



DIRECTIVE NUMBER: IOSH Instruction IACPL 02-00-148

EFFECTIVE DATE: September 26, 2009

SUBJECT: Field Operations Manual (FOM)

ABSTRACT

Purpose: This Instruction implements the Iowa OSHA Field Operations Manual (FOM), and replaces the August 1, 2004 Instruction that implemented the Iowa Field Inspection Reference Manual (FIRM). 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 2.103, Field Inspection Reference Manual (FIRM), August 1, 2004.

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 2.103, Field Inspection Reference Manual (FIRM), issued August 1, 2004, and two of the three remaining parts of the prior Field Operations Manual, CPL 02-00-045, which are still in effect. This Instruction constitutes Iowa OSHA's general enforcement policies and procedures manual for use in conducting inspections, issuing citations and proposing penalties.

Significant Changes

- Cancels and replaces the Field Inspection Reference Manual (FIRM).
- Cancels sections D. and E. of Chapter VI of the prior Field Operations Manual.
- Cancels Chapter XII of the prior Field Operations Manual.
- Will consist of the following chapters:

[Chapter 1.](#) Introduction

[Chapter 2.](#) Program Planning

[Chapter 3.](#) Inspection Procedures

[Chapter 4.](#) Violations

[Chapter 5.](#) Case File Preparations and Documentation

[Chapter 6.](#) Penalties and Debt Collection

[Chapter 7.](#) Post-Citation Procedures and Abatement Verification

[Chapter 8.](#) Settlements

[Chapter 9.](#) Complaint and Referral Processing

[Chapter 10.](#) Industry Sectors

- I. Agriculture
- II. Construction [Reserved]
- III. Maritime [Reserved]

[Chapter 11.](#) Imminent Danger, Fatality, Catastrophe and Emergency Response

[Chapter 12.](#) Specialized Inspection Procedures

- I. Multi-Employer Workplace/site Policy [Reserved]
- II. Temporary Labor Camps

[Chapter 13](#). Federal Agency Safety and Health Programs [Reserved]

[Chapter 14](#). Health Inspection Enforcement Policy [Reserved]

[Chapter 15](#). Legal Issues

[Chapter 16](#). Disclosure under the Freedom of Information Act (FOIA)
[Reserved]

Disclaimer

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