D. Part III Survey Form Preparation

The Part III (Surveyor Assessment) form (shown as Figure 3) is used by the surveyor to record various information regarding the conduct of each facility survey. The data recorded on the Part III form provides the administrative data necessary for proper scheduling of the survey, and the assignment of reasonable work loads for the surveyors.

Discussion of twelve (12) items on the Part III form, and the proper procedure for completing the form follows:

Items:

	9 (1)
1. Revision Code	0 1 0 (2–4)
2. Surveyor I.D.	— (5)
3. Date Survey Started	— — (6–7) / — — (8–9) / — — (10–11) (MO./DAY/YR.)
4. Facility ID Code	— — — — — — (12–17)

Intent

To provide a link between all the survey forms completed during the course of a facility survey.

Inclusions

Items #1 through #4 must contain data entries.

Procedure

As previously discussed for these identification codes.

Exclusions

Not applicable.

Item:

5. Disposition of Survey$_{18}$

   1 Completed
   2 Partially completed
   3 Refused to be surveyed
   4 Could not be located
   5 Out of business
   6 Temporarily closed

Intent

To record the disposition of the survey, and to notify survey headquarters if a repeat visit to a selected facility must be scheduled.

Inclusions

One of the code responses must be circled.

Procedure

Select the code response most accurately reflecting final disposition of the survey, by circling the appropriate number.

Exclusions

Not applicable.

Item:

6. Was this facility drawn from the "replacement facility pool?"$_{19}$

1 Yes
2 No

Intent

To record the origin of the facility selection as a verification of the NOES sampling mechanism.

Inclusion

Either code response "1" or"2" must be circled.

Procedure

Depending on the sample frame origin of the facility selected, circle the appropriate code response.

Exclusions

Not applicable.

Item:

7. Number of Part II forms completed as a result of this survey?

$\frac{\quad}{10}\frac{\quad}{1}$ forms

Intent

To serve as a check on the number of Part II forms completed for this survey. This is necessary to assure reception and edit of all file data.

Inclusions

This item must contain the coded number of Part II forms completed.

Procedure

Encode the number of Part II forms completed in the space provided. The number must be right-justified.

Exclusions

No entry is made unless the code response to Item #5 was "1" or "2".

Item:

8. Number of Part II data lines recorded?

$\overline{26}$ - - - $\overline{28}$

Intent

For administrative use in analyzing surveyor workload by industry type and size.

Inclusions

This item must contain a numerical estimate of the number of Part II data lines.

Procedure

Estimate the Part II data lines by multiplying the number of Part II pages completed times 16 (the number of pre-printed line numbers on a Part II form).

Exclusions

If the coded response to Item #5 was, 3, 4, 5, or 6, no data is recorded.

Item:

9. How much time, in hours and minutes, was spent on each of the following activities?

	HOURS	MINUTES
Travel to and from facility	___ (29–31)	__ (32–33)
Conduct of survey	___ (34–36)	__ (37–38)
Waiting and discussions	___ (39–41)	__ (42–43)
Completion of survey forms	___ (44–46)	__ (47–48)

Intent

To provide the data necessary for administrative analyses of surveyor time allocation in four major areas.

Inclusions

Record elapsed time in hours and minutes for travel, conduct of survey, and completion of forms for all surveys resulting in a coded "1" or "2" response to Item #5. Waiting and discussion times should be entered depending on individual survey conditions, regardless of the coded response on Item #5.

Exclusions

Not applicable.

Item:

10. Did plant management personnel prohibit you from surveying any areas of the facility?

1 Yes
2 No

Intent

To determine if the incoming data reflects surveyor observations for the entire facility.

Inclusions

The appropriate code response must be circled for all facilities where survey work was accomplished (a "1" or "2" response to Item #5).

Exclusions

No data is entered for facilities not encoded "1" or "2" on Item #5.

Item:

11. Did plant management personnel designate any areas or processes within this facility as "trade secret?"
    1 Yes
    2 No

Intent

To alert survey headquarters personnel that the Part II forms contain trade secret data so that the appropriate security measures can be taken.

