

**North Carolina Department of Labor  
Occupational Safety and Health Division**

Administrative Information System

Administrative Procedure Notice 22A

***Subject:*** Annual OSH Division Statistical Data

**A. Purpose.**

This Administrative Procedure Notice (APN) establishes procedures for the Occupational Safety and Health (OSH) Division to annually run reports related to East Compliance Bureau, West Compliance Bureau, and Agricultural Safety and Health (ASH) Bureau inspection and pre-occupancy data; to compile that data; and to disseminate that data to internal requesters or through annual reporting of that data to internal or external requesters.

**B. Definition.**

Within this APN, any reference to OSH inspection data will include all compliance investigative activity and ASH pre-occupancy inspection activity.

**C. Background.**

The need has been established for consistent reporting of OSH inspection data by one bureau within the Occupational Safety and Health Division. The Planning, Statistics and Information Management Bureau has been assigned this responsibility. Over the past several years the need has increased for various OSH inspection data to be reported to or utilized by various internal sources and for that data to potentially be distributed to external sources. Therefore, it is necessary to establish a means to provide as consistent data as possible and for that data to be provided by a single source/bureau.

**D. Scope.**

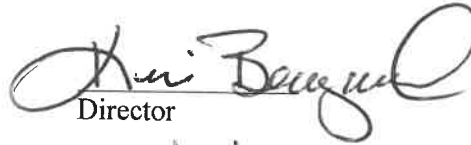
The requirements in this APN will apply to each bureau within the Occupational Safety and Health Division as it relates to providing annual OSH inspection data to various internal or external requesters.

**E. Responsibilities.**

1. APN 22A requires that requests for and dissemination of OSH annual inspection data will be generated by or coordinated through the Planning, Statistics and Information Management Bureau.
2. The PSIM Bureau staff will work with other OSH Division bureaus that are running reports and/or compiling data to resolve any potential errors or discrepancies in these reports or the actual inspection files prior to the final report run dates as specified in Appendix 22-A.
3. Reports listed in Appendix 22-A not generated and/or compiled by PSIM Bureau staff will be forwarded to PSIM Bureau staff for transmittal to internal or external requesters or for inclusion in the designated annual reports.

4. The PSIM bureau chief shall assure as detailed in the attached Appendix 22-A that the reports and data are run through the designated computer systems, on the designated dates, by the named bureau, for the specified date range, and submitted to the requester by the due date.
- F. **Expiration.** APN 22 is canceled. This APN is effective on the date of signature. It will remain in effect until revised or canceled by the director.

  
PSIM Bureau Chief

  
Director  
9/12/19  
Date of Signature

## APPENDIX 22-A ANNUAL OSH DIVISION STATISTICAL DATA

Type of Report	Report Run Date*	Bureau Responsible for Running and Compiling Data	Entity Requesting Data**	Purpose of Data	Date Range of Report	Report Due Date
OE - Inspection / Fat Cat Query	1st of each Month	PSIM	PSIM	OFIR	As Needed	Monthly
OE - Inspection Summary Report / All	1st of each Quarter (By Federal FY)	PSIM	NC Dept of Commerce	Lee Tax Credit Applications	Quarterly	15th of Each Quarter
OE - Strategic Plan Report	10th of each Month	PSIM	PSIM	SEP Data	Previous Month and YTD Current FFY	Monthly
OE - Logging / Arboriculture Report	10th of each Month	PSIM	PSIM	SEP Data	Previous Month and YTD Current FFY	Monthly
OE - Inspection Summary Report / Food Manufacturing NAICS	10th of each Month	PSIM	PSIM	SEP Data	Previous Month and YTD Current FFY	Monthly
OE - Inspections Activity / Special Reports / Establishment Activity Lookup	As Requested	PSIM	PSIM	OSH Inspection Activity / Special Requests / Research of Company Histories	As Requested	N/A
OE - Referral Log Summary / All	10-Jan	PSIM	PSIM / OSH ADMIN	Internal Tracking / NCDOL Annual Report	Previous Federal FY	31-Jan
OE - Referral Log Summary / Rapid Response	10-Jan	PSIM	PSIM / OSH ADMIN	Internal Tracking / NCDOL Annual Report	Previous Federal FY	31-Jan
OE - Complaint Log Summary / All	10-Jan	PSIM	PSIM / OSH ADMIN	Internal Tracking / NCDOL Annual Report	Previous Federal FY	31-Jan
OE - Intervention Summary / All	10-Jan	PSIM	PSIM / OSH ADMIN	Internal Tracking / NCDOL Annual Report	Previous Federal FY	31-Jan
OE - Informals Report / All	10-Jan	PSIM	PSIM / OSH ADMIN	Internal Tracking / NCDOL Annual Report	Previous Federal FY	31-Jan
OE - Inspection Summary Report / Fatality Reinspection	10-Jan	PSIM	PSIM / OSH ADMIN	Internal Tracking	Previous 3 Federal FY's	31-Mar
OE - Inspection Summary Report / All	10-Jan	PSIM	PSIM / ASH / OSH ADMIN	Internal Tracking / NC OSH Program Statistics Report / NCDOL Annual Report	Previous Federal FY	Annual Report Due 31-Jan Program Statistics Due 31-Mar

### OE - OSHA Express Database (NC OSH)

### OIS - OSHA Information System (US OSHA)

\*Run date will be the specific date listed or the next business day.

