B. Surveyor's Manual and Definitions

Recordable Potential Exposure

For purposes of this survey, a potential exposure must meet two criteria to be recorded:

1. A chemical, physical or biological agent or a tradenamed product must be observed in sufficient proximity to an employee such that one or more physical phases of the agent or product are likely to enter or contact the body of the employee, and

2. The duration of the potential exposure must meet the minimum duration guidelines, i.e., it must present a potential exposure for at least 30 minutes/week (on an annual average) or be used at least once per week for 90% of the weeks of the work year.

The following types of potential exposures may be encountered:

1. Observed Potential Exposure

   a. Any potential exposure to chemical, physical, or biological agents which is observed directly by the surveyor.

2. Inferred Potential Exposure

   a. If there is an observable dust accumulation or other physical evidence which indicates that an agent is present in the workplace, a potential exposure to this substance should be recorded if there are persons working in the immediate area of the agent(s) and the minimum duration guidelines are met.

   b. If the process is not functioning at the time of the surveyor's observation, the surveyor must, through questioning, identify and record any potential exposures which in his/her judgement, are associated with the functioning process.

Duration Guidelines

A recordable potential exposure must be classified into one of the following two categories:

F=FULL TIME	Potential exposure time to the agent must be greater than four (4) hours per day on a daily basis for at least 90% of the company's work year or a standard work year.
P=PART TIME	Potential exposure time to the agent must be greater than 30 minutes per week on an annual average and not full-time or must occur at least once each week for 90% of the year's work weeks.

Any potential employee exposure not meeting the above duration definitions will not be recorded.

Trade Name Products

Frequently, employees will be observed to be potentially exposed to substances which are known only by a trade name. In this instance, the name of the substance as it appears on the container should be recorded. Additionally, the name of the manufacturer, the manufacturing division, if given, and the manufacturer's address must also be recorded. If the containers of the trade name product are not accessable or the aforementioned manufacturer information is not available directly at the work-site, the surveyor must make every effort to obtain the name and address of the manufacturer. In some instances, the required information can be obtained from plant purchasing records. If the manufacturer's name, address, etc. cannot be obtained from available sources, the surveyor should record the distributor or any other pertinent information that may help identify the manufacturer.

Exclusions to Recordable Potential Exposures

When a surveyor encounters a situation in which a substance is completely enclosed and in the surveyor's professional judgement, a potential exposure could not be realized except under accidental or totally unpredictable situations, a potential exposure will not be recorded.

Any potential exposure occurring as a result of non-work activities will not be recorded. Thus the surveyor should not record potential exposures resulting from the personal use of alcohol, tobacco, prescribed, over-the-counter, or recreational drugs, perfume, etc.

Contract workers will not be considered for this survey. Only employees who at the time of the survey are on the payroll of the firms included on the list of establishments to be surveyed are to be recorded.

Drivers who operate motor vehicles "off-site" will not be surveyed as to their potential exposures. However, any drivers who are employees of the facility and help to load or unload at the assigned facility location will be surveyed as to their potential exposures.

Special Situations

1. Construction Activities and Field Work Crews:

   Conducting a survey of a firm in the construction industry (SIC'S 15, 16, and 17) may pose difficulties not normally encountered during surveys of firms in other industries. While the surveyor's list of firms to be surveyed will give the permanent business address of the construction firm, it is anticipated that the majority of the firm's employees will be working at job sites physically removed from this address. The surveyor should construct a list of all of the firm's jobsites which will be "active" during the scheduled survey time in the PSU. This listing should also include any "active" jobsites which are outside the PSU, but within reasonable driving distance (generally not more than two hours each way). If the list of active jobsites appears to be manageable, then all sites should be visited and surveyed . If the task appears unmanageable due either to the number of active jobsites or to the distance(s) involved, the team leader should be consulted for instructions.

The surveyor should not neglect to survey the headquarters of construction firms to record any potential employee exposures which might exist. This is especially important in the case of special trade contractors who may prepare certain materials at headquarters prior to their use at a job site.

2. Process Not Observed:

When an operation is encountered which is not being performed or a process is observed which is not being utilized, the surveyor should try to assess the operation using the information provided by the facility representative or employees. Questions should be asked which will serve to identify any potential exposures that could result from that type of operation. "Process not observed" situations can include seasonal and graveyard shift operations, maintenance or janitorial activities, out-of-plant personnel and absent personnel.

The surveyor shall ask:

a. Facility representatives or workers to completely describe how the operation is performed.

b. What materials are used and for how long.

c. If there are any dusts, mists, vapors, etc. generated by the operation.

d. About the presence of noise, radiation or any other physical agents.

e. Who operates the process.

f. If any control mechanisms are present.

If the surveyor obtains enough information to adequately describe the potential exposures and the potential exposures satisfy the duration guidelines, these potential exposures shall be recorded. If the information is not sufficient, the surveyor shall make arrangements to revisit the facility when the operation is being performed.

3. Foodstuffs and Their Thermal Decomposition Products:

Potential exposures to food products during their preparation or handling will be recorded as either Food-Thermal Decomposition or as Foodstuff. This category also includes alcoholic beverages. The surveyor should record as "Foodstuff" all materials which go into edible items prepared in restaurants, cafeterias, snack-bars, and similar establishments. In facilities such as bakeries, meat packaging plants, sausage manufacturers, canneries, etc. where additives or ingredients may have both food and non-food usage, such additives or ingredients may not be recorded as "foodstuff" but must be recorded as a potential exposure to the specific agent(s) observed. For example, whole wheat flour, baking soda, acetic acid, salt, and sugar are some of the materials used in commercial baking operations. The potential employee exposures to be recorded are to

these specific agents, not "foodstuffs." Carbon dioxide resulting from fermentation (as well as its use in the carbonation process) is not considered a "foodstuff", and should be recorded as a potential exposure.

4. Grinding and Abrasive Machining Operations:

   When a surveyor observes an operation using abrasives such as grinding wheels, belts, disks, cut-off wheels, drums, shot, etc., potential exposures arising from both the abrasive and the material being machined must be considered. For example, if a worker is grinding and smoothing the edges of a mild steel tube using an abrasive wheel, the surveyor must record the potential exposure to the mild steel as well as that to the grinding wheel, assuming of course, that the criteria for potential exposure are met.

5. Facility Comfort Heating Systems:

   Potential exposures emanating from unvented heating systems or devices are the specific emissions associated with that system or device. All occupants of the room or building should be considered to be potentially exposed. Infrared radiation from such sources, however, should not be recorded.

6. Motor Oil:

   Potential exposures from regular gasoline engine or diesel engine motor oil may be recorded without trade name or manufacturer if it is being used only as a motor oil.

7. Gasoline:

   When potential exposures to gasoline are observed, the potential exposure should be recorded as "leaded gasoline", "non-leaded gasoline" or "gasoline, lead content unknown".

8. Carbon Arc Lamps:

   Potential exposures associated with the use of carbon arc lamps are carbon monoxide, carbon dioxide, oxides of nitrogen, ozone, ultraviolet, and infrared radiation. When the surveyor uses the mnemonic code CARC, a computer program will automatically fill in the aforementioned potential exposures.

<u>Potential Chemical Exposures Not to be Recorded</u>

1. Water
   Water in any form will not be recorded as a potential exposure.

2. Oxygen
   Potential exposure to oxygen will not be recorded except as appropriate in welding operations.

3. Hand Soaps

The routine use of standard hand soaps should not be recorded as a potential exposure. However, the use of disinfectant hand solutions used by personnel in the healing arts and allied professions should be recorded as well as the use of waterless hand cleaners typically used by mechanics.

4. Substances in a Solid Block Form

Substances existing in a solid block state will not normally be considered as a potential exposure unless it is observed that some of the material is being deposited on an employee as a result of handling or some other form of contact.

Potential Exposures to Physical Agents

Unless otherwise noted, all potential employee exposures to the following physical agents will be recorded. See Appendix D for a list of approved mnemonic codes.

1. Air Pressure Variations (Increased and Decreased):

Pressure variations will not be recorded unless it can be determined that the atmospheric pressure over the total body is greater than 1.5 or less than 0.7 atmospheres. When possible, the actual pressure exposure should be noted.

2. Temperature Variations (Heat and Cold Stress):

Only artificially created hot and cold environments to which the entire body is potentially exposed are recordable. Heat and/or cold stress must be recorded if, in the surveyor's professional judgement such a potential exposure exists and documentation (workplace temperatures) can be provided.

3. Lasers and Masers:

Potential exposures resulting from lasers or masers should be recorded as laser or maser, noting the type, power,and wavelength of the laser or maser.

4. X-Ray Radiation:

X-Ray radiation is a form of ionizing radiation similar to gamma radiation but produced artificially by electron bombardment. The radiation generating source as well as its use should be noted.

5. Infrared Radiation:

Infrared radiation may be generated from three major sources: thermal, luminescent, and electromagnetic. A potential exposure to infrared radiation should be recorded whenever there is a device in use specifically designed to produce infrared radiation or if this radiation is emitted from one of the above named sources, and all other criteria for recording potential exposures are met.

6. Ultraviolet Radiation (UV, UV-Black Light, UV-Germicidal):

   A potential exposure to ultraviolet radiation will be recorded whenever there is a device in use specifically designed to generate ultraviolet radiation or if it can be determined that there is a continuous electric arc discharging in the open atmosphere. Ultraviolet radiation in the black light range is to be recorded as "Ultraviolet Radiation-Black Light". Ultraviolet radiation from a germicidal lamp should be recorded as "Ultraviolet Radiation-Germicidal." Ozone emission normally accompanies the production of ultraviolet radiation unless it is in the black light range and should also be recorded as a potential exposure.

7. Microwave Radiation:

   Microwave radiation will be recorded as a potential exposure whenever it can be determined through observation and/or questioning that a microwave generating device is in use, and all other criteria for recording potential exposures are met.

8. Radio Frequency Radiation:

   A potential exposure to radio frequency radiation will be recorded whenever it can be determined through observation and/or questioning that a device designed specifically to generate radio frequency radiation is in use, and all other criteria for recording potential exposures are met.

9. Continuous Noise:

   Any noise in the employee's work environment equal to or exceeding 85dBA (slow response) will be recorded as a potential exposure. Noise pulses less than 1 second apart will be considered continuous.

10. Impact Noise:

    A potential exposure to impact noise will be recorded if it can be determined that the noise generating events occur one second or more apart and that the intensity is greater than 130dBC (fast response).

11. Ultrasonic Noise:

    Ultrasonic noise will be recorded as a potential exposure when it can be determined through observation and/or questioning that an ultrasonic generating device is operating in the employee's work environment, and all other criteria for recording potential exposures are met.

12. Vibration-Whole Body:

    Whole body vibration is the action on the human body of machinery and/or material moving rapidly in alternately different directions. Whole body vibration results when the whole body mass is subjected to mechanical vibration, such as that experienced while riding on a tractor seat.

13. Vibration-Segmental:

Segmental vibration is defined as vibration in which only part of the body (e.g. the hands with chain saw operation) is in direct contact with the vibrating medium.

Potential Exposures to Biological Agents

Potential employee exposures to viral, rickettsial, bacterial, fungal, and parasitic organisms are to be recorded. The genus and species of the biological agent must be noted.

Potential employee exposures to components of biological systems, such as blood, urine, sputum or fecus are to be recorded. The species of origin, as determined by observation and/or questioning, must be noted.

Intended Control Guidelines

Before recording any device or work practice procedure as a control of a potential employee exposure, the surveyor must ascertain that the device or procedure is in fact intended to control or mitigate the employee exposure.

Functioning/Non-Functioning of Intended Controls

Except as otherwise noted, a control will generally be considered as functioning unless it is readily apparent to the surveyor that the control is not functioning as designed.

Engineering Controls

1. Local Exhaust Ventilation (LV):

Local exhaust ventilation controls the contaminant at its point of generation, thus preventing it from reaching the worker's breathing zone and ultimately spreading throughout the building atmosphere. A local exhaust system may include industrial process enclosures such as paint spray booths, welding booths, abrasive blasting booths, and casting shakeout enclosures. Local exhaust ventilation also includes canopy hoods, slot ventilation hoods, flexible hose ventilation, tailpipe exhaust systems, downdraft hoods, and sidedraft hoods. The surveyor must consider the system to be functioning unless in the surveyor's professional judgement the system is not capturing the contaminant at its point of generation.

2. Natural Ventilation (NV):

Any operation conducted outdoors will be considered to be controlled by natural ventilation. Also included are air movements produced by vertical convection current and thermal ventilation (nonducted). Exterior doors or windows which are opened to provide ventilation are considered natural ventilation.

3. Local Gravity Ventilation (LG):

   Local gravity ventilation is defined as a system using ducted thermal ventilation with no mechanical fans, such as stove flues, melt pots, etc., which are designed to prevent the spread of air contaminants throughout the building atmosphere.

4. Dilution Ventilation (DV):

   Dilution ventilation is the dilution of contaminated air with uncontaminated air in the general area, room, or building for the purpose of health hazard or nuisance dust control. This includes systems with:

   (a) Supply fans in which air is used to create a slight positive pressure which forces general room air out of the building through relief vents or openings.

   (b) Exhaust fans which allow air to be removed from a space by creating a slight reduction of pressure (negative pressure) which causes outdoor air to be brought in through vents or openings.

   (c) Both exhaust and supply air (make-up) fans.

Notes on Ventilation Controls

1. If both local exhaust ventilation and dilution ventilation are observed controlling a process, only the local exhaust system should be recorded as a control.

2. In no case will a local exhaust system also be considered as being a dilution ventilation system.

3. The type of ventilation system observed in use during the conduct of the survey should be recorded.

4. General dispersion fans as well as air handling systems for heating and air conditioning systems are not to be considered as providing ventilation control.