Inclusions

Encode "1" or "2" for all surveys which resulted in a "1" or "2" response on Item #5.

Exclusions

No data is recorded for those visits not covered under Inclusions.

Item:

12. **Were you accompanied by someone from the facility when you performed the survey?**$_{31}$

1 **Yes, by employer representatives**
2 **Yes, by employee representatives**
3 **Yes, by representatives of both the employer and the employees**
4 **No**

Intent

To provide data from analyses of employer/employee response to survey procedures.

Inclusions

Encode the appropriate response for all surveys resulting in a "1" or "2" response to Item #5.

Exclusions

No data is encoded for facilities where no actual survey was completed.

Part II Coding - Example Industrial Situations

As a reference guide for the surveyor, each example situation is fully explained in narrative form followed by the proper NOES encoding protocol in the referenced figure. This type of exercise was used extensively in surveyor training.

Examples:

A. Construction Site

A construction site is being surveyed. During the walk-through, 3 male and 2 female painters are observed applying a primer coat to the underside of the galvanized roof. This large warehouse is 90% complete, totally enclosed, with no mechanical ventilation. The overspray covers the painters. Upon interview, the primer is found to be shipped in two containers until immediate application. "Red Ball Galvanized Epoxy Primer FG-1176" is mixed with "Red Ball Catalyst Reducer FG-1177". Additional label information is too general to be of use (listed as ketones, alcohols, etc.) except that the catalyst (FG-1177) contains 3% Phosphoric acid. Red Ball is a distributor located in Wilmington, Delaware 25111.

The painters are wearing long sleeved shirts, eye protection, and particulate, quarter-face filtration-type respirators.

Proper encoding of this example is shown in Figure 4.

B. Manufacturing

During the survey of a formica plant we find a 200' x 100' x 30' (height) room which contains the process equipment and chemicals for manufacturing 4' x 8' formica sheets. We see a 4' diameter x 4' side roll of heavy paper being fed through a series of rollers into a bath of formaldehyde, phenol, and methanol. Isopropyl alcohol is sprayed along the edges of the paper to prevent the resin mixture from leeching out of the paper, The resin-treated continuous sheet is then passed through 100' of interconnected ovens for curing. The paper emerges from the ovens and continues through a series of rollers directly below a 5' x 5' canopy hood. The "dried" resin-coated paper then passes into a cutter machine which cuts and stacks the 4' x 8' sheets for further processing.

There are two men operating this process; 1, the "paper feeder operator" and 2, the "cutter operator". The men exchange jobs at midday.

The ovens are fitted with local ventilation, although leaks within the system are apparent. A 5' x 5' canopy hood is directly overhead of the paper as the paper exits the ovens. Deposits of phenol crystals and a "dark residue" are observed near or on various parts of the equipment. Formaldehyde and isopropanol are detectable by smell throughout the room. The area is uncomfortably hot and normal speech is impossible due to the constant noise generated by the rollers.

Neither of the two men are wearing any sort of personal protective equipment.

Proper encoding of this example is shown as Figure 5.

FIGURE 4.

Card Code (1)	Revision Code (2–4)	Survey Type (5)	Data Survey Started (6–11) M M D D Y Y	Facility Number (12–17)	Page Number (18–21)
8	Ø1Ø	I	11Ø98Ø	2ØØØØØ	1

Line # (22–23)	Special Instruction (24–29)	(30)	(31)	Ctrl Code (32–33)	(34)	Employee Group Title (36) / Recordable Exposures (37–68)	* (69)	Total (70–72)	Number of Females (73–75)
05						PAINTERS		5	2
10	PRO					PRIMER PAINTING GALVANIZED CEILI	*		
15	C					ING			
20	E								
25	DISTØØ1					RED BALL WILMINGTON, DELAWARE 25	*		
30	C					1/1/1			
35	TRNØØ1					RED BALL GALVANIZED EPOXY PRIMER	*		
40	C					FG-1/1/76			
45	PUT	P		FQ	F	PRIMER		5	12
50				EF	F			5	12
55				PC	F			5	12
60	DISTØØ1								
65	TRNØØ2					RED BALL CATALYST REDUCER FG-1/1/7	*		
70	C					7			
75	PUT	P		PC	F	REDUCING AGENT		5	12
80				EF	F			5	12
85				FQ	F			5	12

FIGURE 4. (Cont.)