\*\*Data will be forwarded by PSIM Bureau staff to the requesting entity.

## APPENDIX 22-A ANNUAL OSH DIVISION STATISTICAL DATA

Type of Report	Report Run Date*	Bureau Responsible for Running and Compiling Data	Entity Requesting Data**	Purpose of Data	Date Range of Report	Report Due Date
OE - Standards Cited Report / Public Sector	10-Jan	PSIM	PSIM / ETTA	ETTA Outreach Activity / NC OSH Program Statistics Report	Previous Federal FY	Program Statistics Due 31-Mar ETTA 28-Feb
OE - Standards Cited Report / Agriculture (CY & FFYs)	10-Jan	PSIM	PSIM / ETTA / ASH	ETTA Outreach Activity / House Appropriations / Senate Report	Previous Calendar and Federal FY's	Annual Report Due 31-Jan Senate Report Due 30-April
OE - Standards Cited Report / Private Sector / All	10-Jan	PSIM	ETTA	ETTA Outreach Activity	Previous Federal FY	28-Feb
OE - Standards Cited Report / Private Sector / Construction	10-Jan	PSIM	ETTA	ETTA Outreach Activity	Previous Federal FY	28-Feb
OE - Standards Cited Report / Private Sector / General Industry	10-Jan	PSIM	ETTA	ETTA Outreach Activity	Previous Federal FY	28-Feb
OE - Standards Cited Report / Construction / All	10-Jan	PSIM	PSIM / ETTA	ETTA Outreach Activity / NC OSH Program Statistics Report	Previous Federal FY	28-Feb
OE - Standards Cited Report / General Industry / All	10-Jan	PSIM	PSIM / ETTA	ETTA Outreach Activity / NC OSH Program Statistics Report	Previous Federal FY	28-Feb
OE - Standards Cited Report / Logging / All	10-Jan	PSIM	PSIM / ETTA	ETTA Outreach Activity	Previous Federal FY	28-Feb
OE - Standards Cited Report / Arboriculture / All	10-Jan	PSIM	PSIM / ETTA	ETTA Outreach Activity	Previous Federal FY	28-Feb
OE - Standards Cited Report / Food Manufacturing / All	10-Jan	PSIM	PSIM / ETTA	ETTA Outreach Activity	Previous Federal FY	28-Feb
OE - Inspection Summary / 10 or More Violations	10-Jan	PSIM	PSIM / ETTA	ETTA Outreach Activity	Previous Federal FY	28-Feb
OE - Standards Cited Report / by SIC Group (16 Reports)	10-Jan	PSIM	PSIM	Use Consistent Data for Requests Received Throughout the Year	Previous Federal FY	15-Mar

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OE - Inspection Summary Report / Program Improvements	1-Feb	PSIM	ADMN	NC DOL SEP Compliance and Enforcement Report	Previous Federal FY	1-Mar
OE - Inspection Summary Report / All	1-Jul	PSIM	Budget	NC Budget	Previous State FY	1-Aug
OE - Inspection Summary Report / ASH	1-Jul	PSIM	Budget	NC Budget	Previous State FY	1-Aug
OE - Inspection Summary Report / State Government	1-Aug	PSIM	NC Office of State Human Resources	NC Office of State Human Resources	Previous State FY	15-Aug
OE - Inspection Summary Report / All	15-Nov	PSIM	OSH ADMIN	SOAR	Previous Federal FY (preliminary totals)	1-Dec
OE - Strategic Plan Report	15-Nov	PSIM	Federal OSHA	SOAR	Previous Federal FY (preliminary totals)	1-Dec
OE - Inspection Summary Report / All	15-Nov	PSIM	Federal OSHA	Audit	Previous Federal FY (preliminary totals)	15-Dec
OE - Inspection Summary Report / All / Private Sector	15-Nov	PSIM	Federal OSHA	Audit	Previous Federal FY (preliminary totals)	15-Dec
OE - Inspection Summary Report / All and Other Various Categories Depending on Federal OSHA Requests	15-Nov	PSIM	Federal OSHA	Audit	Previous Federal FY (preliminary totals)	15-Dec
OE - Complaint Log Summary / All	15-Nov	PSIM	Federal OSHA	Audit	Previous Federal FY (preliminary totals)	15-Dec
OE - Referral Log Summary / All	15-Nov	PSIM	Federal OSHA	Audit	Previous Federal FY (preliminary totals)	15-Dec
OE - SAMM Report	15-Nov	PSIM	Federal OSHA	Audit	Previous Federal FY (preliminary totals)	15-Dec

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