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Document Title: Adoption of Federal Directives

Approval Authority: Bureau Chief

A. PURPOSE AND SCOPE

This Bureau Operating Procedure (BOP) defines the process for the review of and recommendation to adopt Federal Occupational Safety and Health (OSHA) directives. Directives include compliance directives (CPLs) and memoranda. This procedure applies to the Education, Training and Technical Assistance (ETTA) Standards section.

B. ACTION STEPS

1. Federal OSHA directive is received.
2. Standards Section Supervisor:
 - a. Completes top portions of Document Response and Tracking (DRAT) Sheet and Summary Sheet.
 - i. Calculates recommended due date based on federal requirements (first response or notice of intent is typically due in 60 days).
 - ii. Standards Supervisor will keep State Plan Coordinator apprised of the status of the adoption throughout the review process.
 - b. Assigns directive to Standards Officer, sending applicable DRAT Sheet and Summary Sheet.
3. Standards Officer:
 - a. Reviews directive for content, focusing on elements needed to complete the Summary Sheet, especially any concerns with the guidance or effects to the Occupational Safety and Health (OSH) Division. The Standards Officer will highlight, notate, or summarize main items, as applicable.
 - b. Solicits feedback and recommendations from Bureau Chiefs and other applicable representatives. The Standards Officer will send a summary of the directive and any concerns regarding the directive to assist with the review.
 - c. When review is complete and feedback from the applicable representatives have been received, the Standards Officer recommends one of the following actions:
 - i. Adopt verbatim:
 - A. Create cover sheet for OSH Director's signature (CPLs) or OSH Assistant Director's signature (memoranda).
 - B. Completes bottom of DRAT Sheet.

- C. Completes bottom portion of the Summary Sheet
- D. Forwards all paperwork (directive, DRAT Sheet, Summary Sheet, comments received, and any supporting notes or documentation) to Standards Supervisor for review and approval.

- ii. Adopt with modifications:
 - A. If portions of the federal directive are being adopted:
 1. Creates cover sheet, which clarifies implementation in North Carolina, for OSH Director's signature (CPLs) or OSH Assistant Director's signature (memoranda).
 2. Completes bottom of DRAT Sheet.
 3. Completes bottom portion of the Summary Sheet
 4. Forwards all paperwork (directive, DRAT Sheet, Summary Sheet, comments received, and any supporting notes or documentation) to Standards Supervisor for review and approval.
 - B. If the directive itself is not being adopted, but content from the directive is being used in a companion state-specific directive, follow procedures in BOP D.05.S06 – State-Specific Policy Documents.
- iii. Do not adopt:
 - A. Completes bottom of DRAT Sheet.
 - B. Completes bottom portion of the Summary Sheet.
 - C. Forwards all paperwork (directive, DRAT Sheet, Summary Sheet, comments received, and any supporting notes or documentation) to Standards Supervisor for review and approval.

- 4. Standards Supervisor:
 - a. Reviews directive for adoption along with supporting paperwork. Communicates any suggested paperwork revisions to Standards Officer.
 - b. Assembles paperwork into green folder or uploads files electronically into email for electronic paperless processing.
 - c. Approves or disapproves Standards Officer's recommendation for directive adoption.
 - i. If approved, signs and dates DRAT Sheet and forwards to ETTA Bureau Chief for review.
 - ii. If not approved, returns to Standards Officer with explanation for disapproval or request for revisions.
- 5. ETTA Bureau Chief:
 - a. Reviews directive for adoption along with supporting paperwork. Communicates any suggested paperwork revisions to Standards Supervisor.
 - b. Approves or disapproves Standards Officer's recommendation for directive adoption.

- i. If approved, signs and dates DRAT Sheet and forwards to OSH Assistant Director for review.
 - ii. If not approved, returns to Standards Supervisor with explanation for disapproval or request for revisions.
6. OSH Assistant Director:
 - a. Reviews directive for adoption along with supporting paperwork. Communicates any suggested paperwork revisions to Standards Supervisor. This task and the following elements within this paragraph may be assigned to the OSH Program Review Analyst.
 - b. Approves or disapproves Standards Officer's recommendation for directive adoption.
 - i. If approved, signs cover sheet if applicable (this generally applies only to memoranda as CPLs are signed by the Director), signs and dates DRAT Sheet and forwards to OSH Director for review.
 - ii. If not approved, returns to Standards Supervisor with explanation for disapproval or request for revisions.
7. OSH Director:
 - a. Reviews directive for adoption along with supporting paperwork. Communicates any suggested paperwork revisions to Standards Supervisor.
 - b. Approves or disapproves Standards Officer's recommendation for directive adoption.
 - i. If approved, signs and dates cover sheet (this generally applies only to CPLs as memoranda are signed by the Assistant Director), signs and dates DRAT Sheet, and returns file to Standards Supervisor.
 - ii. If not approved, returns to Standards Supervisor with explanation for disapproval or request for revisions.
8. Standards Supervisor:
 - a. Oversees any revisions suggested by the ETTA Bureau Chief, OSH Assistant Director or OSH Director, passing the file through the review process after changes have been made.
 - b. Gives signed DRAT Sheet, signed cover sheet and directive to Field Information System (FIS) Coordinator for filing and posting.
9. FIS Coordinator:
 - a. Files all original paperwork (signed DRAT Sheet, signed cover sheet and directive) with appropriate tab color in FIS cabinet. Maintain electronic copies of the DRAT Sheet.
 - b. Load directive and cover sheet to FIS.
 - c. Coordinate posting of directive and cover sheet to the public webpage.
 - d. Notifies OSH Division via weekly email updates.

C. REFERENCES

None

D. ATTACHMENTS

Document Response and Tracking Form (located on F: ...ETTA/Forms/Standards Forms)

Summary Sheet (located on F: ...ETTA/Forms/Standards Forms)

E. REVISIONS

1. March 1, 2009 changed “lead assessor” to “Standards Officer.” Clarified package flow requirements and FIS Coordinator duties.

Reviewed March 2011 no changes.

2. June 26, 2018 major updates based on current review process.
3. June 27, 2019 minor updates.
4. June 17, 2021 minor updates to include the an electronic review and signature process.