

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

Field Information System  
SN/OPN Manual

Operational Procedures Notice # 118

**Subject: Administration of Variance Requests and Related Records**

**A. Purpose.** This notice establishes the OSHNC protocol for the internal administration of variances to the adopted OSHA standards and state-specific rules contained in 13 NCAC 07A and 13 NCAC 07F, including the resulting records. It is not intended to repeat or conflict with N. C. General Statutes or N.C. Administrative Code rules and requirements.

**B. Scope.** This notice applies statewide.

**C. Discussion.** Variance requests, and the associated records, are as important as investigative and inspection records. Therefore, the primary objectives of this protocol are:

- (1) to ensure that the current status of each variance request is readily available, and
- (2) to ensure that an accurate variance record is maintained in a readily retrievable and predictable order.

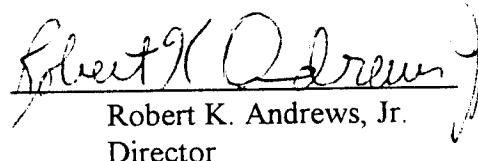
**D. Expiration.** This Notice will remain in effect until amended or canceled by the Director.

**E. Action.** OSHNC personnel shall comply with the requirements of the attached protocol. OSHNC management shall ensure that the guidance contained in this OPN is followed.

2/24/98

Date

Attachment

  
Robert K. Andrews, Jr.  
Director