

North Carolina Department of Labor
Division of Occupational Safety and Health
Raleigh, North Carolina

Field Information System

Operational Procedure Notice #89

Subject: Use of New Administrative Warrant and Administrative Subpoena Applications

A. **Purpose.** This OPN serves as notification to all Health and Safety Compliance Officers of the revised Subpoena and Warrant Application forms. A revised Tracking Form is also attached for your use. The Administrative Subpoena Application is to be used to obtain records and documentation from an employer. The Administrative Warrant Application with Addenda is to be used to gain entry to a specific employment location.

B. **Discussion.** The revised Administrative Warrant application and Administrative Subpoena application have been prepared in conjunction with the Attorney General's Labor Section staff attorneys. The Administrative Subpoena Application is one page. The Administrative Warrant Application includes the basic application form with addenda for specialized situations including formal complaints, non-formal complaints, fatalities and accidents, general schedule inspections, referrals, follow-ups, imminent danger, and monitoring. All applicable questions presented on the forms should be answered as completely as possible.

Forward all completed request to your Bureau Chief along with a copy of the attached Tracking Form, signed by your supervisor. Any additional documentation relating to the situation requiring an administrative warrant or subpoena should also be forwarded.

C. **Action.** In you have not already done so, begin using the new forms immediately. These forms are available on the computer system. Additional copies may be obtained from your Bureau Chief. Contact the Attorney General Labor Section staff attorneys with any questions that you may have relating to completing these forms. The main number for the Labor Section of the Attorney General's Office is 919/733-4721.

1/21/94
Date

(Signed on Original)
Charles N. Jeffress
Director

Administrative Warrant and
Administrative Subpoena
Application Forms