

X

Army Regulation 10-87

Organization and Functions

**Army
Commands,
Army Service
Component
Commands, and
Direct Reporting
Units**

**Headquarters
Department of the Army
Washington, DC
4 September 2007**

UNCLASSIFIED

(9) USACIDC administers individual training programs for RC personnel performing Advanced Individual Training at USACIDC activities.

(10) USACIDC provides doctrinal support for training and evaluation of both Active Army and RC CID units and individuals.

(11) USACIDC provides liaison to the Department of Justice for DOD fraud and corruption cases.

Chapter 18

U.S. Army Corps of Engineers

18-1. Mission

USACE provides engineering services and capabilities in support of National interests.

18-2. Functions

a. USACE is designated as a DRU by the SA reporting directly to the Chief of Engineers (COE).

b. USACE is responsible for the planning and execution of DRU responsibilities by exercising command and control of organic, assigned and attached Army forces.

c. USACE executes engineering and construction programs as a designated MILCON agent for all military departments and DOD agencies.

d. USACE manages and executes research and development and real estate programs in support of DOD infrastructure and operational requirements.

e. USACE manages and executes civil works and environmental programs under Title 33 USC and other applicable laws.

f. USACE manages and executes hazardous, toxic, and radiological waste cleanup programs for DOD, the Environmental Protection Agency, the Department of Energy, and other agencies as required. The USACE also executes the Army Environmental Program as requested.

g. USACE supervises and coordinates engineering services and construction activities associated with security assistance programs and projects.

h. USACE develops comprehensive, sustainable and integrated water resource solutions through collaboration with regions, States, local entities, and Federal agencies.

i. USACE provides selected engineering and related services to foreign governments in support of the Department of State, the United States Agency for International Development, and the DOD Foreign Military Sales Program.

j. USACE administers certain laws in the United States to protect and preserve the navigable waters and related resources, such as wetlands.

k. USACE prepares for and responds to national emergencies in support of the Department of Homeland Security and other Federal agencies.

(1) USACE organizes, trains, equips and deploys Field Force Engineer and other contingency response teams that provide technical engineering support to operational maneuver units and other Federal agencies.

(2) USACE organizes, trains and equips, nondeployable base development teams that provide technical engineering reach back support to forward deployed operational maneuver units.

(3) USACE is the Public Works sector lead for the Defense Critical Infrastructure Program.

l. USACE manages and executes all real estate functions for the Army, for Air Force elements in the United States, for other DOD and Federal agencies upon request and where the Army is the DOD executive agent.

m. USACE is the proponent for the DOD Recruiting Facilities, Overseas Leasing, and Homeowners Assistance Programs.

n. USACE provides HQDA counsel review for all realty instruments and resolution of real estate issues.

o. USACE performs basic, exploratory, non-system specific research and development in systems, equipment, procedures, and techniques relevant to the engineering support of military operations, materiel development and civil works water resources mission requirements.

p. USACE performs the preservation of archeological and historical resources on public and Indian lands, the cleanup of hazardous contamination on Active Army installations, and work on formerly owned DOD properties.

q. USACE manages and executes the Army's Commercial Utilities Program.

r. USACE provides facility engineer support to DOD installation directors of public works, IMCOM and other installation proponents.

s. USACE manages a strategic reserve of nontactical generators and the Prime Power Program for the Army.

t. USACE manages the classified construction program.

u. USACE provides the following support:

- (1) Combatant commands, DOD, the Department of Homeland Security, United States Agency for International Development, and other Government agencies on international stabilization, reconstruction, and contingency operations.
- (2) Commander, MEDCOM in developing environmental quality criteria.
 - v. USACE executes the Army Facilities Component System.
 - w. USACE executes the payment in lieu of taxes reporting requirement for the Department of the Interior.
 - x. USACE performs DA Functional Chief Representative responsibilities for Career Program 18.

18-3. Command and staff relationships

- a. The COE is dual hatted as the Commander, USACE and is supervised by the CSA.
- b. The Commander, USACE is responsible to the SA for execution of assigned responsibilities contained in 10 USC 3013(b). The Commander, USACE exercises ADCON authority and responsibility on behalf of the SA and in this regard is primarily responsible for the administration and support of Army forces worldwide for certain ADCON functions.
- c. The Commander, USACE is authorized to communicate and coordinate directly with ACOM, ASCC, or other DRU commanders; HQDA; other DOD headquarters and agencies; and other Government departments, as required, on matters of mutual interest subject to procedures established by the CSA.
- d. For command relationships—
 - (1) Command relationships for operational Service forces are established by the SECDEF and applicable CCDRs.
 - (2) Pursuant to the direction of the SA, certain authorities and responsibilities for ADCON of Army forces assigned to a combatant command are shared by the Commander, USACE; ACOMs; the ASCC of the combatant command; and other DRUs. Subject to applicable law, regulation, and policy, the allocation of authorities and responsibilities pertinent to the exercise of shared ADCON will be documented in appropriate agreements/understandings between the commanders of USACE, ACOMs, the ASCC, and other DRUs as appropriate.
- e. The Commander, USACE is designated as a Head of Contracting Agency.
- f. USACE is the DA proponent for operational aspects of foreign MILCON sales cases.
- g. USACE performs military and other construction functions under the direction of the Assistant Secretary of the Army (Installations and Environment) (ASA(I&E)).
- h. USACE manages and executes the Army's Commercial Utilities Program under the direction of the Assistant Secretary of the Army (Acquisition, Logistics & Technology) (ASA(ALT)).
- i. USACE performs civil works functions under the direction of the Assistant Secretary of the Army (Civil Works) (ASA(CW)).
 - j. USACE performs real estate functions under the direction of the ASA(I&E).
 - k. USACE performs real property accountability and asset management functions under the direction of the ASA(CW).
 - l. USACE is dependent on other Army organizations and agencies for appropriate support and services per prescribed regulations and policies.

