary code, and should be added to the AMPUTATE list for the following year.
 - ii. ADs should cross-reference these lists, and CSHOs should check establishment history on OIS, to make sure that sites which are placed on multiple lists are not subject to multiple inspections within a 12-month period.
 - b. Establishments shall be deleted from the master list if, during the course of an inspection, it is determined that the site no longer falls within the parameters of the REP. This would primarily apply to sites which no longer perform the process or use the equipment targeted by the REP.
 - c. All additions and deletions must be documented.
2. At the beginning of each fiscal year (or on the REP's effective date), the Area Office shall create a randomly numbered list of all locations on the master list. Locations shall be randomly ordered using the RANDBETWEEN function in Excel or an equivalent randomization tool. AOs may also send their master list to EP for randomization. All steps in the randomization process should be documented and this documentation should be maintained and filed with the master list, cycles, reasons for deferrals, and any other related information.
3. If all locations on the master list are to be inspected during the fiscal year, the locations may be inspected in any order. If an Area Office is not able to complete all inspection locations on the master list within a fiscal year, the Area Office will complete the list as soon as possible in the first quarter of the next fiscal year, and shall develop and follow scheduling cycles for the remainder of that year and in subsequent years.

4. The Area Office will create scheduling cycles by selecting a number of locations from the randomized master list. All scheduling cycles shall be filed electronically with the master list, as described in Paragraph 1.
 - a. Locations selected in a cycle can be inspected in any order, but all establishments in a location should be completed before another location is inspected, and all locations must be completed before another cycle is created. Area Offices should take into account programming goals and available resources when setting the size of a cycle.
 - b. New cycles will be selected as required by the Area Office, upon completion of the previous cycle, but at least once per fiscal year. An uncompleted cycle may be carried over into the next fiscal year, but the Area Office should take this into account and adjust the number selected for subsequent cycles accordingly.
 - c. Selected locations, or establishments within that location, may be deferred to the next cycle if the sites within that location have been subject to a comprehensive programmed inspection (under this or any other targeting/scheduling program) within the previous 12 months, or if the processes to be inspected are not active. All deferrals must be documented. Additional criteria for deferral include:
 - i. Necessary equipment or personnel with necessary experience are not available to perform the inspection.
 - ii. The location is the last remaining location in a cycle, the inspection would require travel in excess of 50 miles, and it cannot be combined with other inspection activity.
 - iii. The establishment was cited as the result of a previous comprehensive inspection, and the final abatement date has not yet passed.
 - iv. The establishment has contested a previous citation and it is still pending before the Review Commission.

Approval for deferrals based on reasons other than those listed must be discussed with and approved by the ARA for EP.