5. If several controls are used for the same operation at different times, the situation should be recorded as one set of exposures with all the observed controls applied to these potential exposures. If, during a portion of the operation no controls are used, a no control (NC) code should be recorded in the appropriate box. To determine if controls are functioning or not in "mixed" control situations, each control must be evaluated at the time of its use. To avoid any confusion, the surveyor should use note statements to more fully explain this type of "mixed control" situation.

Respiratory Protective Devices

If a respiratory protective device (respirator) is being used in a work area, the specific type of respirator must be determined and the appropriate code (Appendix C) entered in the intended control column of the Part II coding form. If the surveyor determines that the respirator is being worn incorrectly it should be considered to be non-functioning. If the respirator being used is not appropriate for the type of contaminant to which the worker is potentially exposed, the specific type of respirator being used should be recorded with a non-functioning notation. For example, a surveyor might observe a particulate filter respirator being worn by an employee potentially exposed to organic solvent vapors. The surveyor should record the particulate filter respirator being worn as a control, but would code an "N" in the F/N column indicating that the respirator is non-functional as a control for organic solvent vapor.

Rules for Coding Cutting, Welding, Brazing, Soldering and Thermal Cutting

The surveyor will often encounter welding operations and other allied processes in the workplace. Since many of these types of processes are commonly used and have similar potential exposures, an abbreviated form of coding has been designed.

When the surveyor observes a welding operation, he will determine the type of welding being performed and will assign a three letter mnemonic from the Process Coding Table contained in Appendix H. He will also record all input materials associated with that type of process, such as, fuels, metals, fluxes, shields, gases, consumable electrodes, etc. in accordance with the protocol detailed in Appendix H. On the coding form the mnemonic will precede all inputs associated with that type of process, except when recording a trade name. When coding a trade name do not use a mnemonic with the trade name or the manufacturer. Instead, place the mnemonic after the PUT term.

No attempt need be made by the surveyor to record outputs from the process, such as, fumes, dusts, gases, UV-light, etc.,even if these potential exposure agents are obvious to the surveyor. The outputs will be entered by a computer program wherever the surveyor has recorded a welding or allied process mnemonic and the input products (See example below). More difficult outputs such as in combustion by-products of trade name flux material will be resolved after the composition of these materials have been identified. Specific examples of the welding and allied processes convention are found in Appendix H.

EXAMPLE

Surveyor's Record		Edit Adds
Process Type	Inputs	Outputs
Oxyfuel Gas welding OFW	fuels, base metals, filler metals, fluxes, shields	fumes, gases, dusts radiation, vibrations, heat

Chronic Trauma

The identification of chronic trauma hazards involve the following:

1. surveillance of worker's activities, in contrast to surveying their environment and,

2. the observation of repetitive physical or mental activities and those that occur on a continuous basis.

The concept of "chronic trauma" injury is often referred to as "wear and tear" or cumulative injury. For example, repetitive pounding with a hammer can cause a chronically sore forearm and elbow (tendonitis). Low back problems, shoulder soreness, neckaches, and headaches may all result from certain work activities that involve repetition. In addition, a worker may develop leg and foot problems as a result of continuous or motionless standing at a work station while attending or operating a machine, such as a cash register. Similarly, continuous inactivity or repetition may lead to mental chronic trauma manifested as boredom and fatigue. It should be understood that it is the repetition or continuation of certain events that produces the "wear and tear" disorders, not the severity of a single work activity.

Eleven basic activities or situations listed in Appendix F have been identified as potential causes of chronic trauma health disorders. These activities or situations can be subdivided as follows: (a) postures, i.e., body positions or movements, (b) transport motions involving either simple arm movements to move small objects, or large movements that require shoulder involvement, and (c) hand manipulations involving either fine, focalized finger movements, or larger more forceful hand/wrist motions. The three remaining chronic trauma categories to be identified involve interactions between the worker and work process, such as (a) work pace controlled by a machine or assembly line, (b) watching or monitoring equipment, and (c) unusual lighting or glare problems present in the work area.

The surveyor must identify the eleven chronic trauma hazards defined in Appendix F and record them in the same manner as they would a potential exposure to a chemical, physical, or biological agent, except that chronic trauma is, by definition, controlled only by administrative procedures. Any other intended control observed, except no control, should be coded as non-functional.

C. Part II Survey Form Preparation

The Part II-Exposure Data form (shown as Figure 2) is used to record potential employee exposures to chemical and biological agents or to physical hazards observed during the facility walk-through investigation. In addition to certain identifying information, the surveyor records data concerning: (a) occupation titles, (b) recordable exposures, (c) the numbers of employees potentially exposed, (d) the control measures used and (e) the conditions associated with the potential exposure.

The instructions on the following pages are related to the special information spaces provided, or to the columns used to group related information. The instructions provide the guidelines for recording and coding information gathered as a result of the walk-through survey. Information from this portion of the survey will be converted to an automated data processing medium; strict adherence to the standards is therefore required.

The number of Part II forms to be completed depends on the size and activities of the facility surveyed. If the surveyor does not observe any recordable potential exposures during his walk-through survey, it will not be necessary to complete a Part II Survey Form.

Data Field: Identification Codes

Duplicate into each line below				
Card Code 1	Revision Code 2 4	Surveyor ID 5	Date Survey Started 6	Facility Number 12 17
8	0 1 0		M M D D Y Y	

Intent

To provide a means to aggregate the complete set of observations recorded during the walk-through portion of a facility survey.

Definitions

The pre-printed Card Code "8" is specific to the Part II Survey Form. The pre-printed Revision Code "010" is common to all Survey Forms. The surveyor-entered Date Survey Started, and Facility Identifier (designated as NUMBER on the Part I and Part II Survey Forms, ID on the preface, and ID CODE on the Part III Survey Form) must be identical in the corresponding data fields of all Survey Forms completed for an individual facility survey. Surveyor ID is a one-letter code assigned to each surveyor by survey Headquarters. See the preface material A and Part I, Questions 1 through 4 for further examples and definitions of these data.

Inclusions

Only alphabetic codes A through Z are permitted for Surveyor ID.

Exclusions

Alphabetic characters may be used only in the Surveyor ID.

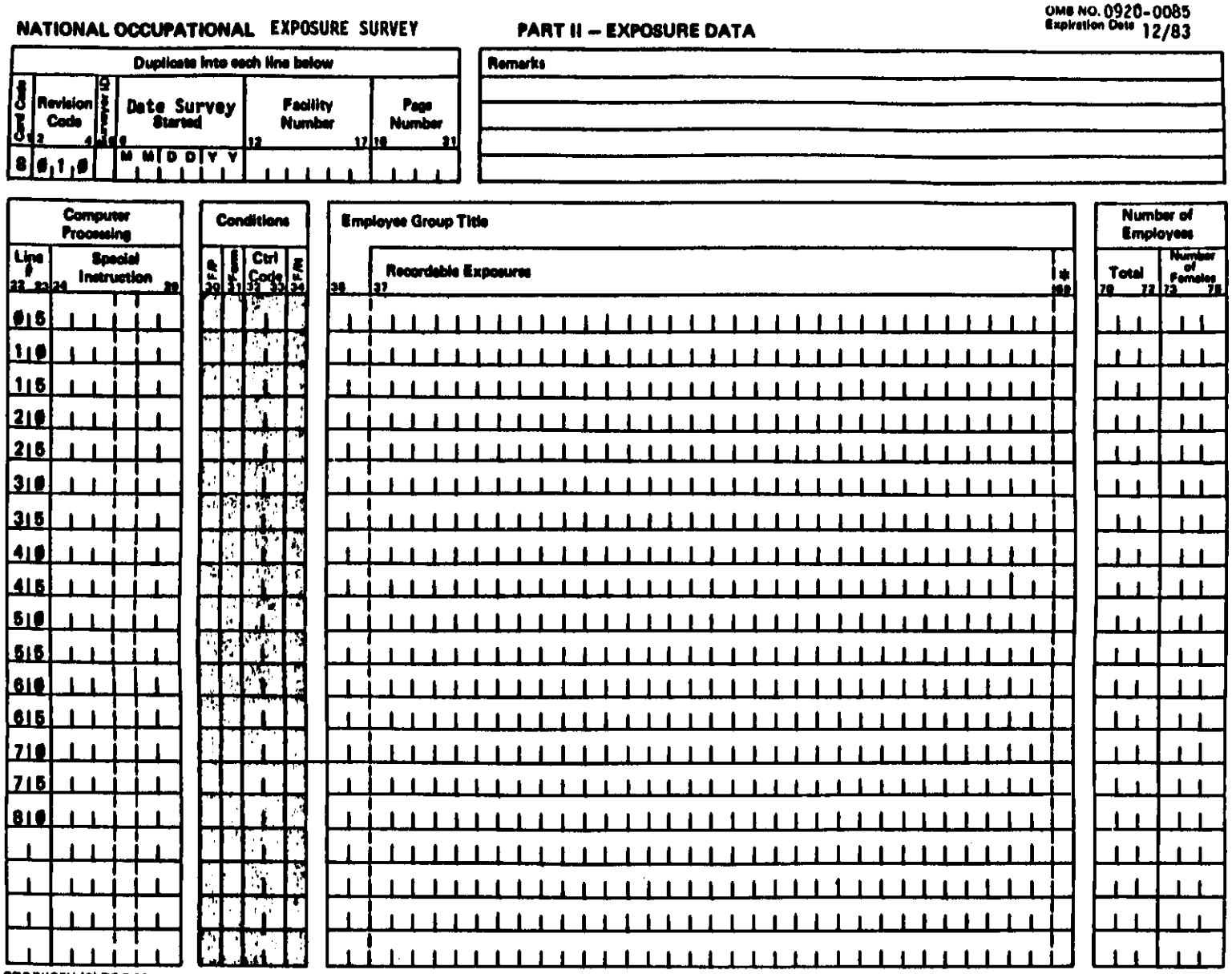
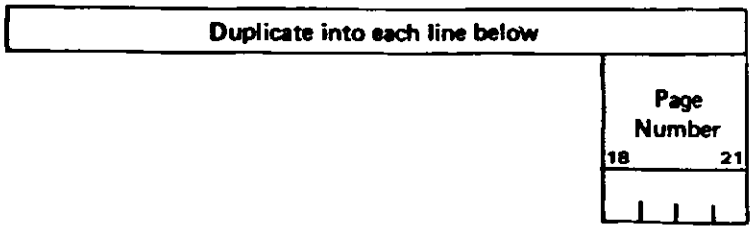


FIGURE 2. Part II-Exposure Data

Data Field: Page Number



Intent

To provide a unique identifying and sequencing number for each Part II form. The Page Number enables the surveyor to refer to any particular entry on the Part II form, and also permits computer verification of completeness to guard against the loss of forms in transit.

Definition

The Page Number is a consecutive sequence number (beginning with 0001) applied to the Part II Survey Forms of a given survey.

Inclusions

Only the numerical values of 0001 through 9999 may be used. All pages must be numbered.

Exclusions

Unnumbered pages are not permitted.

Procedure

1. Arrange the Part II Survey Forms in the sequence of observations made.

2. Apply the Page Number consecutively, beginning with 0001. Because of data processing considerations, the Page Numbers should be applied carefully and accurately.

Data Field: Line Number

Computer Processing	
Line # 22 23	Special Instruction 24 29
0|5	
1|0	
1|5	
2|0	
2|5	
3|0	
3|5	
4|0	
4|5	
5|0	
5|5	
6|0	
6|5	
7|0	
7|5	
8|0	
|	
|	
|	
|	

Intent

To provide a means of identifying each line of data recorded on the Part II Survey Form during a facility walk-through survey.

Definitions

The Line Numbers are used to sequence the data for computer processing, to allow the surveyor to insert additional lines of data, and to permit copying previously recorded data.

Inclusions

Only the numbers 01 through 99 may be used.

Exclusions

Do not use letters, punctuation marks, or other special characters or symbols.

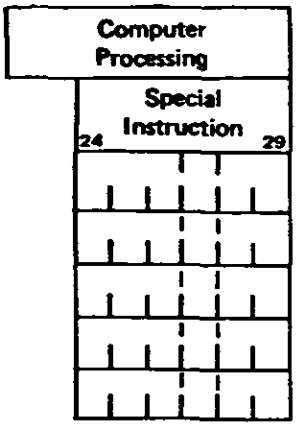
Procedure

Additional survey information may be placed in the proper sequence without using the Insert (INS) special instruction set by utilizing the four "floating number" spaces at the bottom of the page. Interline additions can be made by assigning an appropriate line number for the desired point of insertion. There must be no duplication of numbers on the same page.

Examples:

Two lines of data need to be inserted between lines 50 and 55. The first of the "floating line" spaces will be numbered 51, and the second space 52. The computer will insert this data after line 50 and before line 55. If no insertions are required, the "floating line" spaces can be utilized in the normal fashion. If they are so used, they should be numbered 85, 90, 95, 99 to allow for any insertion later, if necessary.

Data Field: Special Instruction



Intent

To provide for the capability of employing certain techniques and conventions in recording exposure observations; to record information which does not fit into the standard format of Part II; and to employ various options to make the coding effort easier.

Definition

Special instructions refer to a set of instructions and conventions that may be used to (1) describe certain exposure conditions, and (2) specify coding techniques designed to reduce the amount of handprinting required.

Inclusions

This column should only be used for the special computer instructions specified below. The capital letters indicate the instructions, and the lower case letters supply a reference number, as follows:

pppp = Refers to the page number of a Part II form.
ll = Refers to the line number of a Part II form.
nnn = Refers to a special instruction sequence number on the Part II form.

1. TRN = Describes the name of a trade name product.

2. MFG = Lists the name and address of the manufacturer of a trade name product. It must be a part of the TRN special instruction.

3. DST = Lists the name and address of the distributor of a trade name product. It must be a part of the TRN special instruction.