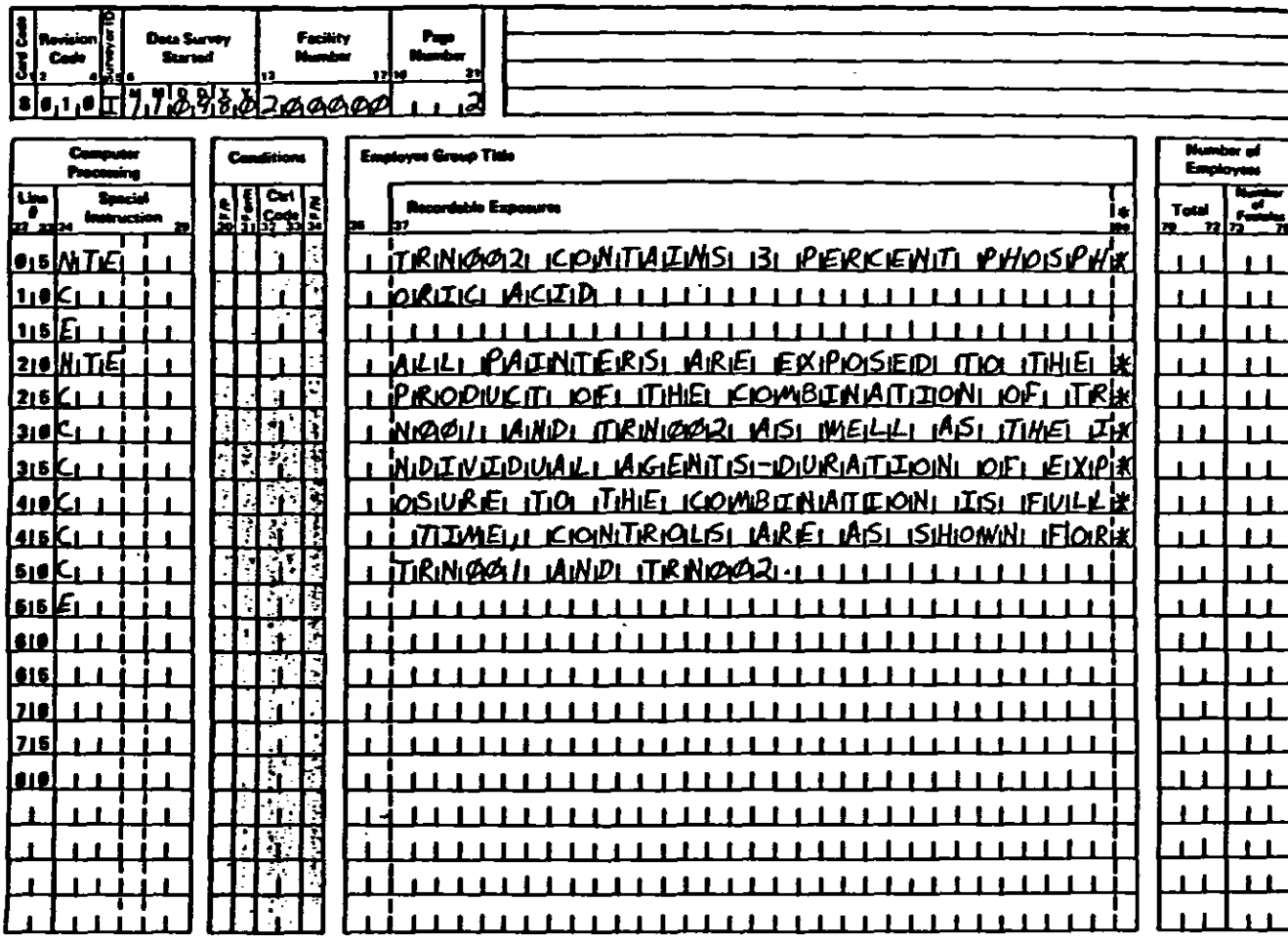


FIGURE 5.