Chapter 19 U.S. Army Military District of Washington

19-1. Mission

MDW is a geographic command with responsibilities that extend throughout the U.S. National Capital Region (NCR)—Washington, D.C. metropolitan area.

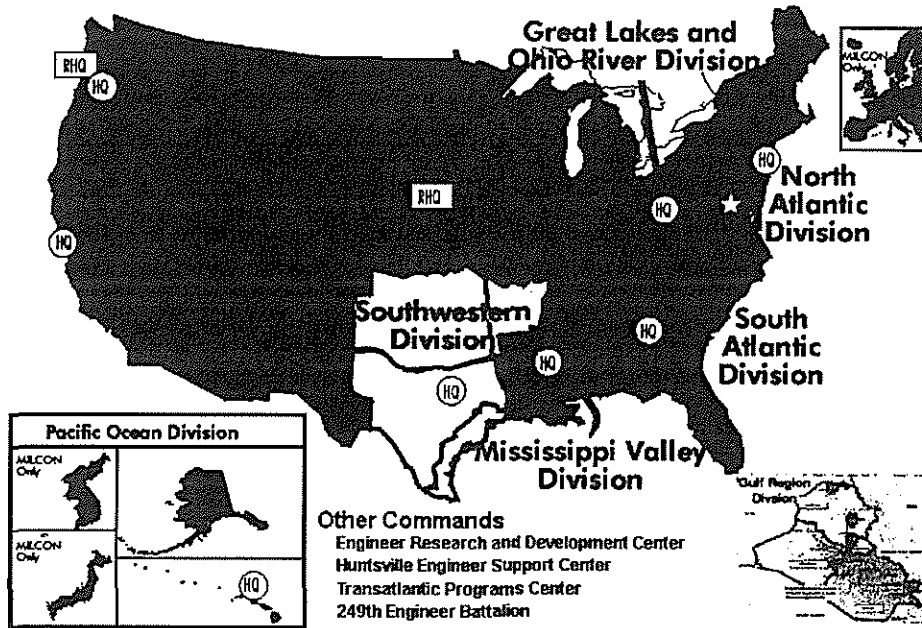
19-2. Functions

- a. MDW is designated by the SA as a DRU and reports directly to the CSA.
- b. MDW is responsible for the planning and execution of DRU responsibilities by exercising specified ADCON of organic, assigned and attached Army forces.
- c. MDW is the responsible organization for Armed Forces support of ceremonies for official activities responsible for coordinating all facets of military participation.
- d. MDW coordinates all official ceremonies at Arlington National Cemetery, provides Army military honors for private memorial services, and provides ceremonial support for Army National cemeteries, including the honor guard at the Tomb of the Unknowns.
- e. MDW provides worldwide priority airlift support for U.S. Government officials as directed by SA.
- f. MDW provides oversight of designated Army installations.
- g. MDW plans and recommends Army force requirements for assigned White House support missions.

US Army Corps of Engineers Headquarters

Headquarters > About Us > Locations

Locations



Other Commands
 Engineer Research and Development Center
 Huntsville Engineer Support Center
 Transatlantic Programs Center
 249th Engineer Battalion

- Great Lakes & Ohio River Division
- Mississippi Valley Division
- North Atlantic Division
- Northwestern Division
- Pacific Ocean Division
- South Atlantic Division
- South Pacific Division
- Southwestern Division
- Transatlantic Division

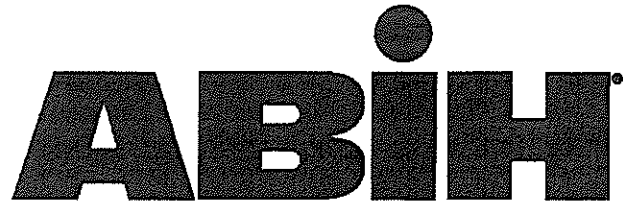
- Army Geospatial Center
- Coastal and Hydraulics Laboratory
- Cold Regions Research & Engineering Laboratory
- Construction Engineering Research Laboratory
- Engineering and Support Center, Huntsville
- Engineer Research and Development Center
- Environmental Laboratory
- Geotechnical and Structures Laboratory
- Information Technology Laboratory
- Institute for Water Resources
- USACE Finance Center

- Afghanistan Engineer District - North
- Afghanistan Engineer District - South
- Alaska District
- Albuquerque District
- Baltimore District
- Buffalo District
- Charleston District
- Chicago District
- Detroit District
- Europe District
- Far East District
- Fort Worth District
- Galveston District
- Gulf Region District
- Honolulu District
- Huntington District
- Jacksonville District
- Japan Engineer District
- Kansas City District
- Little Rock District
- Louisville District
- Los Angeles District
- Memphis District
- Middle East District
- Mobile District
- Nashville District
- New England District
- New Orleans District
- New York District
- Norfolk District
- Omaha District

Mission & Vision
Headquarters Offices
Locations
HQ Organizational Charts
Centers of Expertise
USACE Campaign Plan
Employee Spotlight

Philadelphia District
Pittsburgh District
Portland District
Rock Island District
Sacramento District
San Francisco District
Savannah District
Seattle District
St. Louis District
St. Paul District
Tulsa District
Vicksburg District
Walla Walla District
Wilmington District

Y



american board of industrial hygiene®

Candidate Handbook

Certified Industrial Hygienist – CIH

6015 W. St. Joseph, Suite 102
Lansing, MI 48917
(517) 321-2638 Phone
(517) 321-4624 Fax
www.abih.org
abih@abih.org

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September 2009

APPLICATION REQUIREMENTS

GENERAL

To qualify for admission to the ABIH examinations, an applicant must comply with all regulations of the Board that are in effect at the time the application is filed. An applicant must:

- Meet academic requirements/IH coursework
- Meet a professional industrial hygiene experience requirement supported by references
- Be in the current practice of industrial hygiene

All applicants are evaluated without regard to age, sex, race, religion, national origin, disability or marital status.