4. NTE E = Provides a note when either (1) a situation or exposure is not entirely known or understood; (2) a trade secret exists; (3) a classified area exists; or (4) the surveyor wants to code an explanation or comment on a particular situation. This statement must be ended with an "E".

5. PRO = Describes the process being performed by a team of
   E workers. This statement must be ended with an "E".

6. PUT = Indicates "product use term." It must be a part of the TRN special instruction.

7. ****** = Indicates "TRADE SECRET" or "END TRADE SECRET" and encloses data to be handled as Trade Secret. Such data is recorded in the Recordable Exposure columns (37-68).

8. CPY = Indicates a copying function. The first ppppll is the START
   ppppll COPY and the second ppppll is the STOP COPY. The copying
   ppppll function will begin with START terminate after processing the STOP ppppll.

9. INS = Indicates that a line or group of lines is to be inserted
   ppppll following some previous lines not necessarily on the same
   E page. After coding the data to be inserted, this instruction set must have coded with it the ppppll after the inserted data. This statement must be ended with an "E".

10. C = Indicates that a line of information represents the continuation of the previous line.

11. E = Indicates that the line of information is the end of a set of related information, and is placed in column 24 on the line following the set of related information.

Exclusions

No codes, other than the ones listed under the inclusions, may be used.

Data Field: Remarks

Remarks

Intent

To provide space for recording additional or special information for which space is not provided elsewhere on the Part II Survey Form.

Inclusions

Brief, precise notes regarding the data on the Part II Form, including:

1. number of shifts worked in the area being observed;

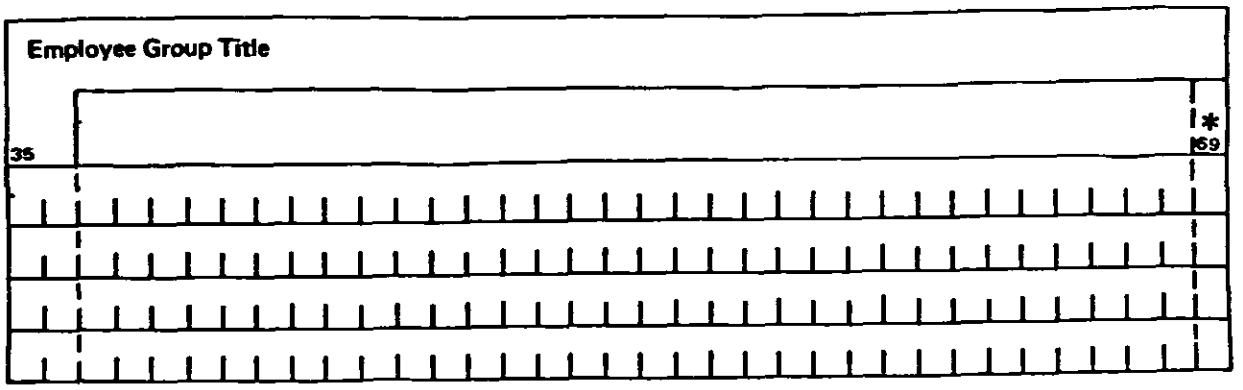
2. presence of contract workers;

3. operations or parts of operations not observed;

4. description of product(s) being manufactured in the area being observed;

5. reminders to the surveyor of special situations observed, or additional inquiries which need to be made of facility personnel or management.

Data Field: Employee Group Title



Intent

To describe in sufficient detail the occupational title that best identifies an employee group.

Definition

Employee group is a general term for one or more employees who can be treated as a homogenous group for purposes of the survey. An employee group is characterized by: identical job titles and exposure to the same agents. If either of these characteristics differ, a separate employee group must be established for the affected employees.

Inclusions

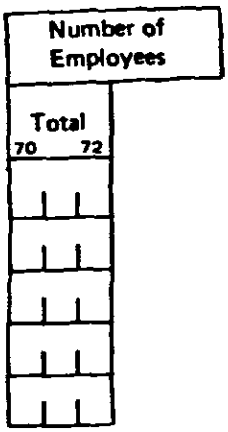
Include sufficient detail in the employee group title to reduce ambiguity regarding the employees' job function. In many cases, this will mean that in addition to the general term describing the occupations (such as welders, fork lift operators, truck drivers, etc.) the type of equipment operated will also be indicated.

Examples: Arc welders, electric fork lift operators, dump truck drivers.

Exclusions

Non-specific and/or insufficiently descriptive group titles should not be used. Since the occupation group titles will be restructured into codes, it is absolutely necessary to be as specific as possible to enable the coders to properly classify a team of workers.

Data Field: Number of Employees - Total



Intent

To quantify the total number of employees (male & female) in an employee group potentially exposed to specific chemical, biological, or physical agents.

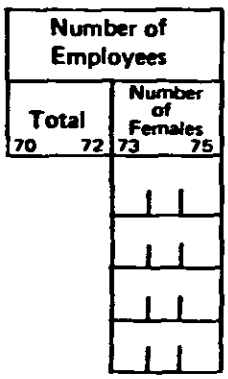
Definitions

Number of employees is the sum of the members of the employee group, regardless of sex, who are exposed to chemical, physical, or biological agents. Employee group is as defined previously.

Procedure

Insert the total number of employees in an employee group who are potentially exposed to chemical, biological, or physical agents.

Data Field: Number of Employees - Number of Females



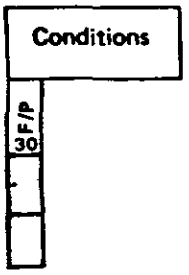
Intent

To quantify only the number of female employees in the exposure group.

Procedure

Insert the number of female employees in the groups potentially exposed to chemical, biological or physical agents.

Data Field: Exposure Duration



Intent

To indicate the approximate length of time per working day that an employee groups is potentially exposed to a recordable exposure.

Definitions

Recordable exposure is defined under Recordable Exposure Name. Exposure duration is the coded abbreviation of the approximate length of time an employee group is potentially exposed to a recordable exposure.

Inclusions

Include only the following codes:

F = Full time	Potential exposure time is greater than 4 hours/day on a daily basis for at least 90% of the company's work year or a standard work year.
P = Part time	Potential exposure time is greater than 30 minutes/week (on an annual average) and not full time or must occur at least once per week for 90% of the weeks of the work year.

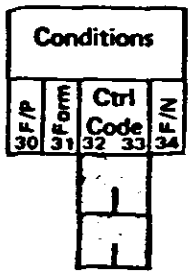
Exclusions

Only the codes listed in inclusions are allowed.

Procedure

The duration code is recorded on the same line as the recordable exposure name. In the case of a continued or multi-line exposure name, duration must be coded on the last line of text.

Data Field: Intended Control Code



Intent

To describe the intended control measures taken to protect the employees at risk to the potential exposures specified.

Definition

Intended control code is defined as a structured, computer-processable code which describes the measures that are being taken to protect the employees. These codes can be utilized to describe control of an occupational safety or health hazard.

Inclusions

Appendix C, Intended Control Codes, presents the allowable codes that may be entered in these spaces of the Part II form.

Exclusions

Codes other than the ones presented in the Intended Control Codes list are not to be used.

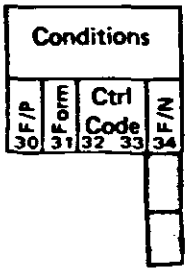
Procedure

The proper Intended Control Code is selected and entered from Appendix C.

The control code is recorded on the same line as the recordable exposure name. In the case of a continued exposure name, the control code must be coded on the last line of text.

Codes used to describe multiple controls associated with a potential exposure are entered on subsequent lines. All other fields are left blank.

Data Field: Functioning/Non-Functioning (F/N)



Intent

To record whether the intended exposure control is functioning as designed.

Definition

Functioning/Non-functioning refers to whether the intended control measure is providing an appropriate level of protection from a potential exposure.

Inclusions

The code F = indicates a functioning potential exposure control measure.

The code N = indicates a non-functioning potential exposure control measure.

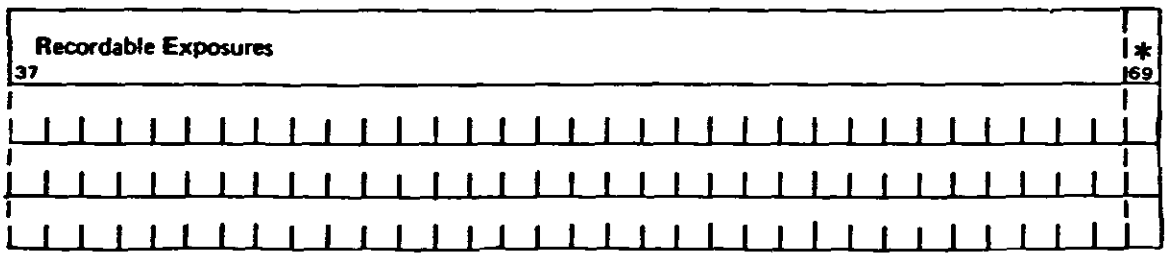
Exclusions

Only the letters F or N may be used.

Procedure

Select the codes F or N and insert in the space provided. All control types with the exception of "NC" (no-control) will be either functioning or non-functioning.

Data Field: Recordable Exposure Name



Intent

To describe, as specifically as possible, the recordable name of the chemical, physical, or biological potential exposure(s) observed.

Definition

Recordable exposure name refers to the specific name of a chemical, physical or biological agent to which one or more employees are potentially exposed in the facility. The product name and the manufacturer or distributor of a tradename product within a tradename (TRN) set may be used in lieu of a specific exposure name. A potential exposure-causing situation may be described if accompanied by the NTE special instruction. A process may be defined if accompanied by the PRO special instruction.

Inclusions

Include the precise name of a recordable potential exposure. Always use the most specific information available to describe a potential exposure. Examples of precise names are as follows:

1.	Potential chemical exposures:	Cadmium oxide 2-Butanone Asbestos	Benzene Titanium dioxide Lead
2.	Potential physical exposures:	Continuous noise Infrared radiation Whole body vibration	
3.	Potential biological exposures:	Polio virus Tapeworms	Blood (human) Muscle tissue (hamster)

Exclusions

Vague, non-standard, or colloquial terms must not be used to describe a recordable exposure (e.g., Mineral dust, Abrasives, Paint thinner, Noise, Vibration).

Procedure

1. Potential chemical exposures. The name selected to describe a potential chemical exposure should unambiguously describe the potential exposure situation. The specific chemical name or formula, such as carbon tetrachloride, H_2SO_4, penicillin, benzene, or trichloroethylene should be used.

2. Potential physical exposures. The most common physical hazards are continuous noise, whole body vibration, and infrared radiation. The proper identifier for the potential exposure should be printed legibly in the space provided.

3. Potential biological exposures. Potential exposures to viral, rickettsial, bacterial, fungal, and parasitic organisms are potential biological exposures. Potential exposures to tissue, blood, and waste products of biological organisms (i.e., in medical laboratories) are also potential biological exposures.

4. Product Use Term. When the recordable potential exposure is in the form of a tradename product, the use, function, or purpose of the tradename product (such as "solvent" or "degreaser") is coded in the recordable potential exposure name field after the product (TRN) and its manufacturer or distributor (MFG/DST) have been coded. The acceptable product use terms are listed in Appendix E. If the product is manufactured in the plant, and if you cannot determine its use, function or purpose, the Produced-In-Plant (PIP) notation should be entered in columns 37-39 on the same line as the PUT statement.

5. Text Information. (In conjunction with Special Instructions). The Special Instructions capability is used in conjunction with the recordable Exposure Name to code potential exposures that do not fit into the conventional categories of chemical and biological substances, physical conditions, or product use terms. In addition, it is also possible to use the Special Instructions capabilities to short-cut the recording of repetitive potential exposure information.

The Special Instructions serve six major functions:

1. To code potential exposures to substances for which chemical compositions are unknown. The special instructions TRN, MFT, and DST fall in this category.

2. To automatically duplicate information recorded elsewhere on the Part II forms. The special instruction CPY may be used to duplicate previously recorded information.

3. To insert lines which are inconvenient to insert using floating line numbers. The special instruction INS is used for such purposes.

4. To code information in free-form text to clarify a potential exposure situation or industrial process. The special instructions NTE and PRO are examples of free-form text coding.

5. To code the product use term associated with a tradename product. These terms are used in conjunction with the special instruction PUT.

6. To indicate that certain areas of the plant, processes within the plant, or the use of specific agents are to be handled as trade secret. The special instruction "******" is used for this purpose.

The instructions C (Continued) and E (End) are used in connection with the special instructions to overcome writing space restrictions and indicate the termination of a given special instructions set. An asterisk(*) must be placed in column 69 preceding any continuation line.

The use and formats of the various special instructions are as follows:

1. Tradename Statement Set: Manufacturer Statements (MFG)
   Distributor Statements (DST)
   Tradename Statements (TRN)
   Product Use Terms (PUT)

Inclusions

When a surveyor sees a commercial tradename product being used in the workplace, he or she will often have no idea of the components of the product.

Part of the NIOSH procedure for determining product ingredients and the potential exposures resulting from the use of this product necessitates the recording of the name of the manufacturer or distributor of the product and the full address, if available. Manufacturer or distributor data is usually found on the label attached to the product container. In some cases it may be necessary to inquire at the facilities' purchasing department for this information.

The original definition of tradename must consist of the special instruction MFG or DST followed by a product name or tradename with the special instruction TRN and at least one product use term record with the special instruction PUT. The tradename and manufacturer/distributor records can be continued with the use of the special instruction C. The product use term record can also be continued with the conditions recorded on the last line of the term.

The "product use term" (PUT) coded within the tradename set must be contained in the product use term file against which incoming data is edited. Duration and control data including functional or non-functional notation must be recorded also. Any multiple controls will be coded on the lines following the product use term.

