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DIRECTIVE NUMBER: IOSH Instruction IACPL 02-00-160

EFFECTIVE DATE: February 11, 2018

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**SUBJECT:** Field Operations Manual (FOM)

### ABSTRACT

**Purpose:** This Instruction implements the Iowa OSHA Field Operations Manual (FOM), and replaces the March 1, 2012 Instruction that implemented the Iowa OSHA Field Operations Manual (FOM). The FOM is a revision of Iowa OSHA's enforcement policies and procedures manual that provides the office a reference document for identifying the responsibilities associated with the majority of our inspection duties.

**Scope:** Iowa OSHA.

**References:** Title 29 Code of Federal Regulations, 1904.39, Reporting Fatalities and Multiple Hospitalizations to OSHA; and Housing for Agricultural Workers: Final Rule, Federal Register, March 4, 1980 (45 FR 14180) Iowa Code 88, Iowa Administrative Code Chapter 875, Iowa Administrative Code 486.

**Cancellations:** IOSHA Instruction IACPL 02-00-150, Field Operations Manual (FOM), March 1, 2012.

**State Impact:** Notice of Intent and Adoption required. See paragraph VI.

**Action Offices:** National, Regional, and Area Offices, and Iowa Division of Labor Services

**Originating Office:** Directorate of Enforcement Programs  
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## **Executive Summary**

This Instruction cancels and replaces IOSHA Instruction IACPL 02-00-150, Field Operations Manual (FOM), issued March 1, 2012. This Instruction constitutes Iowa OSHA's general enforcement policies and procedures manual for use in conducting inspections, issuing citations and proposing penalties.

## **Significant Changes**

- A revised Table of Contents for the FOM is added.
- A revised References section for the FOM is added.
- A revised Cancellations section for the FOM is added
- References to the Site Specific Targeting Program (SST) have been removed.
- Iowa Strategic Partnership Program protocols have been modified, i.e. no deferrals or deletions from IOSH Enforcement activities exist for program participants.
- References to the OSHA Data Initiative (ODI) have been removed.
- Statutory authority for civil penalties has been updated per the Code of Iowa. New penalty structures for various violations have been established.
- Provisions for applying "Quick Fix" have been added.
- Provisions for complaints submitted electronically through the Federal OSHA website at [www.osha.gov](http://www.osha.gov) have been added.

## **Disclaimer**

**This manual is intended to provide instruction regarding some of the internal operations of the Iowa Occupational Safety and Health Administration (OSHA), and is solely for the benefit of the State. No duties, rights, or benefits, substantive or procedural, are created or implied by this manual. The contents of this manual are not enforceable by any person or entity against the Iowa Division of Labor Services or the State of Iowa. Statements which reflect current administrative or judicial precedents do not necessarily indicate acquiescence to those precedents.**