

**North Carolina Department of Labor
Occupational Safety and Health Division**

Administrative Information System

Administrative Procedure Notice 1A

Subject: Administrative Information System

A. **Purpose.** The Administrative Information System has been developed to provide a method to instruct, provide guidance, and inform the staff about various administrative issues. This system contrasts the Field Information System which describes policies and procedures of a technical nature related to occupational safety and health. An Administrative Procedure Notice (APN) includes procedures unique to the division, or activity requiring coordination with other work units within the department or other state agencies.

B. **Discussion.** It is important that division personnel have access to concise and accurate guidelines relating to correct operating procedures. The Administrative Information System is designed to provide a reference source that is responsive to the administrative needs of division employees. This is especially important for tasks that are performed so rarely that the routine is not learned.

C. **Procedures.**

1. The Education, Training and Technical Assistance Bureau will manage the Administrative Information System and coordinate the numbering order.
2. Procedures can be initiated by any employee in the division. Only procedures approved by signature of the director will be included in the system.
3. Each APN should adhere to the page structure demonstrated in this APN. Paragraph headings may vary among APNs depending on the APN's purpose and content.
4. In addition to the director's signature, the date and a contact person should also be included in each APN. The contact person could be the APN author or someone familiar with the procedure described in the APN.
5. APNs in the system will be revised as changes in policies and procedures dictate.
6. The most current version of each APN will be posted on the One Stop Shop by the Education, Training and Technical Assistance (ETTA) bureau. Original signed copies will be maintained by the ETTA bureau. Hard copies will not be routinely distributed to division employees.

D. **Expiration.** This APN is effective on the date of signature. It will remain in effect until revised or canceled by the director.

Signed on Original
ETTA Bureau Chief

Signed on Original
Director

11/21/2011
Date of Signature