All applicants must agree to adhere to the ABIH Code of Ethics and be governed by the ABIH Ethics Case Procedures.

Application deadlines are February 1 and August 1.

When initial review of an application/reapplication indicates that pertinent information is not clear, supplemental information may be requested from the applicant. In that case, review of the application/reapplication will not proceed until the requested information is received. When additional information is provided, one additional review will be provided during that review period.

Directors of the Board are not authorized to give an opinion to any applicant as to his/her eligibility, either before or after an application is filed. Directors are not authorized to reveal, outside the Board, the name of any applicant, except when verifying experience, education or providing a listing of examinees to exam site proctors/Prometric Testing Centers.

As part of the ABIH record-retention program, files that have been inactive for three years will be destroyed. Prior to destroying a file, the staff will attempt to notify the applicant using their last known address.

ACADEMIC REQUIREMENTS

Graduation from a regionally accredited college or university, or other college acceptable to the Board, with a Bachelors Degree in biology, chemistry, chemical engineering, mechanical engineering or sanitary engineering, physics or an ABET accredited program in industrial hygiene or safety is required.

The Board will consider, and may accept, any other Bachelors Degree from an acceptable college or university so long as the degree is based upon appropriate coursework and represents at least 60 semester hours of creditable subjects, with at least 15 of those hours at the upper level (junior, senior or graduate level). Creditable subjects are undergraduate or graduate level courses in science, mathematics, engineering and science-based technology. Academic credit granted by a college or university based upon a candidate's activities unrelated to appropriate subject-matter coursework will not be accepted by ABIH. For example, the completion of the Graduate Record Examination (GRE), College Level Examination Program (CLEP)

examinations, DANTES Subject Standardized Tests (DSSTs), and/or other similar equivalency credits granted by an institution unrelated to academic coursework, are not considered educational courses for the purpose of satisfying the academic certification eligibility requirements.

The social sciences are not considered to be qualifying sciences. Evaluation of the science content of a bachelors degree will be made from the official transcripts. When further information about the content of a degree, such as course descriptions or content is required, the applicant will be requested to provide the information and review of the degree will not proceed until the information is received.

An applicant who is found to have an unacceptable bachelor's degree may remedy that degree with additional academic coursework from an acceptable college or university, or by completion of an acceptable cognate graduate degree.

Official transcripts for each degree are required. An official transcript is one sent directly to ABIH by the college or university or, as an alternative, the applicant may submit official transcripts if they are in a sealed envelope with the registrar's stamp across the seal. When a degree includes credits which were transferred from another college or university, official transcripts for those course credits must be sent upon request.

The Board will consider a U.S. college or university to be acceptable when it holds institutional accreditation from one of the six Regional Accrediting Bodies or the Distance Education and Training Council which are recognized by the Council for Higher Education Accreditation (CHEA) and the US Department of Education. The degree must be awarded during the time for which the institutional accreditation was issued. A college or university which is located outside the U.S. will be considered for acceptability on the basis of its accreditation status in the education system which has jurisdiction. Applicants with a foreign degree may be required to have a report submitted by a member of the National Association of Credential Evaluation Services, Inc.

INDUSTRIAL HYGIENE COURSEWORK

The Board requires applicants to document completion of 180 academic contact hours or 240 continuing education contact hours of specific industrial hygiene courses. At least half of the required coursework (90 academic or 120 continuing education contact hours) must cover the broad subjects of industrial hygiene toxicology, fundamentals of industrial hygiene, measurements and controls.

Acceptable toxicology courses will cover the essential aspects of toxicology (adverse effects of chemicals on living systems) with an emphasis on humans. Topics covered are likely to include dose response relationships; absorption, distribution, metabolism and excretion of toxic substances in the body; biotransformation; organ systems; chemical carcinogenesis & mutagenesis; etc.

Fundamentals courses are likely to address recognizing hazards/stressors found in the work environment. This includes

chemical, physical (noise, radiation, thermal), biological and ergonomic stressors.

Measurement courses and **control** (engineering, substitution, administrative, PPE) courses will address the same four broad stressor categories as fundamentals (chemical, physical, biological and ergonomic).

To meet the 90/120 contact hours required in the broad IH subject areas, you may, for example, meet the requirement for fundamentals by taking a course titled Fundamentals of IH or a series of courses that, when added together, substantially equal a fundamentals course. In some combination, you are expected to show coursework in all four broad IH subject areas (toxicology, fundamentals, measurements and controls).

The remaining coursework may be in industrial hygiene subjects that are narrower in scope (i.e. asbestos, lead, mold, confined space entry, etc.). Regulatory refresher courses can only be counted once.

The IH Coursework requirement will be satisfied if the necessary contact hours were completed as part of the applicant's academic degree.

