

The controlled copy is stored electronically.**Document Title: State-specific Policy Documents****Approval Authority: Bureau Chief****A. PURPOSE AND SCOPE**

This Bureau Operating Procedure (BOP) defines the process for the development or revision of state-specific policy documents: Operational Procedure Notices (OPN), Standards Notices (SN) or memorandum. This procedure applies to the Education, Training and Technical Assistance (ETTA) Standards section. This policy does not apply to changes made to the Field Operations Manual (FOM), which are typically managed by the Compliance Bureau.

B. ACTION STEPS

1. Need for new or revised state-specific policy document identified by one or more of the following:
 - a. Standards Section staff
 - b. Compliance Bureau
 - c. Occupational Safety and Health (OSH) Division Management
 - d. Special Emphasis Program (SEP) Team
 - e. Action Request
2. Standards Section Supervisor:
 - a. If the policy is to be created or revised by a Standards Officer:
 - i. Completes top portions of Document Response and Tracking (DRAT) Sheet and Summary Sheet.
 - ii. Assigns policy creation or revisions to Standards Officer, sending applicable DRAT Sheet and Summary Sheet.
 - b. If policy is to be revised or created by other individuals/groups who identified the need:
 - i. Works with assigned parties, as needed, throughout the process or assigns this task to a Standards Officer.
 - ii. After initial review, solicits feedback and recommendations from Bureau Chiefs and other applicable representatives (this will include the Action Request committee if the change was initiated through an Action Request). The Standards Supervisor will send a summary of the policy and reasoning behind creation/revision to assist with the review.
 - iii. Makes any necessary revisions identified during the review process.

- iv. Completes DRAT Sheet and Summary Sheet.
 - v. Assembles paperwork.
 - vi. Initiates review and approval process beginning with step B.5. below.
3. Standards Officer:
- a. Creates or revises assigned policy, following formatting and layout in similar documents.
 - b. Submits policy to Standards Supervisor for review.
 - c. Makes any necessary revisions identified during the review process.
 - d. After initial review by Standards Supervisor, solicits feedback and recommendations from Bureau Chiefs and other applicable representatives (this will include the Action Request committee if the change was initiated through an Action Request). The Standards Officer will send a summary of the policy and reasoning behind creation/revision to assist with the review.
 - e. When review is complete and feedback from the applicable representative(s) has been received, the Standards Officer:
 - i. Completes bottom portion of the Summary Sheet. (The bottom portion of the DRAT Sheet regarding recommendations for adopting Federal documents is not applicable for State-specific policies.)
 - ii. 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 policy along with supporting paperwork. Communicates any suggested paperwork revisions to Standards Officer.
 - b. Ensures policy is signed by appropriate individual who created or revised the document.
 - c. Assembles paperwork.
 - d. Approves or disapproves policy.
 - 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 policy along with supporting paperwork. Communicates any suggested paperwork revisions to Standards Supervisor.
 - b. Approves or disapproves policy.
 - 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 policy 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 policy.
 - i. If approved, 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 policy along with supporting paperwork. Communicates any suggested paperwork revisions to Standards Supervisor.
 - b. Approves or disapproves policy.
 - i. If approved, signs and dates policy, 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 and signed policy) with appropriate tab color in FIS cabinet. Maintain electronic copies.
 - b. Load policy to FIS.
 - c. Coordinate posting of policy to the public webpage.
 - d. Notifies OSH Division via weekly updates.

C. REFERENCES

None

D. ATTACHMENTS

Document Response and Tracking Sheet (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” and specified FIS coordinator duties.

Reviewed March 3, 2011 no changes

2. June 26, 2018 major changes to reflect current review process.
3. June 27, 2019 minor updates.
4. June 17, 2021 minor updates to include option for processing file electronically.