A numbered TRN record with no product name is a recalled tradename. When a tradename is recalled, the original definition of the tradename set having that same group of numbers is assumed to be present within that specific facility survey. If the surveyor has reason to change the duration of control recorded in the original definition of the tradename set, he may do so by recording new condition information on the same line as the recalled TRN. This is called "overriding." When conditions are overridden, the original definition (i.e., tradename description, MFG or DST description and product use term) of the tradename set is recalled, but the new information on duration and control supersedes the corresponding information from the original numbered TRN record.

When the surveyor sees a group of tradename products distributed or made by the same company, that are, in his opinion, used for the same purpose, such as cleaning compounds, he may record them in a "shortcut tradename set." The shortcut tradename set allows the surveyor to record a series of tradename products made or distributed by a single company in a string before recording the product use term.

If, within a shortcut tradename set (explained above), there are tradenames with numbers, they may be recalled later by coding TRN with the appropriate numbers. However, when the recall feature is used on a shortcut tradename set only the numbered tradename, manufacturer, or distributor and the product use terms are recalled, not the entire tradename set. (Product use terms within a shortcut tradename set apply to all the tradenames in that set).

Formatting Special Instructions

MFG Code name and address of manufacturer (code "$" as delimiter between all elements such as name, address, division name, multiple cities and states and/or zip codes). At least two $'s must be coded. A MFG or DST special instruction may be numbered in columns 27, 28, and 29 for recall to avoid writing out all the pertinent data when the same MFG or DST is observed in another location.

DST Code name and address of distributor (code "$" as delimiter between all elements such as name, address, division, etc.). Record all information available, including division name, multiple cities and states and/or zip codes. At least two $'s must be coded.

TRN Code name of product. Record all information available including batch numbers and pigments. If the product is an aerosol, indicate such by coding "(AEROSOL)" at the end of the name given on the label. As for the special instructions MFG or DST, a TRN may be numbered for recall.

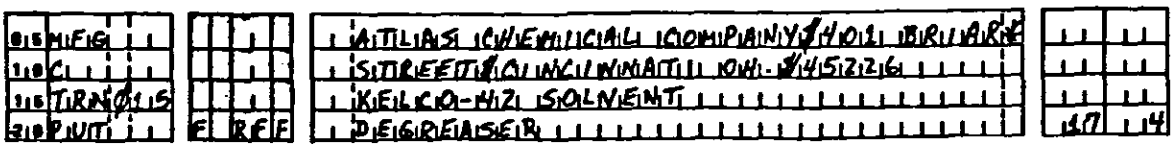
PUT Product use term. Record the term from the product use term list which most closely describes the observed use of the product. (See discussion of PUT term).

As shown in the following examples, the codes MFG or DST are recorded in columns 24-34 of the Part II form, and the identification of the MFG or DST is coded in columns 37-68.

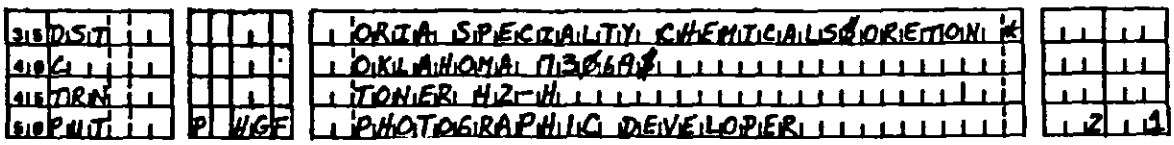
Special Notes: Identifier information regarding DST's or MFG's must be recorded exactly as they are presented on the product label, with elements separated by $'s. Each DST or MFG set must contain at least two $'s. If the city of location for the DST or MFG is unknown, this fact must be recorded. It is also essential that the surveyor record the tradename exactly as it is given on the product container or provided by facility personnel.

Examples:

A. MFG



B. DST



Exclusions

Tradename sets may not contain a CPY special instruction nor may they contain NTE or PRO statements sets.

2. The Note Statement (NTE)

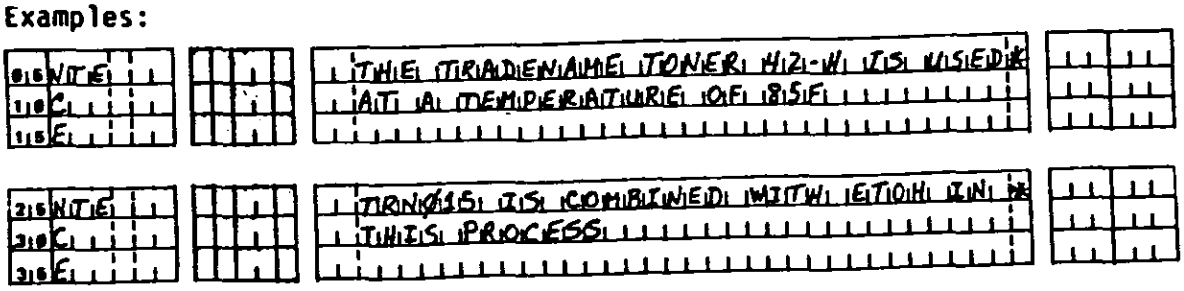
Inclusions

When a surveyor sees a situation which requires comment, a note statement set is used.

The surveyor codes NTE in the special instruction field and on the same line enters a prose description, comment or note statement in the recordable exposures field. If additional lines are needed, an asterisk "*" is placed in column 69 and on the next line, a "C" is coded in column 24 of the special instruction field. The alphabetic text of a note statement set is not edited. A note statement set must have an "E" coded in the special instruction field on the line following the prose description.

Note statement sets sometimes do not stand alone--they may refer to preceding or subsequent potential exposures or special instruction definitions. For example, to code special instruction about a TRN, the surveyor refers to the TRN within the text of the note statement. This can be done by referring to the tradename by numerical designation, if the TRN has been previously defined. A NTE statement may be contained within an INS set. (See examples.)

Examples:



Exclusions

The NTE statement set may not contain a CPY or PRO special instruction set nor can a NTE statement be numbered for subsequent recalling. Tradename sets cannot be contained within a NTE statement set as a special instructions. A NTE statement may not be contained within a TRN or NTE set.

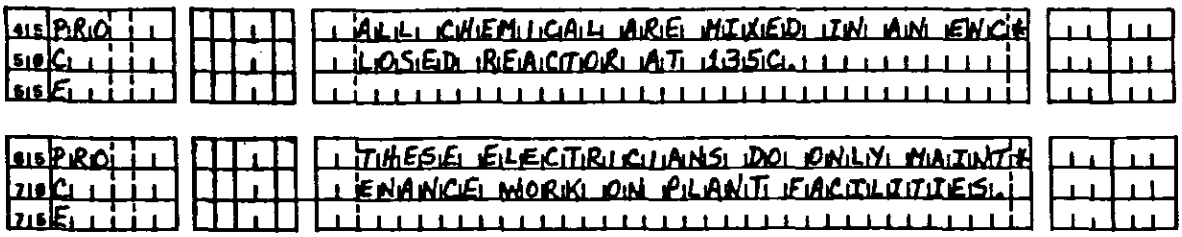
3. The Process Statement (PRO)

Inclusions

When the surveyor wants to code information about a particular industrial process or steps in an operation, a process statement set is used.

The surveyor codes PRO in the special instruction field and a prose description in the recordable exposures field. If additional lines are needed, an asterisk "*" is placed in column 69, and on the next line, a "C" is coded in column 24 of the special instruction field. The alphabetic text of a process statement set is not edited. A process statement must have an "E" coded in the special instruction field following the last line of text. Process statement sets can refer to employee group titles in the body of the text.

Examples:



Exclusions

The PRO statement set may not contain any other special instruction set nor can PRO statement sets be numbered for subsequent recalling. A PRO statement may refer to any previous or subsequent information by referring to the data within the text of the PRO.

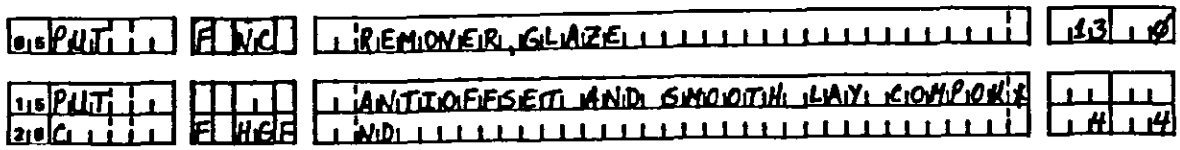
4. The Product Use Term (PUT)

Inclusions

The Product Use Term (PUT) is a necessary element of a Tradename Set. It serves the purpose of describing the use of the product as observed during the survey. It also serves as the concluding element of a Tradename Set.

Only those PUT terms stated on the "NOES Product Use Terms" list provided are to be utilized within the Special Instruction "PUT". Note that "PUT" is coded in columns 24-26, conditions of exposure are coded in columns 30, and 32-34, and the narrative is coded in columns 37-68. A PUT statement may also be continued, as shown in the following examples.

Examples:



It is recognized that the initial PUT list may not cover all possibilities. To allow for this, a procedure for proposing an additional or "candidate" term has been developed. The procedure is as follows:

A. Determine that no term on the PUT list adequately describes the observed use of the tradename product.

B. Find the term on the PUT term list that most clearly matches you observation of tradename product use.

C. Code a "#" sign after the PUT term that most closely matches your observation, then code the term which you wish to nominate as a candidate for addition to the initial PUT list.

Exclusions

No term other than those contained in Appendix E will be acceptable, except as detailed in the candidate term procedure.

5. The Trade Secret Statement

Inclusions

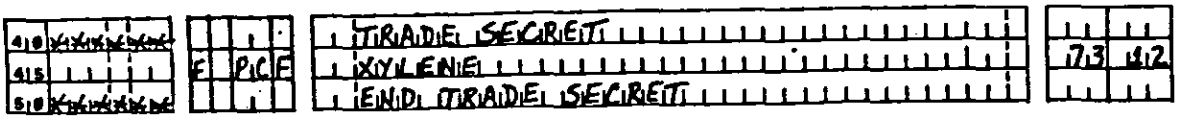
The Trade Secret Statement set is utilized to provide complete confidentiality for data considered to be trade secret. When using this format, the surveyor shall record the trade secret data separately from the rest of the survey walk-through observations. Upon receipt, survey headquarters will physically separate the trade secret data and apply the special security measures of separate storage and automation to assure confidentiality.

Trade secret data may include product use, product formulation, process data, or any other information which is considered to be confidential by the facility management.

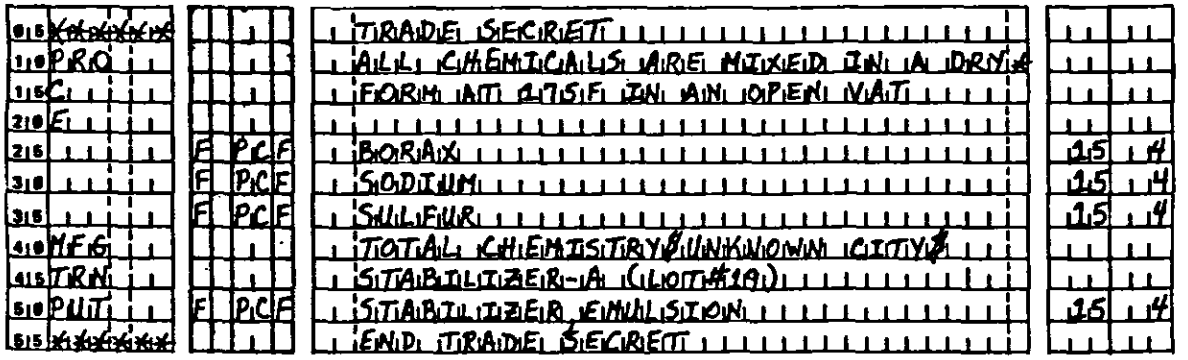
The Trade Secret Set is encoded by asterisks in columns 24-29 and "TRADE SECRET" in columns 37-48. Following this line, all data considered Trade Secret is fully encoded in normal fashion. At the conclusion of the set of Secret data, asterisks are again encoded in columns 24-29 and "END TRADE SECRET" in columns 37-48. Normal survey coding will then resume on the following page.

Examples:

A. The facility management views their use of xylene in specific process as Trade Secret information.



B. The facility management views the description of a process (the PRO statement), and the chemicals used as Trade Secret information.



Exclusions

The Trade Secret Set:

1. May not contain numbered (recalled) TRN, MFG, or DST.
2. May not include a CPY, INS or short-cut TRN set.
3. May not be included in the range of a CPY, INS or NTE.
4. Must be the only data (except for survey data, facility number, and page number) on that page of the survey.

6. The Copy (CPY) Special Instruction

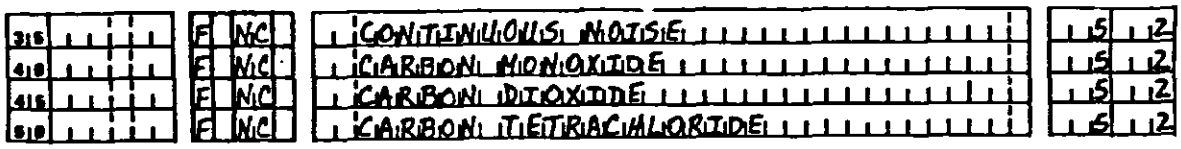
Inclusions

The copying operation will begin with the first page and line number coded under the CPY statement and include the last page and line number coded under the CPY statement. If any part of a special instruction set is to be copied, the entire set must be copied or a coding error will result. Any inserted data falling within the range of the CPY will be copied.