Beginning in 2010, new applicants will be required to document that they have completed at least two hours of coursework in ethics. The coursework can be provided via classroom or distance learning. This will count as part of the current Industrial Hygiene coursework requirement.

If additional coursework is taken to meet this requirement, then academic courses, continuing education courses or a combination of both can be submitted. In general, one semester hour equals 15 academic contact hours and one quarter hour equals 10 academic contact hours. One CEU equals 10 continuing education contact hour. For documentation of CEU's, copies of certificates need to be sent with the application.

EXPERIENCE REQUIREMENTS

Four years of employment in the professional practice of industrial hygiene acceptable to the Board are required to be eligible for examination.

To be recognized as "professional level" work, the experience must include:

- Independence of actions – relates to the amount of planning, self-direction, decision-making and autonomy involved in the work experience;
- A depth of work requirements – relates to the extent to which work experience requires data-gathering, analysis and interpretation;
- Level of interaction – relates to the degree to which the individual interacts with a broad spectrum of contacts, including decision-makers; and
- Responsibility for work outcome – relates to accuracy and extent to which the individual is held accountable for his/her work and decisions.

"Technician or pre-professional" experience is not creditable towards eligibility.

Creditable experience is expected to include the continuum of the process of Industrial Hygiene practice which is anticipation, recognition, evaluation, control and management of occupational health hazards.

Experience credit may be given for research, teaching or Industrial Hygiene program administration if done at a professional level. Research or teaching done as a student does not earn experience credit.

After receipt of an acceptable bachelors' degree, a masters student in an ABET accredited industrial hygiene program or an industrial hygiene doctoral student may be considered to be in "industrial hygiene practice" for the purpose of determining his/her eligibility for examination. However, only the completed advanced degree will be credited towards experience equivalency.

An applicant who is otherwise qualified, but whose industrial hygiene career has been interrupted for one year or less for graduate studies in a cognate science, medical reason, unemployment, or the like, may be considered to be "in practice" for purpose of determining examination eligibility. The time spent out of practice will not receive experience credit toward any future examination.

A candidate must also be practicing "broad scope" industrial hygiene. Three dimensions are evaluated in judging the scope of experience:

1. "work function" includes the continuum of the process of Industrial Hygiene practice, which is anticipation, recognition, evaluation, control and management of occupational health hazards. Although no proportion of time devoted to each of these aspects is prescribed, broad-scope practice must exhibit experience in the entire process;
2. "stressor category" includes four generic categories of occupational health stressors: chemical, physical, biological and ergonomic. Experience is expected in at least two of these four stressors; and
3. "work environment" refers to the many occupational environments in which Industrial Hygiene is practiced. These include, but are not limited to:
 - Spray painting and coating
 - Confined space entry
 - Hazardous waste handling
 - Laboratory R & D
 - Food processing and agriculture
 - Manufacturing
 - Oil and gas processing
 - Indoor environments (office, etc.)
 - Mining/milling
 - Metal machining/fabricating/ finishing
 - Textile fabrication
 - Health care
 - Welding/brazing/soldering
 - Abrasive blasting/surface cleaning

Laboratory analysis
Lumber/wood products/paper processing
Broad scope experience is expected to include work within several of the many possible work environments.

Professional-level experience which does not meet the broad-scope criteria will be considered narrow-scope experience. A maximum of one year of narrow-scope experience may be credited towards eligibility.

A **maximum** of one year of **experience equivalency** may be credited for industrial hygiene degrees from institutions acceptable to the Board. For bachelors level industrial hygiene degrees, six months experience credit will be awarded only when the program is accredited by the accreditation Board for Engineering & Technology (ABET). For masters level industrial hygiene degrees awarded after December 31, 1996, one year experience credit will be awarded only when the program is accredited by ABET. One year may be granted for an acceptable doctoral degree, provided that the graduate degree is in industrial hygiene and that all academic requirements have been completed.

REFERENCES

A minimum of two professional references must be provided.

A reference from an applicant's current supervisor is required to document current industrial hygiene practice.

There must be a reference from the applicant's immediate supervisor(s) covering the entire time period for which the applicant requests experience credit. When an applicant is/was a principal in a business, the Board will accept references from major clients.

There must also be a reference from a **CIH** who is familiar with the applicant's industrial hygiene work and can describe, from first hand experience, the nature of the applicant's industrial hygiene responsibilities. The CIH reference may also be a supervisory reference.

In the event that no **CIH** is available who is familiar with the applicant's industrial hygiene work, the applicant may substitute a reference from an individual certified at the professional level by an organization whose industrial/occupational hygiene certification scheme has been recognized by the International Occupational Hygiene Association/IOHA. Another alternative is to provide three written work examples which demonstrate a range of industrial hygiene activities. The examples must span the time period being claimed as professional level experience and be identifiable as the applicant's own work. Work examples will not be returned unless specifically requested.

Each reference must be provided on the Board's Professional Reference Questionnaire form, have an original signature and be prepared only by the person giving the reference. It is **unacceptable** for the applicant to complete the form and have it signed by his or her reference.

Each Professional Reference Questionnaire must be mailed or faxed directly to ABIH by the person giving the reference.

An applicant's spouse or other relative, a person whom the applicant supervises, or a member of the Board may not act as a reference for an applicant. References are not accepted if written by the applicant.

A Professional Reference Questionnaire which does not comply with the requirements of this section will not be accepted by ABIH.

Each Professional Reference Questionnaire shall remain confidential between the author and ABIH.