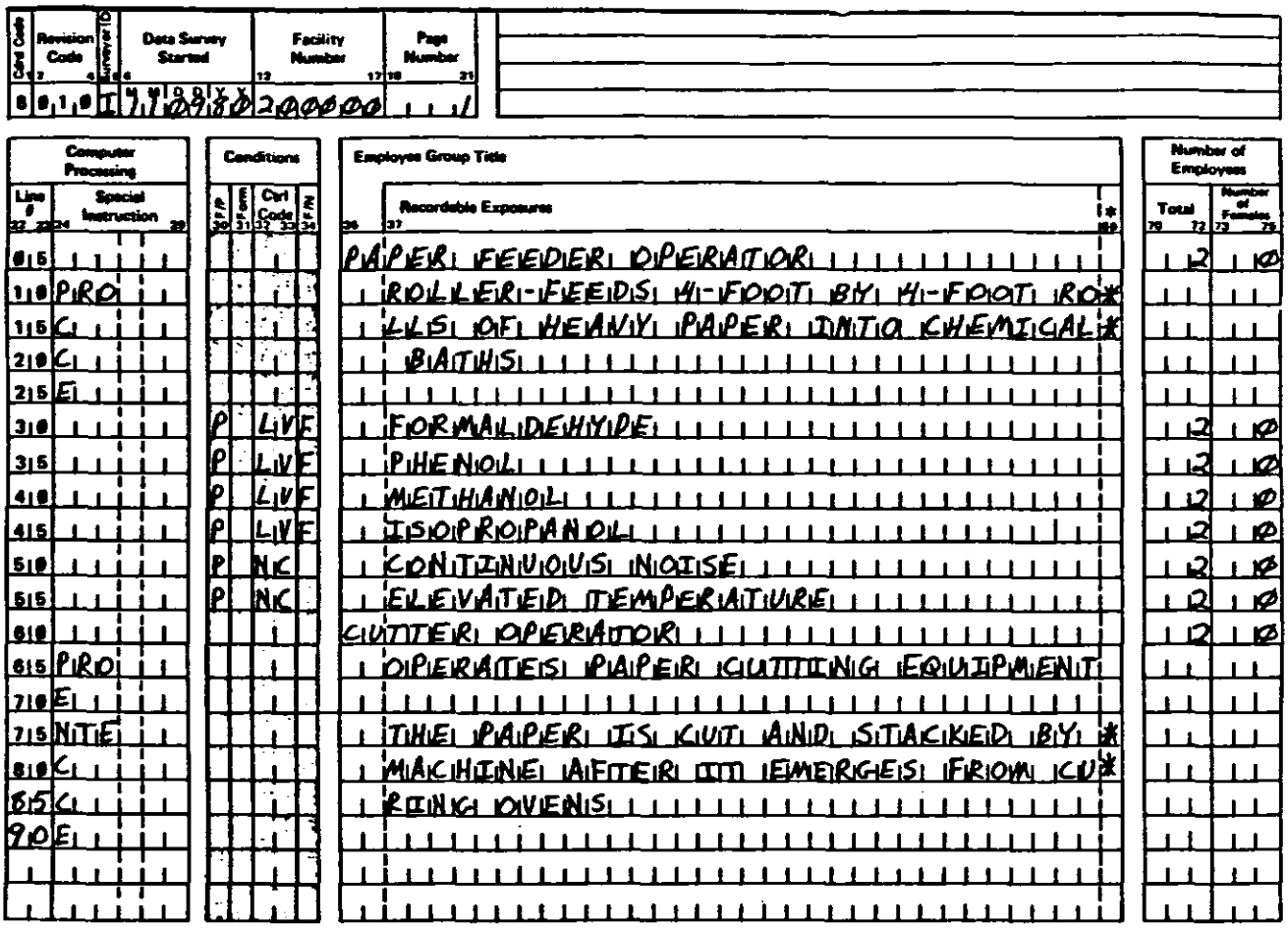