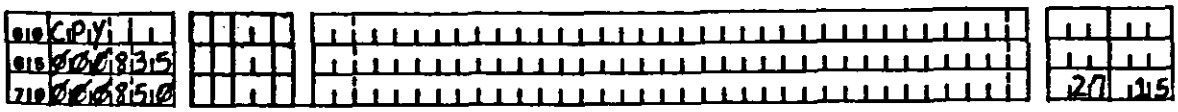
If the surveyor wants to change the conditions under which the previously defined data was recorded, it may be done by coding the new information on the "stop copy" line. However, a change in any condition code requires that all condition data be re-recorded, and the new codes applied to all exposure data falling within the range of the CPY statement. A CPY statement may be inserted, using the INS special instruction.

Examples:

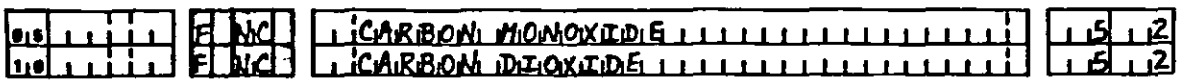
A. The original data (from survey page 8) shown immediately below is copied on a following survey page. The conditions of exposure are identical in this case.



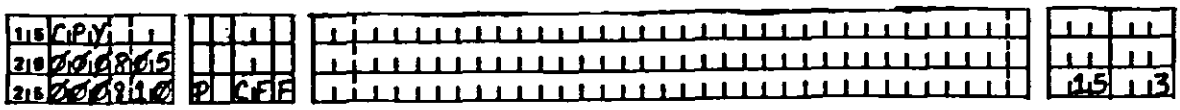
copied as:



B. The original data (from survey page 8) shown immediately below is copied on a following survey page. The conditions of exposure are different.



copied as:



Exclusions

No other information can be contained within a copy statement set. A CPY must refer to previously defined potential exposure lines or special instruction sets. Employee group titles may not be copied. The CPY range may not contain another CPY statement set. Neither may a CPY statement set be contained in tradename sets or NTE special instruction sets.

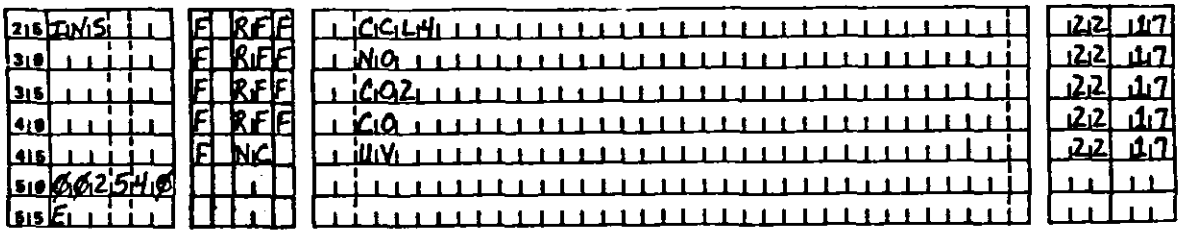
7. The Insert (INS) Special Instruction

Inclusions

The INS special instruction is used in the same manner as the "floating line". Its purpose is to place data on the proper page of a survey in those cases where data was inadvertently not coded or was later discovered to be relevant to an already coded situation. The INS special instruction may be used only to insert data after the previously coded lines of a particular Part II form.

Example:

To insert potential exposure to CCL4, NO, CO2, CO and UV after line 40 on page 25:



8. The Continuation Statement

Inclusions

Since certain information (such as a chemical name) may contain more than 32 characters it is necessary to provide for the proper encoding of such data.

The continuation statement consists of:

A. An asterisk in column 69, indicating that the information on that line is continued on the following line.

B. A "C" in column 24 of the line following the asterisk, indicating a continuation of the data on the previous line.

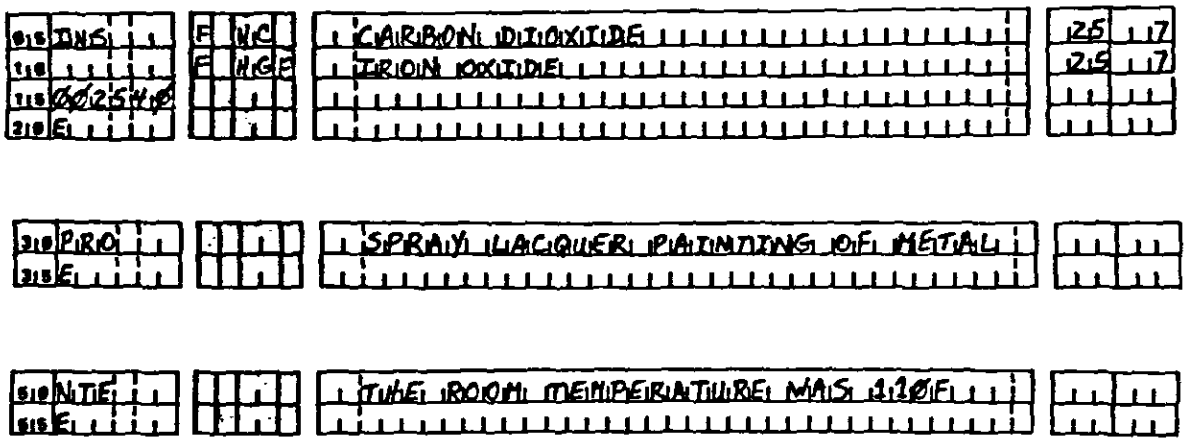
Example:

9. The End Statement (E)

Inclusions

It is necessary to provide a special instruction which will terminate certain special instruction sets, so that data are handled in accordance with surveyor observations. Thus, INS, PRO, and NTE statements must be ended with an "E" in column 24 following the set of related information.

Examples:



Exclusions

The copy (CPY) statement is self-ending.

Special Comments

This section contains further examples of proper PART II encoding format for both routine and special situations, as well as instructions relating to overall survey procedures.

A. General

1. Strive for consistency and legibility in character formation to facilitate keypunching and minimize errors.

2. Erasures must be complete--no single-line strikeouts, no writeovers. Do a complete blackout and go to next line or page.

B. Control Data

1. Zero-Fill - The computer program will zero-fill leading blanks on elements for data, page number, line number start/stop CPY reference lines, insert reference line, total number of employees, and number of females. The computer program does not zero-fill leading blanks on TRN, MFG, DST Suffix (identifiers or sequential) numbers.

2. Facility ID - The ID number is on the sample facilities list provided to surveyors in the field. The number must be duplicated in its entirety on each form.

3. Facility Surveyed by Multiple Surveyors -

   a. Each surveyor records his/her ID on that portion of the survey work he/she completes.

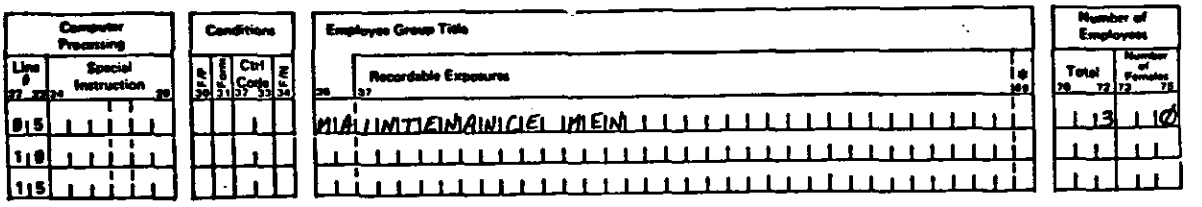
   b. The date is the day the survey started, and does not change if the survey takes several days.

   c. Each surveyor uses a separate, defined block of numbers for pages, MFG, DST, TRN.

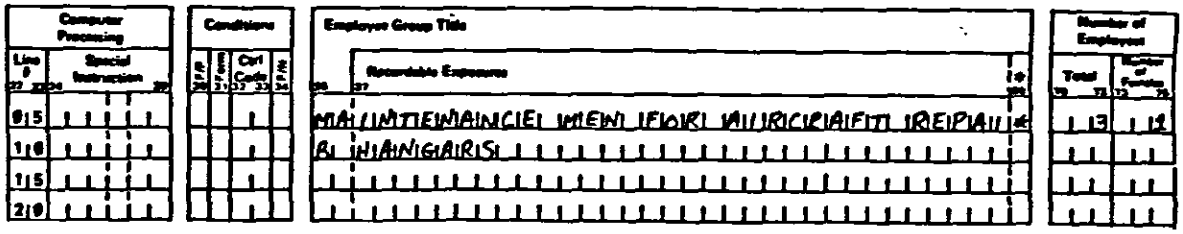
   d. Each surveyor completes an individual Part III form for his/her time.

C. Occupational Titles

1. The first record on the first page of any facility survey must be an occupational group title, (which is free text) except if a trade secret designation is being used. An example is:

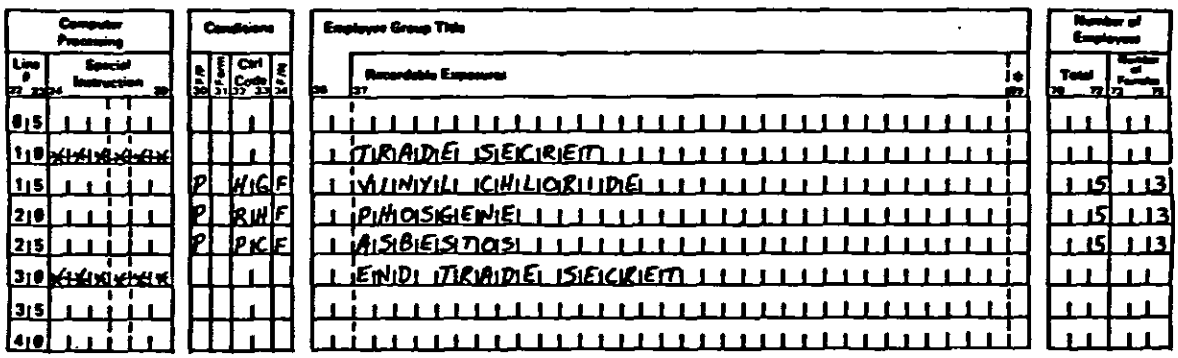


2. If any occupational title must be continued, the number of people is always on the first line, and the format is:



D. Trade Secret Data

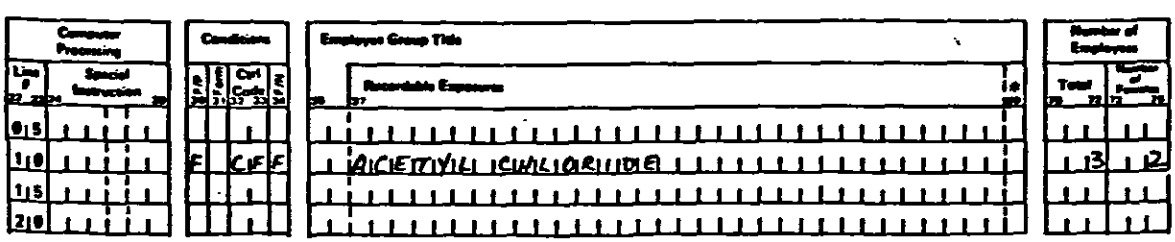
3. "Trade secret start" and "trade secret end" encompasses only that data which are trade secret. Trade secret designation for a block of data is also shown as:



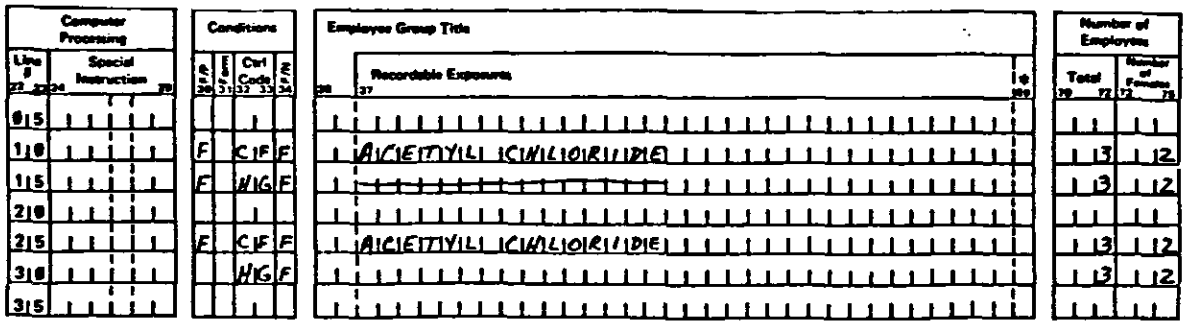
Note: Only trade secret information should be entered on the pages(s) containing classified data designated by the facility management. Any data within the trade secret statement may not be copied or recalled - this means that no suffix numbers for MFG, DST, or TRN are permitted within a trade secret designation. Additionally, no special instructions such as CPY or INS are permitted within a trade secret set.