TEST ACCOMODATIONS

The American Board of Industrial Hygiene (ABIH) provides reasonable accommodations, in accordance with the Americans with Disabilities Act (ADA) and other applicable laws, for individuals with documented disabilities who demonstrate a need for accommodations. In accordance with the Americans with Disabilities Act, ABIH does not discriminate against individuals with disabilities in providing access to its examination program.

If a candidate has a documented disability and requires test accommodations, s/he must submit a Test Accommodation Request Form, which can be found on the ABIH website at www.abih.org/certified/index.html. The request must accompany the application form and be received by the normal application deadline (February 1/August 1).

REAPPLICANTS

A reapplicant whose original approval/reapproval was **less than two years ago** and who wishes to be examined/reexamined in an examination which was delayed/failed previously must notify ABIH in writing prior to appropriate deadlines when he/she wishes to take the approved examination, and submit a \$75.00 reapplication fee.

A reapplicant whose original approval/reapproval was **more than two years ago** and who wishes to be examined/reexamined in an examination which was delayed/failed previously must submit a Reapplication Form, a \$75.00 reapplication fee, a Professional Reference Questionnaire from a current supervisor and must meet all current eligibility standards including the completion of the required industrial hygiene coursework. The application deadlines of February 1 and August 1 apply.

APPLICATION/REAPPLICATION DATES

All documentation required to review an application or reapplication must be postmarked by February 1 when applying for the Spring examinations and by August 1 for the Fall examinations. Examinations will be held twice each year at Prometric Testing Centers.

Z

Mr. [REDACTED] is currently an Industrial Hygienist and Project Manager for the US Army Corps of Engineers, Kansas City District. As an Industrial Hygienist, he provides technical assistance on industrial hygiene and occupational safety and health issues related to Corps of Engineer facilities, projects, and operations. As a Project Manager he coordinates assessments of former Department of Defense sites, determines program eligibility and makes project proposals. [REDACTED] has 14 years experience as an Industrial Hygienist. He has held his current position since 1996. Among his credentials, he is a Certified Industrial Hygienist and a Professional Project Manager.

Optional: He holds a Bachelor of Science in Chemistry and a Master of Science in Public Health/Industrial Hygiene.

- MS Public Health/Industrial Hygiene, University of Utah, 1995
- MPA Currently enrolled Public Administration program, University of Missouri – Kansas City Bloch School of Business and Public Administration, expected graduation Winter 2010
- BS Chemistry with emphasis in Biology, University of Utah, 1991

See [REDACTED] CV for additional information

Career Summary

As an Industrial Hygienist, provide technical assistance occupational safety and health issues related to operations and a wide variety of construction projects. As Project Manager coordinate assessments of formerly used defense sites, determine program eligibility and make project proposals. Completed a tour of duty as Health and Safety Officer for the Gulf Region Central District, Baghdad, Iraq.

As Acting Safety Officer at the Yosemite National Park, drafted the following programs: Safety and Health Organization, Hazard Analysis, Workplace Review, and Noise. Completed safety reviews of over 125 worksites and activities including, but not limited to, forestry, wilderness trail construction, fee collection stations, fire management, and law enforcement operations.

Education

MS Public Health/Industrial Hygiene, University of Utah, 1995

MPA Currently enrolled Public Administration program, University of Missouri – Kansas City Bloch School of Business and Public Administration, expected graduation Winter 2010

BS Chemistry with emphasis in Biology, University of Utah, 1991

Work Experience

Industrial Hygienist/Project Manager GS-0690-12/8, April 1996-Oct 1998; June 2000-Aug. 2004; Dec. 2004 to Present

United States Army Corps of Engineers- Kansas City District

- ◊ Provide technical assistance in industrial hygiene and occupational safety for Corps facilities and projects.
- ◊ Lead project team that completes assessments of formerly used Department of Defense Sites. Provide technical writing assistance on a variety of environmental reports.
- ◊ Commander's Award for Civilian Service.

Safety and Health Manager, GS-0018-12/5, Aug. 2004-Dec. 2004, 84-hrs/week

United States Army Corps of Engineers- Gulf Region Central District, Baghdad, Iraq

- ◊ Developed and implemented training program, Safety for Construction Quality Control Representatives. Provided safety and health oversight during construction of a wide variety of projects.
- ◊ Assisted Project Managers in evaluating contractor safety performance.
- ◊ Superior Civilian Service Award

Safety Officer GS-0018-12/3, Sept. 1999 – June 2000, 40- hrs/week

US Department of Interior, National Park Service, Yosemite National Park

- ◊ Assisted Park management in implementing a comprehensive safety and health program including organization, hazard analysis, worksite inspection, and other compliance programs.
- ◊ Guided and provided technical support to the Management Safety Committee, park-wide employee safety action team, and district safety action teams.

Chemist, Gas Chromatography/Mass Spectrometry (GC/MS), Nov 1988-Oct 1994

DataChem Laboratories- Organic Semivolatile Section

- ◊ Prepared, analyzed, reported, and validated results of soil and water using prescribed protocols
- ◊ Required excellent recordkeeping and documentation skills

Training

Certificate in Safety Management (ASSE 2009), Policy and Program Analysis for Public Administration (UMKC, 2009), Leadership in Public Service (UMKC, 2008); Accident Investigation and Root Cause Analysis (AIHA, 2006), Conflict Management Techniques (2005), Professional Project Manager (PMI, PMP 279299, 2005), Hazard Analysis (June 2001), Leadership in Safety Excellence (1999,NSC), Certified in Comprehensive Practice of Industrial Hygiene (CP 7782 Oct 1998, ABIH), 30-hr OSHA Construction Safety (NSC), Effective Safety Committees (1998, MO S&H Council), Asbestos Inspector/Manager Planner (1996, KU current Inspector refresher) Hazardous and Toxic Waste Regulations (1996, Army), 40-hr HAZWOPER (1995,USBM current 8-hr refresher)

AA

Presidential Documents

Executive Order 12196 of February 26, 1980

Occupational Safety and Health Programs for Federal Employees

By the authority vested in me as President by the Constitution and statutes of the United States of America, including Section 7902(c) of Title 5 of the United States Code and in accord with Section 19 of the Occupational Safety and Health Act of 1970, as amended (29 U.S.C. 668), it is ordered:

Section 1 - 1. Scope of this Order.