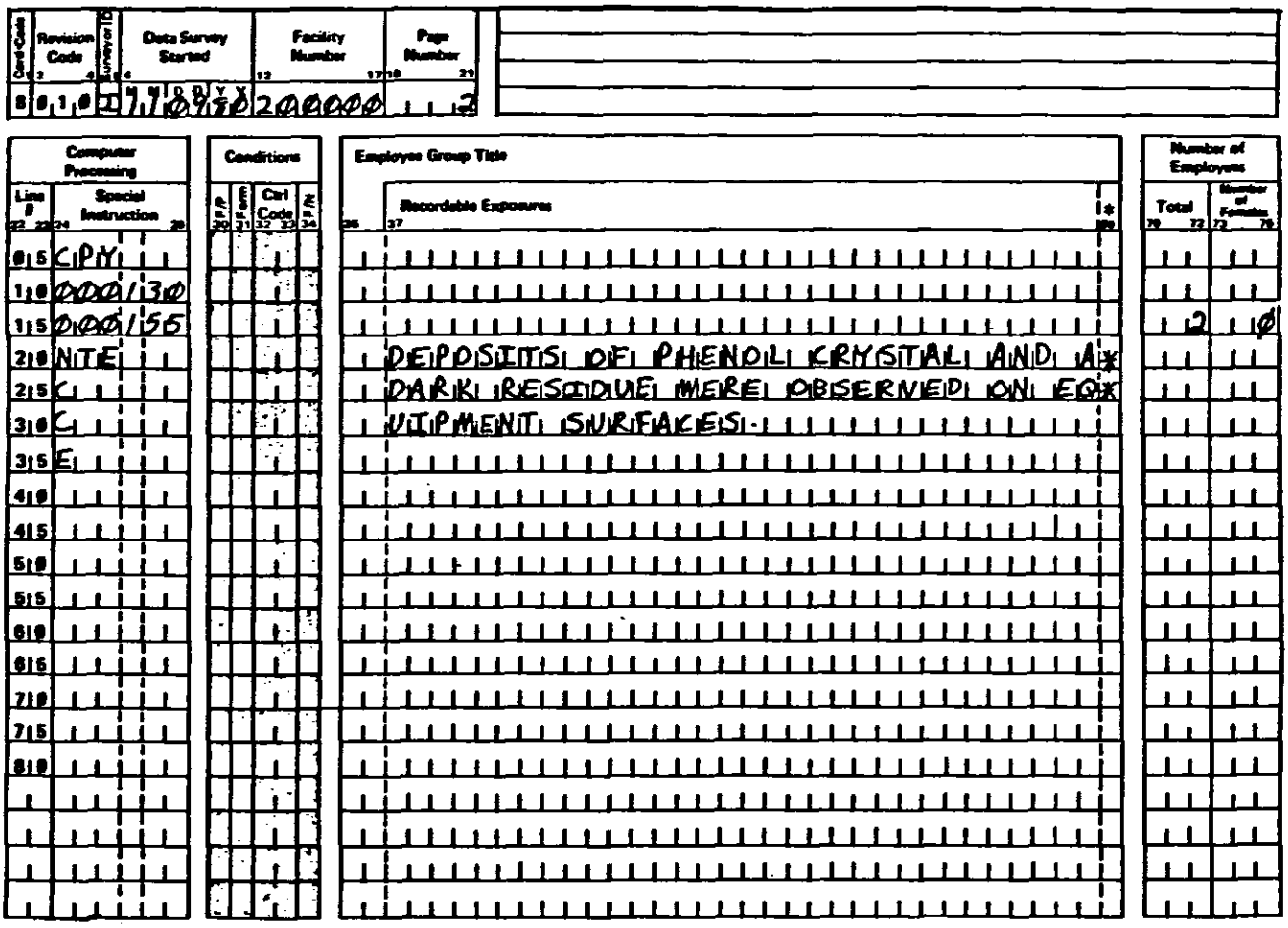