E. Coding Potential Exposure Agents

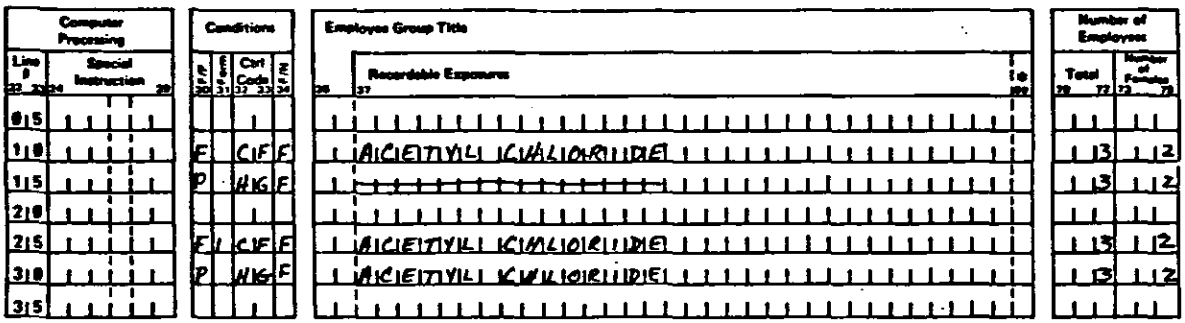
1. A single-line agent, one control and one duration, is shown as:



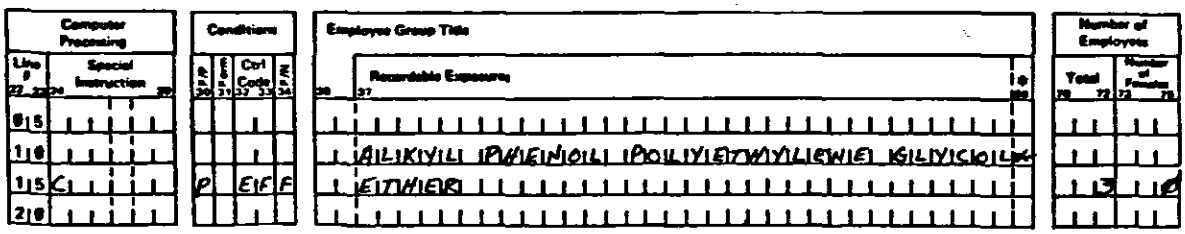
2. A single-line agent, multiple control and single duration, can be coded in either format that follows:



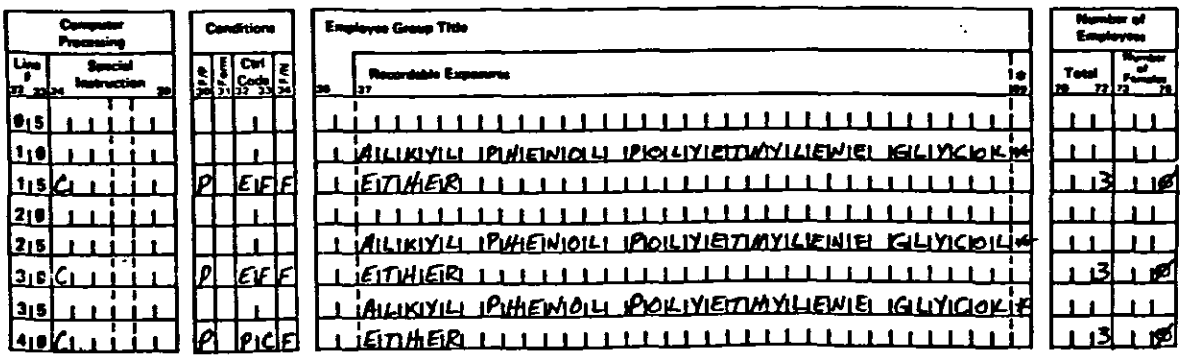
3. A single-line agent, multiple control and multiple duration, is coded as shown in either example below. A single horizontal line in columns 37-68 indicates a repeat of the preceding line. Do not start a page with this notation, as there is no preceding line on that page. (Data entry operators do not necessarily see the survey forms in page-sequential order.)



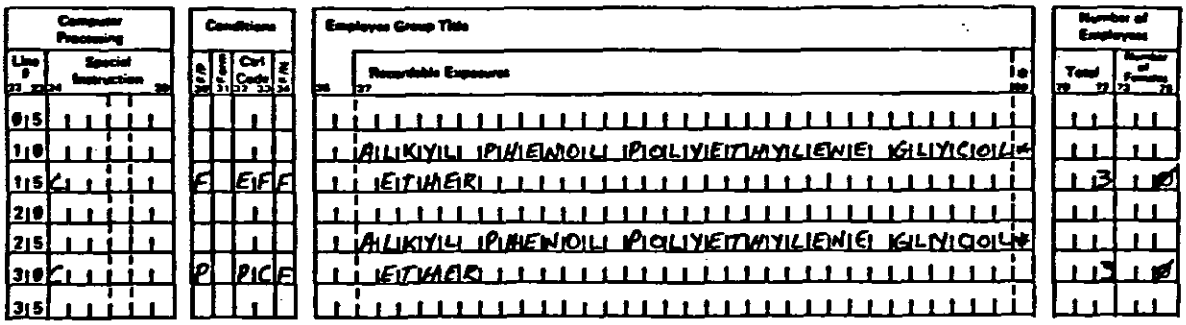
4. A multiple-line agent, single control and single duration, is shown as:



5. A multiple-line agent, multiple control and single duration, can be shown in either format illustrated:



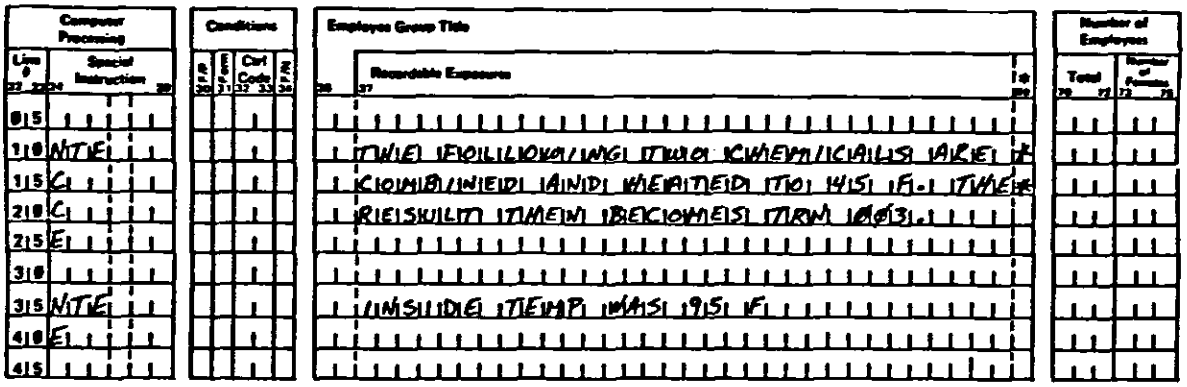
6. A multiple-line agent, multiple control and multiple duration, would be shown as:



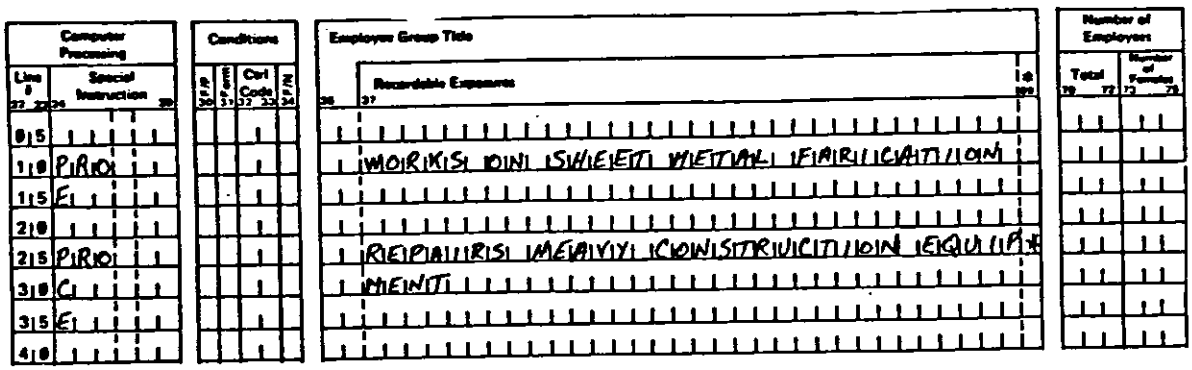
Note: The number of employees to which the conditions apply is on the same line as the conditions data and the "C" statement. Also note the space at the beginning of the second line to reflect the space between portions of the chemical name.

F. Special Instructions Set

1. A Note (NTE) statement is free text. The NTE statement may occur anywhere on the survey form except within a TRN, PRO, or CPY set. It may be contained in an insert (INS) set. The text is not edited. Remember to close with an end (E) statement. You may refer to a defined TRN in a NTE statement. The only special instruction allowed between NTE and E is a continue (C) statement. The structure is:

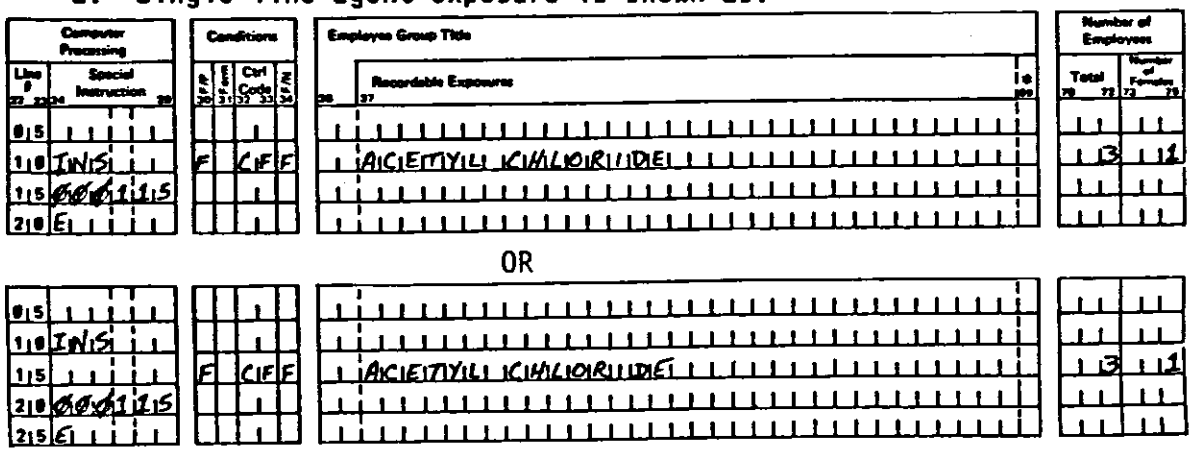


2. A Process (PRO) statement is free-form text. The PRO statement may be used anywhere on the survey form except within a TRN, NTE, or CPY set. It may be used within an insert (INS) statement. The text is not edited. Remember to close with an E. A tradename cannot be defined in a PRO statement, it can only be referred to. The only special instruction allowed between PRO and E is a continue (C) statement. A PRO statement example is:

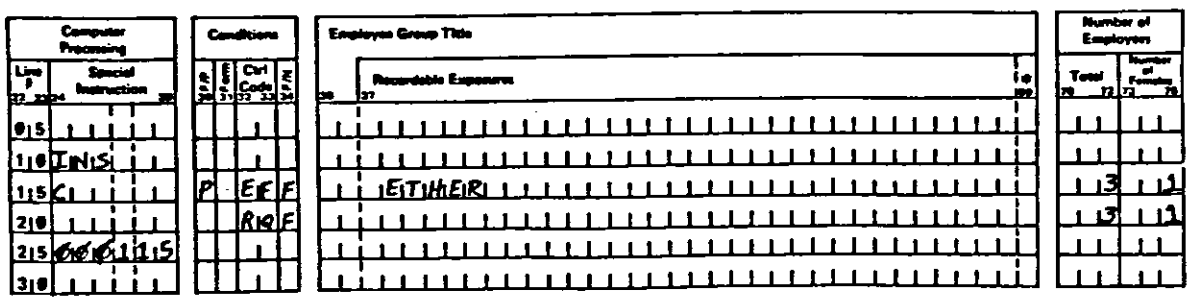


3. The Insert (INS) statement structure for:

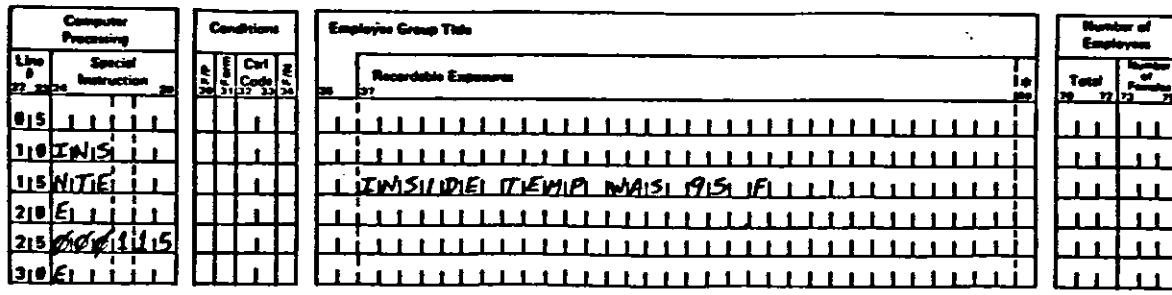
a. Single-line agent exposure is shown as:



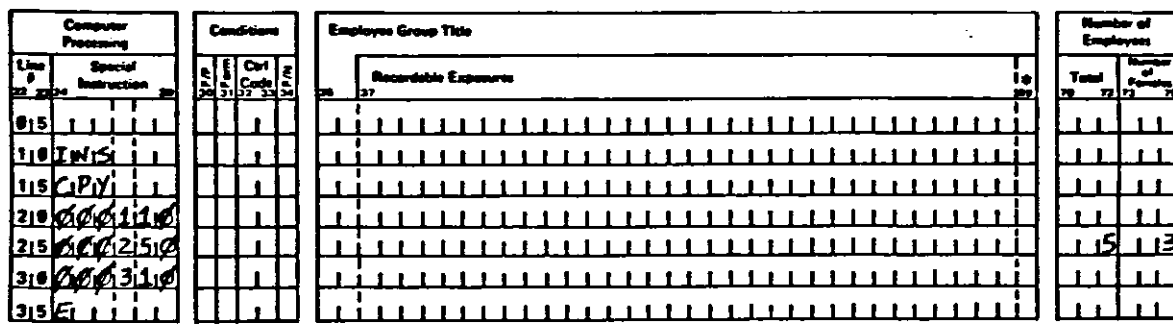
b. Inserting a partial structure. The data inserted does not need to be a complete set. It can be used to correct an omission as shown:



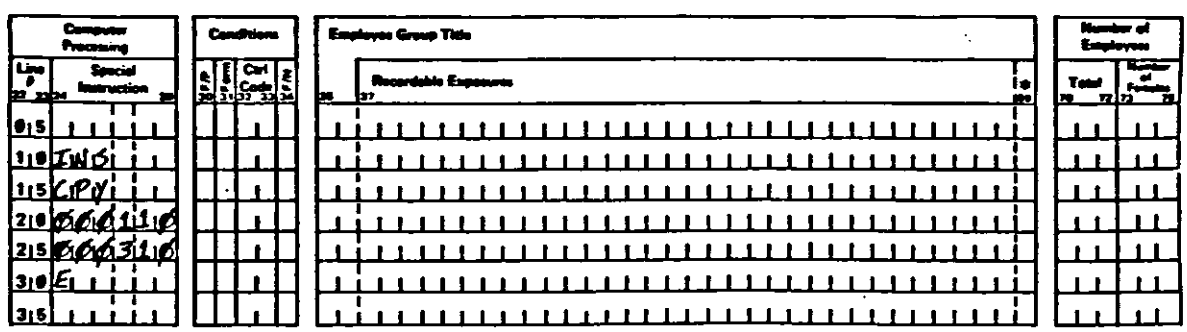
c. Inserting a NTE statement requires an E to end the NTE statement, and the necessary E to end the INS statement as illustrated:



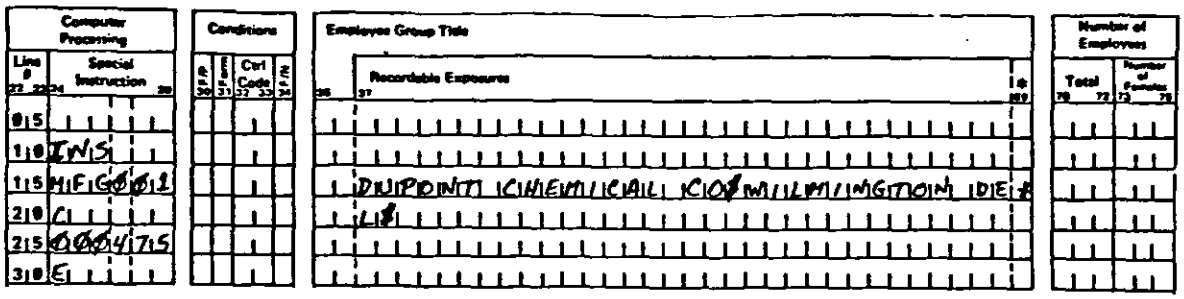
d. Inserting a copy statement, as shown below requires a copy start, copy stop, insert point, and E. The instruction reads, "copy data from page 1, line 10 through page 2, line 50, and insert it following page 3, line 10", (applying to 5 people, 3 of whom are female).



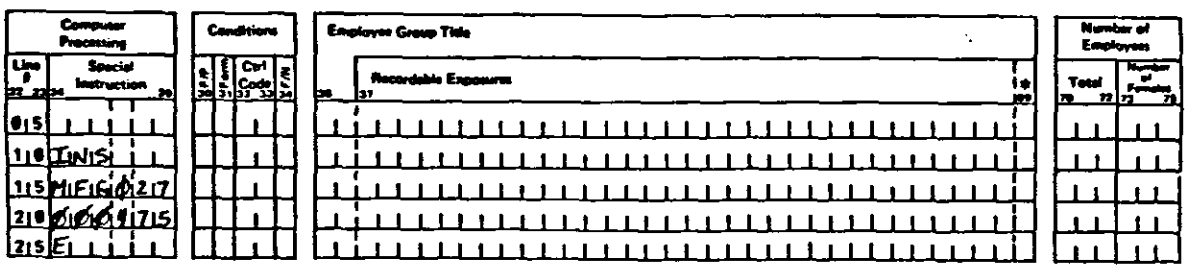
e. Inserting a partial copy allows for correction of the first two lines of the previous example if these data had been forgotten during initial coding of a copy statement. The insert would be encoded as:



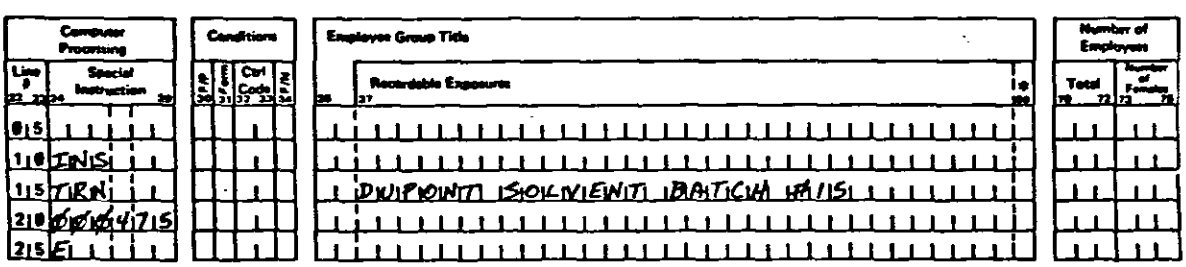
f. Insert a partial TRN set. Insert the MFG of a TRN set as follows:



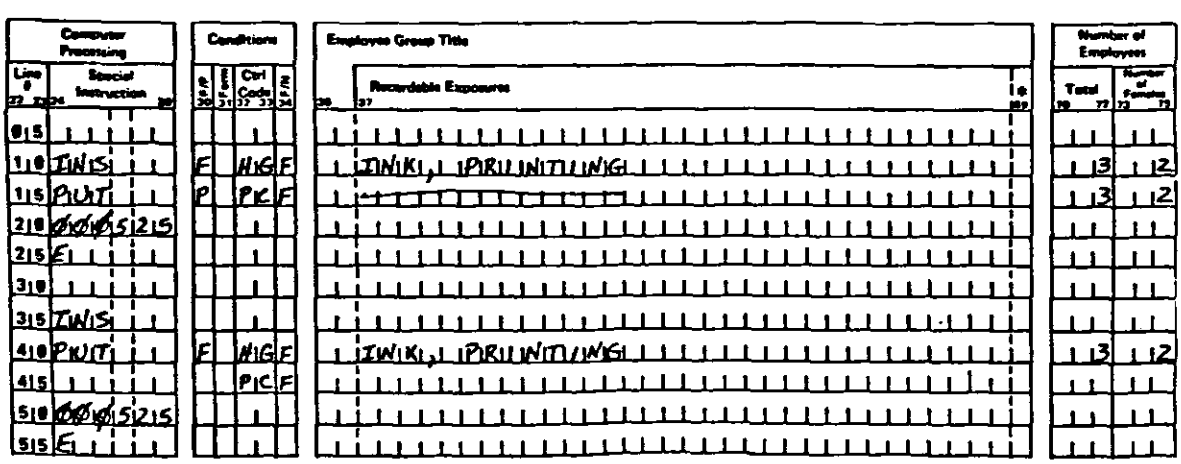
g. Insert a recalled or previously defined MFG. Message reads "insert MFG027 following line 75, page 4, END." Shown as:



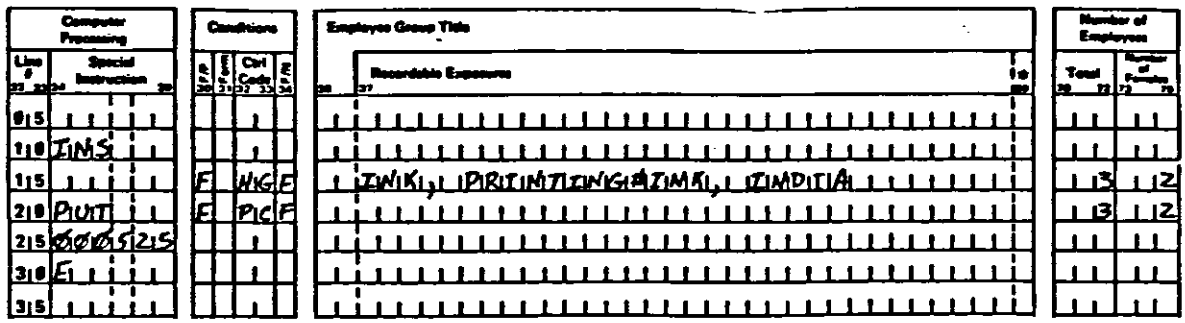
h. Insert a TRN definition. Message reads, "insert TRN Dupont Solvent Batch #15 following line 75, page 4." Note: This defined TRN cannot be referenced or recalled unless the original TRN special instruction includes the necessary 3-digit code number. The encoding would be:



i. Inserting a multiple control "PUT" code, shown as:



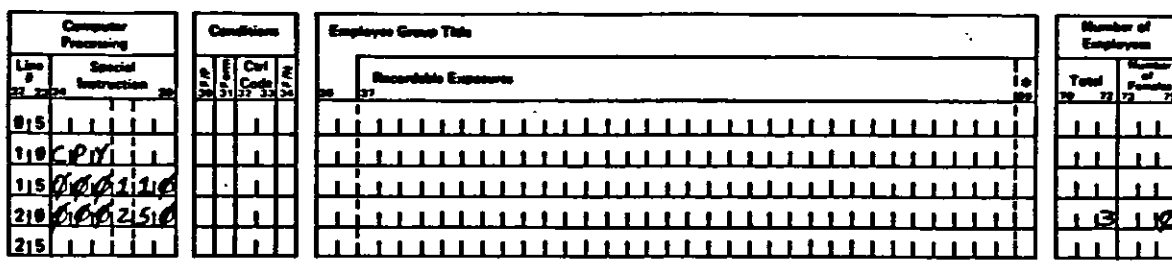
A PUT insert with an example of a "candidate" PUT term suggestion is shown as:



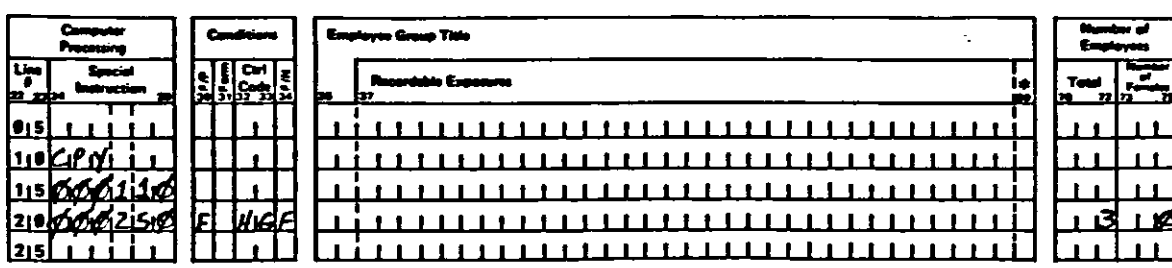
Note: You may not insert an INS statement. You may not insert an occupational title - if you forget an occupational title use the floating line numbers or re-copy the page. (Occupational code is a key element in programming.)

4. Copy statements

a. To copy previously coded data, without change - the message reads, "copy from line 10, page 1 through and including line 50, page 2," is encoded:

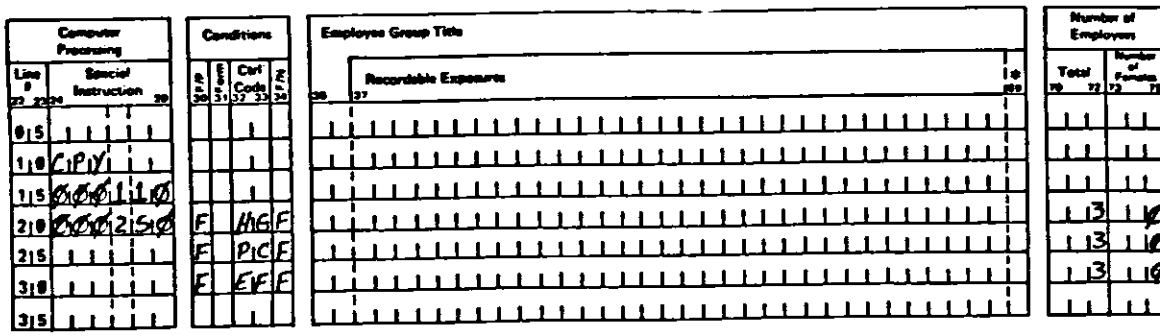


b. To copy previously coded data with overriding conditions - the message reading, "copy from line 10, page 1 through and including line 50, page 2," is illustrated as:



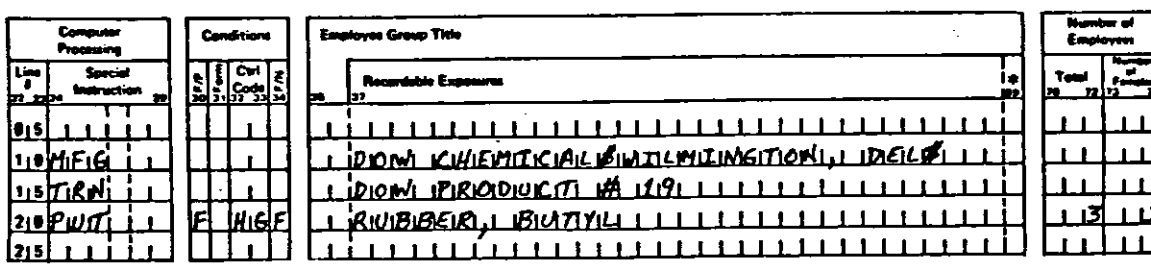
Note: Overrides must be fully coded for all conditions. If a special instruction set falls within the range of the copy statement, the statement set being copied must be complete. Any inserted data falling within the copy range will be copied. You may not copy an occupational title.

c. To copy previously coded data with multiple overriding conditions - the message reading, "copy from line 10, page 1 through and including line 50, page 2, and apply all listed exposure conditions to each agent cited for the number of people cited," is shown:

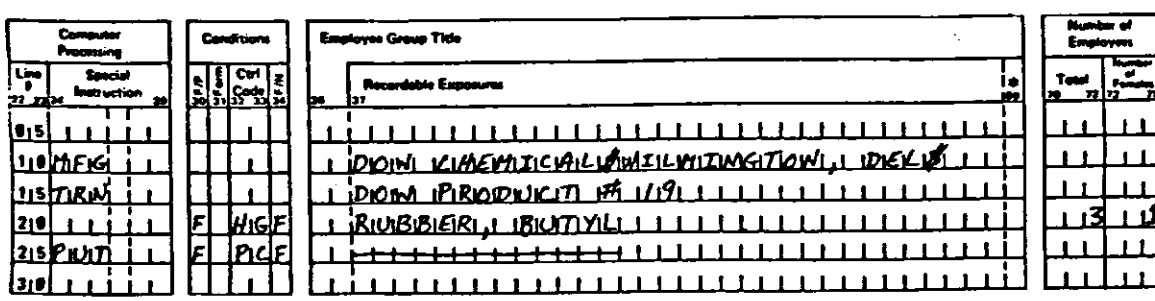


5. MFG or DST Sets

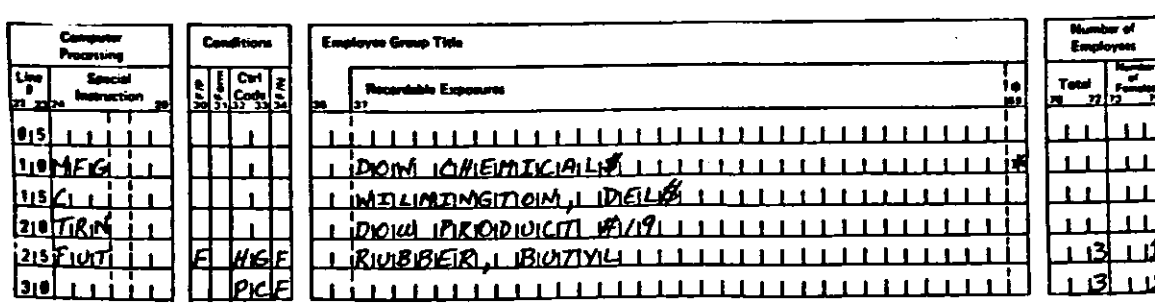
a. Single condition exposure to a single agent:



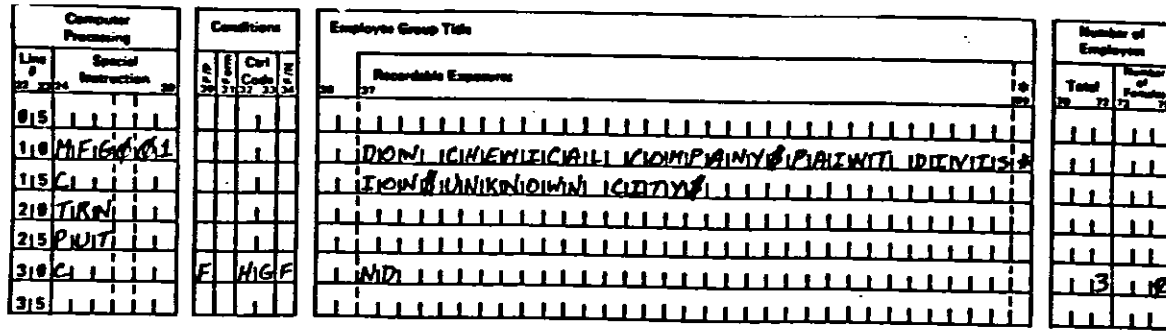
b. Multiple condition exposure to a single agent:



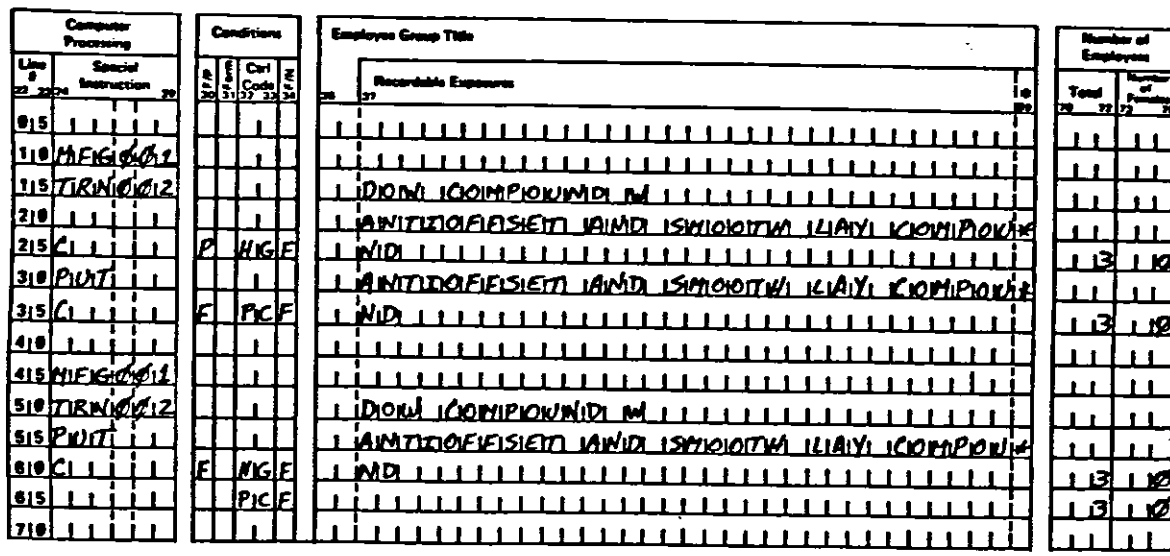
c. Alternative format for multiple condition exposure to a single agent:



d. Multi-line MFG, TRN definition, and multi-line PUT Term, single condition of exposure:

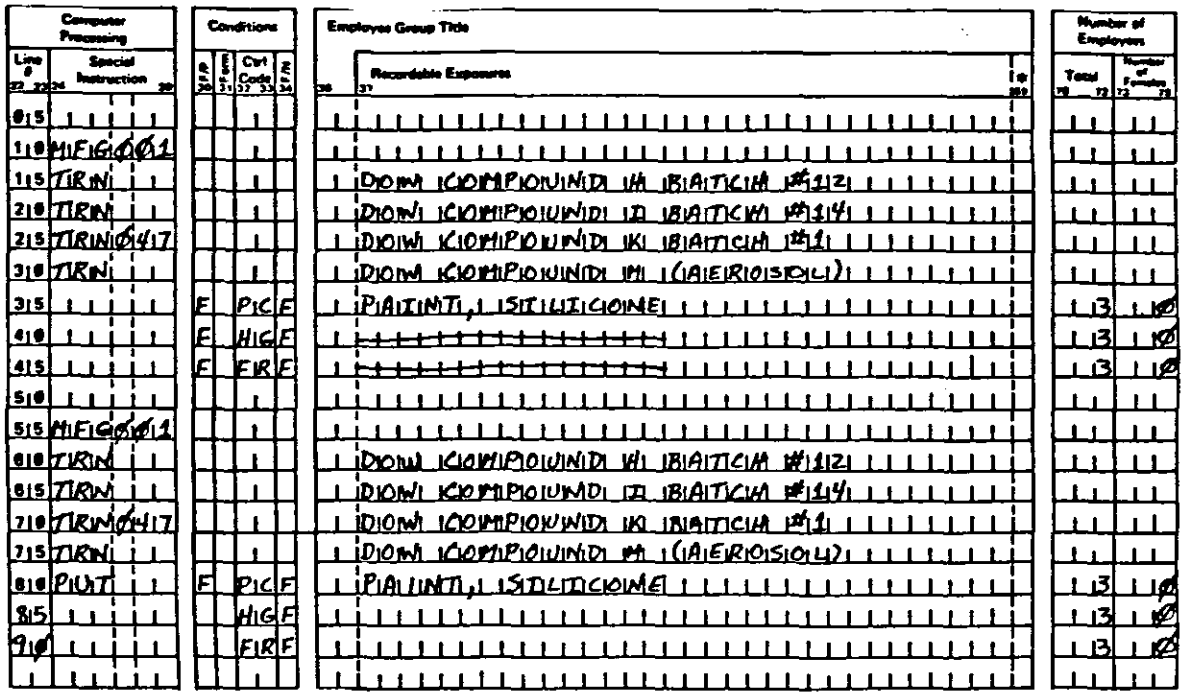


e. Recalled or referenced MFG, defined TRN, nested double line PUT and conditions, and concluding double line PUT showing two exposure conditions is shown as:



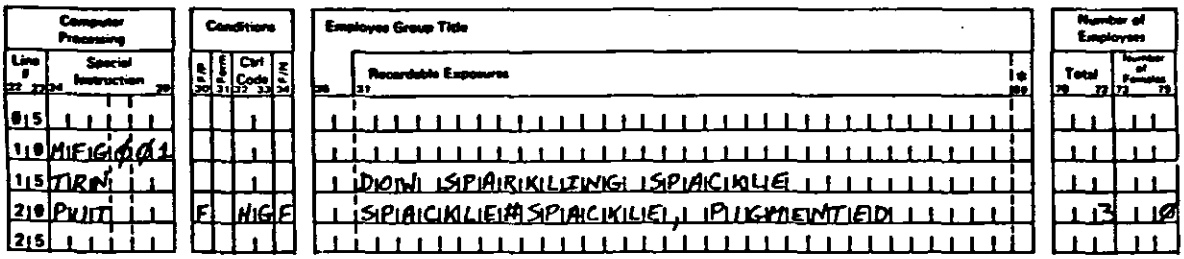
Note: These two examples convey the same information in alternate formats.

f. Two alternative ways of saying that four products made by the referenced manufacturer, with the same product use, are recordable exposures under three separate sets of conditions. This is a Shortcut Tradename Set and is illustrated as:



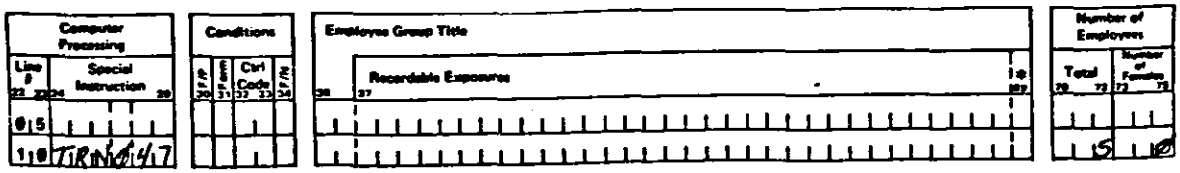
Note: One TRN is numbered for recall purposes.

g. Single condition exposure to a product, containing a suggested addition ("candidate term") to the PUT list is encoded:



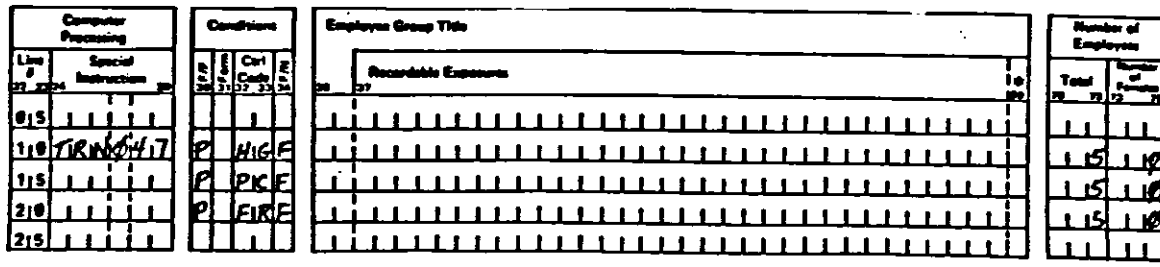
Note: The first term on the PUT line is the original PUT term which is as close to the desired term as possible, and the second is the suggested addition or "candidate".

h. A recalled TRN with no overriding conditions of exposure would appear as:



Note: You can leave conditions blank if no condition overrides are desired, but never leave the number of employees columns blank.

i. A recalled TRN with multiple condition overrides is:



Note: Any condition line (even if inferred) must contain a number for people exposed.

FIGURE 3. Part III-Surveyor Assessment

NATIONAL OCCUPATIONAL HAZARD SURVEY II

PART III – Surveyor Assessment

1. Revision Code [2] [1] [6] (1, 2, 3, 4)
2. Surveyor I.D. [ ] (5)
3. Date Survey Started [ ][ ] / [ ][ ] / [ ][ ] (6, 7 / 8, 9 / 10, 11) (MO./DAY/YR.)
4. Facility ID Code [ ][ ][ ][ ][ ][ ] (12, 13, 14, 15, 16, 17)
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
6. Was this facility drawn from the "replacement facility pool?" (19)
   - 1 Yes
   - 2 No
7. Number of Part II forms completed as a result of this survey?

   [ ][ ] (20, 21) forms
8. Number of Part II data lines recorded?

   [ ][ ] (26, 28)
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,)
Conduct of survey	[ ][ ] (34, 36)	[ ][ ] (37,)
Waiting and discussions	[ ][ ] (39, 41)	[ ][ ] (42,)
Completion of survey forms	[ ][ ] (44, 46)	[ ][ ] (47,)

FIGURE 3. Part III-Surveyor Assessment (Cont.)

10. Did plant management personnel prohibit you from surveying any areas of the facility?$_{60}$

    1 Yes
    2 No

11. Did plant management personnel designate any areas or processes within this facility as "trade secret?"$_{61}$

    1 Yes
    2 No

12. Were you accompanied by someone from the facility when you performed the survey?$_{62}$

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