1 - 101. This order applies to all agencies of the Executive Branch except military personnel and uniquely military equipment, systems, and operations.

1 - 102. For the purposes of this order, the term "agency" means an Executive department, as defined in 5 U.S.C. 101, or any employing unit or authority of the Federal government, other than those of the judicial and legislative branches. Since section 19 of the Occupational Safety and Health Act ("the Act") covers all Federal employees, however, the Secretary of Labor ("the Secretary") shall cooperate and consult with the heads of agencies in the legislative and judicial branches of the government to help them adopt safety and health programs.

1 - 2. Heads of Agencies.

1 - 201. The head of each agency shall:

- (a) Furnish to employees places and conditions of employment that are free from recognized hazards that are causing or are likely to cause death or serious physical harm.
- (b) Operate an occupational safety and health program in accordance with the requirements of this order and basic program elements promulgated by the Secretary.
- (c) Designate an agency official with sufficient authority to represent the interest and support of the agency head to be responsible for the management and administration of the agency occupational safety and health program.
- (d) Comply with all standards issued under section 6 of the Act, except where the Secretary approves compliance with alternative standards. When an agency head determines it necessary to apply a different standard, that agency head shall, after consultation with appropriate occupational safety and health committees where established, notify the Secretary and provide justification that equivalent or greater protection will be assured by the alternate standard.
- (e) Assure prompt abatement of unsafe or unhealthy working conditions. Whenever an agency cannot promptly abate such conditions, it shall develop an

abatement plan setting forth a timetable for abatement and a summary of interim steps to protect employees. Employees exposed to the conditions shall be informed of the provisions of the plan. When a hazard cannot be abated without assistance of the General Services Administration or other Federal lessor agency, an agency shall act with the lessor agency to secure abatement.

(f) Establish procedures to assure that no employee is subject to restraint, interference, coercion, discrimination or reprisal for filing a report of an unsafe or unhealthy working condition, or other participation in agency occupational safety and health program activities.

(g) Assure that periodic inspections of all agency workplaces are performed by personnel with equipment and competence to recognize hazards.

(h) Assure response to employee reports of hazardous conditions and require inspections within twenty-four hours for imminent dangers, three working days for potential serious conditions, and twenty working days for other conditions. Assure the right to anonymity of those making the reports.

(i) Assure that employee representatives accompany inspections of agency workplaces.

(j) Operate an occupational safety and health management information system, which shall include the maintenance of such records as the Secretary may require.

(k) Provide safety and health training for supervisory employees, employees responsible for conducting occupational safety and health inspections, all members of occupational safety and health committees where established, and other employees.

(l) Submit to the Secretary an annual report on the agency occupational safety and health program that includes information the Secretary prescribes.

1 - 3. Occupational Safety and Health Committees.

1 - 301. Agency heads may establish occupational safety and health committees. If committees are established, they shall be established at both the national level and, for agencies with field or regional offices, other appropriate levels. The committees shall be composed of representatives of management and an equal number of nonmanagement employees or their representatives. Where there are exclusive bargaining representatives for employees at the national or other level in an agency, such representatives shall select the appropriate nonmanagement members of the committee.

1 - 302. The committees shall, except where prohibited by law,

(a) Have access to agency information relevant to their duties, including information on the nature and hazardousness of substances in agency workplaces.

(b) Monitor performance, including agency inspections, of the agency safety and health programs at the level they are established.

(c) Consult and advise the agency on the operation of the program.

1 - 303. A Committee may request the Secretary of Labor to conduct an evaluation or inspection pursuant to this order if half of a Committee is not substantially satisfied with an agency's response to a report of hazardous working conditions.

1 - 4. Department of Labor.

1 - 401. The Secretary of Labor shall:

(a) Provide leadership and guidance to the heads of agencies to assist them with their occupational safety and health responsibilities.

(b) Maintain liaison with the Office of Management and Budget in matters relating to this order and coordinate the activities of the Department with those of other agencies that have responsibilities or functions related to Federal employee safety and health, including the Office of Personnel Management, the Department of Health and Human Services, and the General Services Administration.

(c) Issue, subject to the approval of the Director of the Office of Management and Budget, and in consultation with the Federal Advisory Council on Occupational Safety and Health, a set of basic program elements. The program elements shall help agency heads establish occupational safety and health committees and operate effective occupational safety and health programs, and shall provide flexibility to each agency head to implement a program consistent with its mission, size and organization. Upon request of an agency head, and after consultation with the Federal Advisory Council on Occupational Safety and Health, the Secretary may approve alternate program elements.

(d) Prescribe recordkeeping and reporting requirements.

(e) Assist agencies by providing training materials, and by conducting training programs upon request and with reimbursement.

(f) Facilitate the exchange of ideas and information throughout the government about occupational safety and health.

