

<b>Planning, Statistics and Information Management - Bureau Operating Procedures</b>	<b>Effective - October 1, 2011</b>	<b>Revisions 1: 6/30/15</b>
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## **BOP 4.09.12**

**Document Title:** **OSH Database Management**

**Effective Date:** **October 1, 2011**

**Approval Authority:** **Bureau Chief**

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### **A. PURPOSE**

This Bureau Operating Procedure outlines the methods used by the Planning, Statistics and Information Management Bureau to maintain the OSH Establishment Database for targeting purposes.

### **B. SCOPE**

This procedure applies to management of the OSH Establishment Database. This process is managed by the Statistical Research Assistant III (OSH Targeting Administrator).

### **C. DEFINITIONS**

- A. Confidentiality** - PSIM agreement with the Division of Employment Security (DES) that all data be kept confidential and will not be released, published or otherwise disclosed to identify a specific employing unit.
- B. DES UI Number (Site Number)** – Unemployment Insurance Number assigned by DES to identify employer sites.
- C. Establishment** – Single physical location where business is conducted or where services or industrial operations are performed.
- D. RIT Division** - NCDOL unit responsible for the programming and maintaining electronic databases used by OSHNC.
- E. Site Information Request Form** – Electronic form used by PSIM to add, modify, or delete OSH establishment site information in the OSH Establishment Database.
- F. Targeting System** – System that resides on the server used to provide access and manage all targeting assignment schedules (lists), establishment lookup, establishment updates, system utilities and maintenance functions.

**G. V, P, or PS-Number** – Computer generated number assigned to new sites not already in the OSH Establishment Database (V for private sector and P or PS for public sector sites).

## **D. RESPONSIBILITIES AND AUTHORITIES**

1. The PSIM Bureau Chief, as a representative of the N.C. Department of Labor, OSH Division, has the authority and responsibility of requesting and signing a “Confidentiality Agreement” with the DES to release DES data to provide employer establishment updates on a quarterly basis.
2. Statistical Research Assistant III (Targeting System Administrator) has the authority and the responsibility for retrieving a CD with the confidential data from DES (on a quarterly basis) and delivering the CD to the Programmer in the RIT Division.

## **E. REQUIREMENTS**

1. **Establishment Lookup** – Electronic search option to locate site information by name, address, UI number (site number), county, Federal ID number, SIC or NAICS code.
2. **Establishment Update** – Update establishment information electronically via the “Site Information Request Form” to add, modify, or delete OSH establishment site information.
3. **DES UI Number (Site Number)** – Unemployment Insurance Number assigned by DES to identify employer sites and link inspection activity via the Targeting System.

## **F. ACTION STEPS**

1. Statistical Research Assistant III (Targeting System Administrator) retrieves DES updates in a CD-format from DES on a quarterly basis and delivers to RIT Programmer assigned to OSH.
2. RIT Programmer uses CD to update the current OSH Establishment Database with the most recent data from DES.
3. Statistical Research Assistant III (Targeting System Administrator) routinely performs System Maintenance of transferring and loading inspection data from each NCR system through the Targeting System.
4. Statistical Research Assistant III (Targeting System Administrator) processes all “Site Information Change Request” forms electronically by researching the database files and notifies the requestor of the status. Computer generated V, P, or PS-Numbers are assigned to new site requests not already on the OSH Establishment Database.
5. Statistical Research Assistant III (Targeting System Administrator) routinely makes changes to the OSH Establishment Database to maintain the integrity of the data.
6. Statistical Research Assistant III (Targeting System Administrator) works closely with the RIT Programmer assigned to OSH to make changes to the Targeting System as needed.

## **G. QUALITY RECORDS**

1. OSH Establishment Database files
2. Site Information Change Request Forms (electronic)
3. Confidentiality Agreements with DES

## **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**

1. DES UI Number Updates CD-format
2. Reference USA Database

## **J. ATTACHMENT**

None

## **K. REVISIONS**

1. Reviewed April 2013.
2. Reviewed January 2014.
3. Reviewed June 2015.