Card Code
Revision Code
Data Survey Started
Facility Number
Page Number
Computer Processing
Line #
Special Instruction
Conditions
Ctrl Code
Employee Group Title
Recordable Exposures
Number of Employees
Total
Number of Females
PAPER FEEDER DEPERATOR
ROLLER-FEEDS HI-FOOT BY HI-FOOT ROLLS OF HEAVY PAPER INTO CHEMICAL BATHS
FORMALDEHYDE
PHENOL
METHANOL
ISOPROPANOL
CONTINUOUS NOISE
ELEVATED TEMPERATURE
CUTTER OPERATOR
OPERATES PAPER CUTTING EQUIPMENT
THE PAPER IS CUT AND STACKED BY MACHINE AT THE EMERGES FROM CU RING OVENS
PRO
CL
EL
NITE
CL
CL
EL
LIVE
NC

FIGURE 5. (Cont.)



C. Technical Laboratory

The Fire Technology and Flammability Company is involved in testing various fiberglass insulations which are subject to certain American Society for Testing and Materials (ASTM) standards. Tests involve the burning of these materials to measure certain properties such as flame spread and smoke density. The majority of the work in the section is performed in 3 rooms and involves 5 employees.

One room in the section contains the Steiner Flame Spread Tunnel which is fueled by natural gas and is used to test various building materials to determine the flame spread index and smoke density. The test specifications require the room to be temperature and humidity controlled. To conduct the tests, samples of the material are mounted with an adhesive onto asbestos boards which support the material while testing. The specimen size is 21 inches by 25 feet. The asbestos boards are placed in the tunnel by the 2 full-time male operators. No personal protective devices are observed. The system is then closed and the tunnel prepared for operation. Testing time varies with the material but usually requires approximately 1 hour. During the tests, the tunnel is completely enclosed and vented to the outside of the building. After the test is complete, the tunnel is cooled down before it can be cleaned and the next specimen loaded. To clean the tunnel, the top is lifted, the asbestos boards are removed and then the burnt material is cleaned out of the tunnel using brushes. This procedure requires 10 minutes. Approximately 5 samples can be tested during an 8-hour shift. Fiberglass samples are stored in the area prior to testing and residue of the fiberglass material is noted on equipment surfaces.

The samples for the Steiner Flame Spread Tunnel are prepared in the Adhesive room by 2 full-time (1 male and 1 female) employees, who have no other duties. As noted previously, the material to be tested is glued onto asbestos boards. The asbestos boards arrive at U.S. Testing precut to the appropriate size for use in the tunnel. The boards are covered with varying amounts of dust as a result of the supplier cutting the boards into the designated size. In preparing the samples, the adhesive is first applied to the board. The adhesive used (a synthetic resin) is AK-47 from Glues, Inc., 30 Steel Way, Newark, N.J. 10075. No general or local ventilation is present in the room. The employees wear gloves and a half-face combination particulate filter and chemical cartridge respirator while preparing samples. However, street clothing is worn, and the male worker has a full beard.

The third room, operated by 1 male employee, contains two (2) Radiant Panel Testers consisting of closed containers generating combustion temperatures by using electric coils. The Radiant Panel Testers are provided with local ventilation. A large wall fan is also located inside the enclosure which is used to remove smoke or fumes from the enclosure when a test is completed. Cleanup is again performed after each 10 minute test. Test sample insertion, removal, and equipment cleanup is performed in the same manner as in the Steiner Flame Tunnel Operation.

No personal protective equipment was observed in use in the radiant panel room.

Proper encoding of this example is shown as Figure 6.

FIGURE 6.