(g) Provide technical services to agencies upon request, where the Secretary deems necessary, and with reimbursement. These services may include studies of accidents, causes of injury and illness, identification of unsafe and unhealthful working conditions, and means to abate hazards.

(h) Evaluate the occupational safety and health programs of agencies and promptly submit reports to the agency heads. The evaluations shall be conducted through such scheduled headquarters or field reviews, studies or inspections as the Secretary deems necessary, at least annually for the larger or more hazardous agencies or operations, and as the Secretary deems appropriate for the smaller or less hazardous agencies.

(i) Conduct unannounced inspections of agency workplaces when the Secretary determines necessary if an agency does not have occupational safety and health committees; or in response to reports of unsafe or unhealthful working conditions, upon request of occupational safety and health committees under Section 1 - 3; or, in the case of a report of an imminent danger, when such a committee has not responded to an employee who has alleged to it that the agency has not adequately responded to a report as required in 1 - 201 (h). When the Secretary or his designee performs an inspection and discovers unsafe or unhealthy conditions, a violation of any provisions of this order, or any safety or health standards adopted by an agency pursuant to this order, or any program element approved by the Secretary, he shall promptly issue a report to the head of the agency and to the appropriate occupational safety and health committee, if any. The report shall describe the nature of the findings and may make recommendations f

(j) Submit to the President each year a summary report of the status of the occupational safety and health of Federal employees, and, together with agency responses, evaluations of individual agency progress and problems in correcting unsafe and unhealthful working conditions, and recommendations for improving their performance.

(k) Submit to the President unresolved disagreements between the Secretary and agency heads, with recommendations.

(l) Enter into agreements or other arrangements as necessary or appropriate with the National Institute for Occupational Safety and Health and delegate to it the inspection and investigation authority provided under this section.

[Sec. 1 - 401 amended by EO 12608 of Sept. 9, 1987, 52 FR 34617, 3 CFR, 1987 Comp., p. 245]

1 - 5. The Federal Advisory Council on Occupational Safety and Health.

1 - 501. The Federal Advisory Council on Occupational Safety and Health, established pursuant to Executive Order No. 11612, is continued. It shall advise the Secretary in carrying out responsibilities under this order. The Council shall consist of sixteen members appointed by the Secretary, of whom eight shall be representatives of Federal agencies and eight shall be representatives of labor organizations representing Federal employees. The members shall serve three-year terms with the terms of five or six members expiring each year, provided this Council is renewed every two years in

accordance with the Federal Advisory Committee Act. The members currently serving on the Council shall be deemed to be its initial members under this order and their terms shall expire in accordance with the terms of their appointment.

1 - 502. The Secretary, or a designee, shall serve as the Chairman of the Council, and shall prescribe rules for the conduct of its business.

1 - 503. The Secretary shall make available necessary office space and furnish the Council necessary equipment, supplies, and staff services, and shall perform such functions with respect to the Council as may be required by the Federal Advisory Committee Act, as amended (5 U.S.C. App. I).

1 - 6. General Services Administration.

1 - 601. Within six months of the effective date of this order the Secretary of Labor and the Administrator of the General Services Administration shall initiate a study of conflicts that may exist in their standards and other requirements affecting Federal employee safety and health, and shall establish a procedure for resolving conflicting standards for space leased by the General Services Administration.

1 - 602. In order to assist the agencies in carrying out their duties under Section 19 of the Act and this order the Administrator shall:

(a) Upon request, require personnel of the General Services Administration to accompany the Secretary or an agency head on any inspection or investigation conducted pursuant to this order of a facility subject to the authority of the General Services Administration.

(b) Assure prompt attention to reports from agencies of unsafe or unhealthy conditions of facilities subject to the authority of the General Services Administration; where abatement cannot be promptly effected, submit to the agency head a timetable for action to correct the conditions; and give priority in the allocation of resources available to the Administrator for prompt abatement of the conditions.

(c) Procure and provide safe supplies, devices, and equipment, and establish and maintain a product safety program for those supplies, devices, equipment and services furnished to agencies, including the issuance of Material Safety Data Sheets when hazardous substances are furnished them.

1 - 7. General Provisions.

1 - 701. Employees shall be authorized official time to participate in the activities provided for by this order.

1 - 702. Nothing in this order shall be construed to impair or alter the powers and duties of the Secretary or heads of other Federal agencies pursuant to Section 19 of the Occupational Safety and Health Act of 1970, Chapter 71 of Title 5 of the United States Code, Sections 7901, 7902, and 7903 of Title 5 of the United States Code, nor shall it be construed to alter any other provisions of law or Executive Order providing for collective bargaining agreements and related procedures, or affect the responsibilities of the Director of Central Intelligence to protect intelligence sources and methods (50 U.S.C. 403(d)(3)).

1 - 703. Executive Order No. 11807 of September 28, 1974, is revoked.

1 - 704. This Order is effective October 1, 1980.

[Sec. 1 - 704 amended by EO 12223 of June 30, 1980, 45 FR 45235, 3 CFR, 1980 Comp., p. 268]

THE WHITE HOUSE,
February 26, 1980.

Extract from *Executive Order 12196—Occupational safety and health programs for Federal employees*, with emphasis added in underlined text:

"1-1. Scope of this Order.

"1-102. For the purposes of this order, the term "agency" means an Executive department, as defined in 5 U.S.C. 101, or any employing unit or authority of the Federal government, other than those of the judicial and legislative branches. Since section 19 of the occupational safety and health act ("the act") covers all Federal employees, however, the Secretary of Labor ("the Secretary") shall cooperate and consult with the heads of agencies in the legislative and judicial branches of the government to help them adopt safety and health programs.

