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BOP 4.08.11/4.15.11

Document Title: **Product/Service Identification and Traceability
Handling, Storage, Packaging, Preservation and Delivery for the
Public Sector Survey**

Effective Date: **October 1, 2011**

Approval Authority: **Bureau Chief**

A. PURPOSE

This document establishes a procedure for the Planning, Statistics & Information Management Bureaus (PSIM) identification and traceability of its services: Public Sector Survey and Targeting, OSH Targeting System, Occupational Fatality Inspection Review (OFIR), Disclosure of OSH Investigative Files, Case File Management, OSH Database Management, and OSH Strategic Management Plan (SMP).

This document also establishes a procedure for the Planning, Statistics & Information Management Bureau (PSIM) to responsibly store and use materials from and conduct the Public Sector Survey.

B. SCOPE

This procedure applies to the staff of the Planning, Statistics & Information Management Bureau and to the specific personnel who work on the Public Sector Survey.

C. DEFINITIONS

1. **Batch Number** – Number used to identify a group of units from the Public Sector Survey.
2. **ID Number** - Identifying number for public sector establishments/departments to be included in the OSH Public Sector Survey.
3. **Fatality ID Number** - Number used to identify specific fatalities by OSH Field Office for the OFIR report.

4. **Project ID Number** - Identification number used in the Federal Construction Targeting Intranet application to track construction projects.
5. **Public Sector Collection System (PSCS)** - Web-based system used to track and monitor the data collection process for the Public Sector Survey.
6. **SIC Code (Standard Industrial Classification)** – The Standard Industrial Classification standard used to determine establishment industry based on Federal economic statistics.
7. **UI Number** - Identification number supplied by the N.C. Division of Employment Security or assigned by OSH Establishment Database to track establishments in the OSH targeting system and the OSH Establishment Database for the private and public sectors. (Including Public Sector Targeting).
8. **NAICS Code (North America Industrial Classification System)** - System used to group industries, which use similar production processes.

D. RESPONSIBILITIES AND AUTHORITIES

1. Bureau Chief - Responsible for the overall product identification and traceability process for PSIM services; based on the operating procedures used by PSIM staff.
2. Statistical Research Assistant III (OSH Targeting System Administrator) - Responsible for the identification and traceability of PSIM targeting services.
3. Statistical Research Assistant II - Charged with the authority and responsibility of the process of product identification and traceability based on the procedures outlined for the Public Sector Survey. Responsible for the overall handling, storage, packaging, preservation and delivery of materials for the survey.
4. Statistical Research Assistant III - Charged with the authority and responsibility of the process of product identification and traceability.
5. PSIM Bureau Personnel - Responsible for following established bureau procedures for the handling, storage, packaging, preservation and delivery of materials for the Public Sector Survey.

E. REQUIREMENTS

1. Product Identification/Traceability – Planning, Statistics & Information Management require an identification number, batch number, inspection number, case number, UI number, or NAICS/SIC Code for individual units of the Public Sector Survey.
2. Record Retention – Retention of product records for historical service data is addressed in **4.9 Process Control**.
3. Public Sector Survey Material Handling - All materials will be handled in a method that prevents damage or deterioration.
4. Public Sector Survey Material Storage - Survey materials will be stored in the supply storage area to prevent deterioration.
5. Survey Storage - Public Sector Survey materials will be stored under lock and key in the PSIM Bureau. Storage will include completed and blank survey forms.

F. ACTION STEPS

1. Processes for each PSIM service for product identification and traceability are contained in **BQP 4.09 Process Control**. Process Control includes: **Process Control BOP 4.09.01; OSH Programmed Planned Targeting System BOP 4.09.04; Disclosure of OSH Investigation Files BOP 4.09.05; OSH Case File Management BOP 4.09.06; Construction Targeting BOP 4.09.08; Public Sector Survey and Targeting BOP 4.09.09; Occupational Fatality Inspection Review BOP 4.09.10; ; Request for Occupational Safety and Health Data BOP 4.09.11; OSH Database Management BOP 4.09.12; Performance Indicator Report (PIR) BOP 4.09.13; OSH Strategic Management Plan (SMP) BOP 4.09.14.**
2. PSIM personnel handle all survey materials using methods that prevent damage or deterioration.
3. PSIM personnel store all survey materials in a PSIM Bureau storage area to prevent damage or deterioration.

G. QUALITY RECORDS

1. Quality Records are found in the appropriate operating procedure in **BQP 4.09 Process Control**.
2. **Completed Public Sector Survey forms will be maintained per bureau's record retention schedule.**

H. DOCUMENT CONTROL

The content of this BOP is the responsibility of the Bureau Chief. Requests for interpretation of the provisions of this procedure and suggestions for changes should be addressed to the Bureau Quality/Document Coordinator. This procedure is maintained electronically.

I. REFERENCES

- A. SIC (Standard Industrial Classification) Manual
- B. North American Industry Classification System Manual

J. ATTACHMENTS

None

K. REVISIONS

1. Added Public Sector Targeting and OFIR.
2. Added NAICS Codes, public sector survey, Statistical Research Assistant II, and handling/storage of ODI Survey.

3. Changed General Schedule to General Industry Programmed Planned, Added OSH Establishment Database to UI Number Definition.
4. Removed Actions Steps 5 & 6.
5. Removed Case Number and Inspection Number from Definitions.
6. Reviewed April 2013.
7. Reviewed January 2014.
8. June 2015 – (Removed reference to the OSHA Data Initiative (ODI) Survey, Site Specific Targeting (SST), OSHA Office of Statistics (OSTAT), changed Occupational Fatality Investigative Review to Occupational Fatality Inspection Review (OFIR).