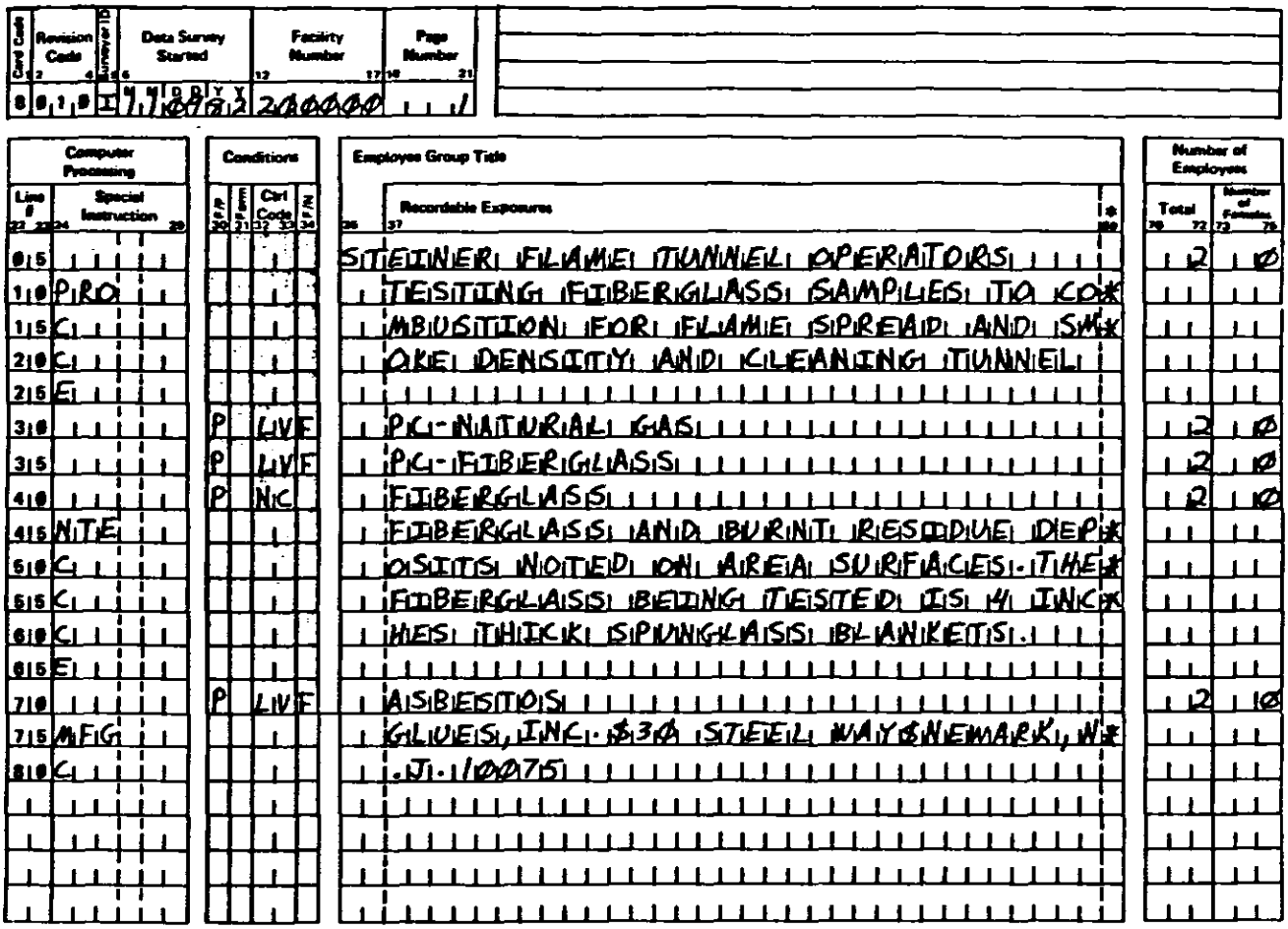

Card Code
Revision Code
Survey ID
Data Survey Started
Facility Number
Page Number
Computer Processing
Line #
Special Instruction
Conditions
Ctrl Code
Employee Group Title
Recordable Exposures
Number of Employees
Total
SITE IN ER I FLAME I TUNNEL I OPERATORS
TESTING FIBERGLASS SAMPLES TO COM
MBUSTION FOR FLAME SPREAD AND SMK
OKE DENSITY AND CLEANING TUNNEL
PC - NATURAL GAS
PC - FIBERGLASS
FIBERGLASS
FIBERGLASS AND BURNT RESIDUE DEP
OSITS NOTED ON AREA SURFACES. THE
FIBERGLASS BEING TESTED IS HI INC
HES THICK SPUNGLASS BLANKETS.
ASBESTOS
GLUES, INC. 530 STEEL WAY NEWARK, NJ
.NJ. 1/00715

FIGURE 6. (Cont.)