"1-2. Heads of Agencies.

"1-201. The head of each agency shall:

- (a) Furnish to employees places and conditions of employment that are free from recognized hazards that are causing or are likely to cause death or serious physical harm.
- (b) Operate an occupational safety and health program in accordance with the requirements of this order and basic program elements promulgated by the secretary.
- (c) Designate an agency official with sufficient authority to represent the interest and support of the agency head to be responsible for the management and administration of the agency occupational safety and health program.
- (d) Comply with all standards issued under section 6 of the Act, except where the Secretary approves compliance with alternative standards. When an agency head determines it necessary to apply a different standard, that agency head shall, after consultation with appropriate occupational safety and health committees where established, notify the Secretary and provide justification that equivalent or greater protection will be assured by the alternate standard.
- (e) Assure prompt abatement of unsafe or unhealthy working conditions. Whenever an agency cannot promptly abate such conditions, it shall develop an abatement plan setting forth a timetable for abatement and a summary of interim steps to protect employees. Employees exposed to the conditions shall be informed of the provisions of the plan. When a hazard cannot be abated without assistance of the General Services Administration or other Federal lessor agency, an agency shall act with the lessor agency to secure abatement.
- (f) Establish procedures to assure that no employee is subject to restraint, interference, coercion, discrimination or reprisal for filing a report of an unsafe or unhealthy working condition, or other participation in agency occupational safety and health program activities.
- (g) Assure that periodic inspections of all agency workplaces are performed by personnel with equipment and competence to recognize hazards.
- (h) Assure response to employee reports of hazardous conditions and require inspections within twenty-four hours for imminent dangers, three working days for potential serious conditions, and twenty working days for other conditions. Assure the right to anonymity of those making the reports.
- (i) Assure that employee representatives accompany inspections of agency workplaces.

(j) Operate an occupational safety and health management information system, which shall include the maintenance of such records as the Secretary may require.

(k) Provide safety and health training for supervisory employees, employees responsible for conducting occupational safety and health inspections, all members of occupational safety and health committees where established, and other employees.

(l) Submit to the Secretary an annual report on the agency occupational safety and health program that includes information the Secretary prescribes.

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29 USCS § 668

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TITLE 29. LABOR
 CHAPTER 15. OCCUPATIONAL SAFETY AND HEALTH

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29 USCS § 668

§ 668. Programs of Federal agencies

- (a) Establishment, development and maintenance by head of each Federal agency. It shall be the responsibility of the head of each Federal agency (not including the United States Postal Service) to establish and maintain an effective and comprehensive occupational safety and health program which is consistent with the standards promulgated under section 6 [29 USCS § 655]. The head of each agency shall (after consultation with representatives of the employees thereof)--
- (1) provide safe and healthful places and conditions of employment, consistent with the standards set under section 6 [29 USCS § 655];
 - (2) acquire, maintain, and require the use of safety equipment, personal protective equipment, and devices reasonably necessary to protect employees;
 - (3) keep adequate records of all occupational accidents and illnesses for proper evaluation and necessary corrective action;
 - (4) consult with the Secretary with regard to the adequacy as to form and content of records kept pursuant to subsection (a)(3) of this section; and
 - (5) make an annual report to the Secretary with respect to occupational accidents and injuries and the agency's program under this section. Such report shall include any report submitted under section 7902(e)(2) of title 5, [United States Code](#).
- (b) Report by Secretary to President. The Secretary shall report to the President a summary or digest of reports submitted to him under subsection (a)(5) of this section, together with his evaluations of and recommendations derived from such reports.
- (c) [Omitted]
- (d) Access by Secretary to records and reports required of agencies. The Secretary shall have access to records and reports kept and filed by Federal agencies pursuant to subsections (a) (3) and (5) of this section unless those records and reports are specifically required by Executive order to be kept secret in the interest of the national defense or foreign policy, in which case the Secretary shall have access to such information as will not jeopardize national defense or foreign policy.

History:

(Dec. 29, 1970, [P.L. 91-596](#), § 19, [84 Stat. 1609](#), 1610; Dec. 21, 1982, [P.L. 97-375](#), Title I, § 110(c), [96 Stat. 1821](#); Sept. 28, 1998, [P.L. 105-241](#), § 2(b)(1), [112 Stat. 1572](#).)

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- > [4A Environmental Law Practice Guide \(Matthew Bender\)](#), ch 28A, Workplace Safety and Health § 28A.03.

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Extract from *Title 29: Labor, PART 1960-Basic Program Elements For Federal Employee Occupational Safety and Health Programs and Related Matters*, with emphasis added in underlined text:

Title 29: Labor

PART 1960—BASIC PROGRAM ELEMENTS FOR FEDERAL EMPLOYEE
OCCUPATIONAL SAFETY AND HEALTH PROGRAMS AND RELATED MATTERS
Subpart B—Administration

"§ 1960.8 Agency responsibilities.

"(a) The head of each agency shall furnish to each employee employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm.

"(c) The head of each agency shall develop, implement, and evaluate an occupational safety and health program in accordance with the requirements of section 19 of the Act, Executive Order 12196, and the basic program elements prescribed in this part, or approved alternate program elements.

"(e) In order to provide essential specialized expertise, agency heads shall authorize safety and health personnel to utilize such expertise from whatever source available, including but not limited to other agencies, professional groups, consultants, universities, labor organizations, and safety and health committees."