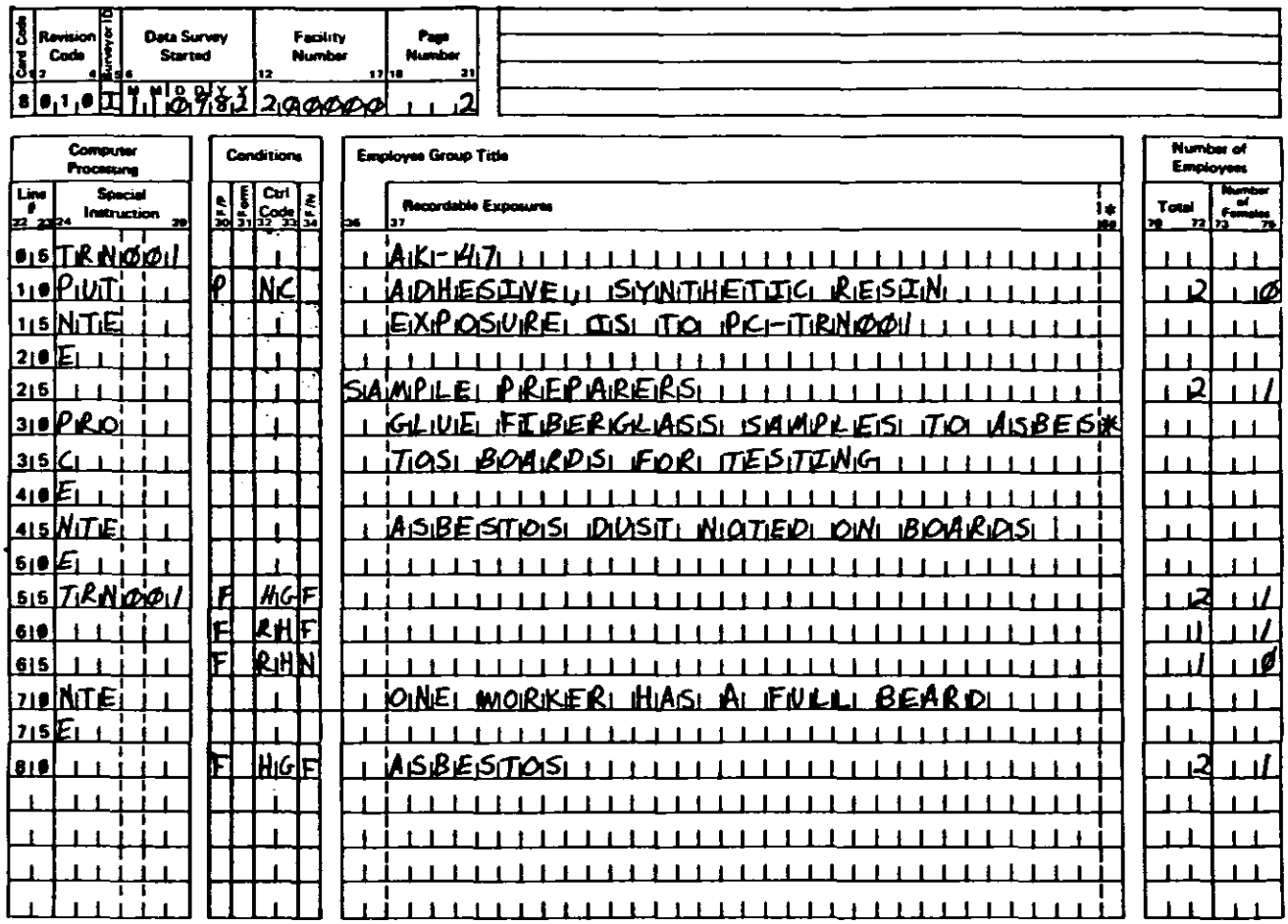


FIGURE 6 (Cont.)