



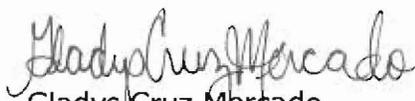
DEPARTMENT OF  
**LABOR**  
AND HUMAN RESOURCES  
GOVERNMENT OF PUERTO RICO



**PR OSHA Notice 12-002**  
**January 27, 2012**  
**Technical Support Division**

**SUBJECT: Two Year Extension to Local Emphasis Program – Public Sewage and Water Treatment Plants**

- A. **Purpose:** This instruction extends for two years the Local Emphasis Program - Public Swage and Water Treatment Plant. The reason for this extension is that by September 2011 there were still public sewage and water treatment plants that had not been inspected. The LEP was extended to end on September 30, 2013.
- B. **Scope:** This instruction applies PR OSHA-wide.
- C. **References:** CPL 2-0.0802 Local Emphasis Program – Public Sewage and Water Treatment Plants,
- D. **Action:** The Bureau of Inspections Director and Area Directors shall ensure that in the IMIS LEP maintenance table, the LEP Public Sewage and Water Treatment Plants effective finishing date is extended to September 30, 2013. The IMIS Clerk shall extend the effective finishing date to September 30, 2013 in the IMIS LEP maintenance table, for the LEP Public Sewage and Water Treatment Plants.
- K. **Effective Date:** September 30, 2011.
- L. **Expiration Date:** September 30, 2013.

  
Gladys Cruz Mercado  
Assistant Secretary

**Distribution: PED; TSD; BTAD; IMIS; VPD; LDD; BID; AD's; CSHO's; OSHA/Region II**

Attachment.

**PUERTO RICO OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION**



COMMONWEALTH OF PUERTO RICO  
DEPARTMENT OF LABOR AND HUMAN RESOURCES  
PUERTO RICO OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION



**PR OSHA Instruction CPL 2-0.0802**  
**June 20, 2008**  
**Bureau of Inspections**

**SUBJECT: Local Emphasis Program – Public Sewage and Water Treatment Plants**

- A. Purpose: This instruction describes policies and procedures for implementing a Local Emphasis Program (LEP) for the programmed health inspections in industries primarily engaged in public sewage and water treatment, NAICS 221310 and 221320, in accordance with the provisions of the Field Operations Manual (FOM), Chapter II, F.2.b(3).
- B. Scope: This instruction applies PR OSHA-wide.
- C. References:
1. OSHA Directive CPL 04-00-001 (CPL 2-0.102A) Procedure for Approval of Local Emphasis Programs (LEP's).
  2. OSHA Directive CPL 2.25I and CH-1 Scheduling System for Programmed Inspections.
  3. OSHO Instruction CPL 2.45C April 1, 2000 Bureau of Technical Assistance (Revised Field Operation Manual [FOM]).
- D. Action: The Bureau of Inspections Director and Area Directors shall ensure that the procedures established in this instruction are followed in the scheduling of programmed inspections. This instruction is limited to those establishments classified under NAICS 221310 and 221320 "Public Sewage and Water Treatment Plants".
- E. Background: PR OSHA understand that there is a need for increase enforcement activity for those establishments engaged specifically in Public Sewage and Water Treatment indicated by the fact that employees in this facilities could be potentially exposed to toxics and may result in acute and chronic exposure during work, improper maintenance operations and accidental leaks.

This Local Emphasis Program has been developed to increase awareness and faster enforcement activities to reduce injuries and illnesses in the upper and lower respiratory tract, dermatitis and gastrointestinal diseases among others.

Finally, implementation of this LEP will help PR OSHA achieves its strategic objective of reducing hazards especially assuring compliance with the following standards: Air Contaminants (aluminum compounds, ammonia, chlorine, hydrogen sulfide, calcium

hydroxide, calcium carbonate and arsenic, among others), Respiratory Protection, Personal Protective Equipment, Hazard Communication, Confined Spaces and Process Safety Management.

F. Procedures:

1. Following the guidelines in PROSHA Instruction CPL 2.25I and CH-1, the Area Director shall compile an inspection register considering all establishments within the coverage of the office and using the best available information (e.g. CSHO observation, non-formal complaints, and referrals from other outside sources).
2. The Area Director will review the inspection register (see F.1. above) and randomly select establishments for programmed inspections using a random numbers table applied to the list. This selection process sets forth administratively neutral criteria to identify establishments for programmed inspections. The Area Director must ensure that all selected establishments are inspected.
3. Unprogrammed related activities such as complaints, referrals and fatalities/catastrophes occurring in facilities with the NAICS 221310 and 221320 will be included in the LEP. These facilities will receive a comprehensive health inspection.
4. The Area Directors will provide training to the CSHO's in order to keep them abreast of the latest on the following standards: Air Contaminants (aluminum compounds, ammonia, chlorine, hydrogen sulfide, calcium hydroxide, calcium carbonate and arsenic, among others), Respiratory Protection, Personal Protective Equipment, Hazard Communication, Confined Spaces and Process Safety Management.
5. All inspections conducted under this LEP shall be comprehensive health inspections.
6. After all the establishments in the inspection register under this LEP are completed, a follow-up inspection will be conducted to verify the OSHO 300 records.
7. All contractors found during the LEP inspections shall be inspected following the FOM procedures.

G. Recordkeeping

1. The employer shall submit, to the Area Office for three years after being inspected an annual summary report of injuries and illnesses in the establishments (Form OSHO 300 and 300A). This data should be evaluated to verify if the injuries and illnesses show a trend in the establishment. This report shall be completed by February 1, of each calendar year after the inspection under this LEP.

H. Recording in IMIS: The following guidelines shall be applied when recording inspections conducted under this Local Emphasis Program:

1. Current instructions for completing the appropriate inspection classification boxes (Items 24 and 25) on the Inspection Report, (OSHA-1 Form) as found in the IMIS Manual shall be followed for inspections under this LEP.
  - a. The OSHA-1 for any programmed inspection scheduled under this Local Emphasis Program shall be marked "Programmed" (Item 24h), "Comprehensive" (Item 35) and "Local Emphasis Program" (Item 25c.) Record "WASTE20" in the space in Item 25c.
  - b. The OSHA-1 for any programmed inspection scheduled from the Health Establishment List shall be mark "Programmed" (Item 24h), "Health Planning Guide", "Manufacturing" (Item 25a or b) as appropriate and "Local Emphasis Program" (Item 25c.) and "Comprehensive" (Item 35). Record "WASTE20" in the space (Item 25c).
  - c. The OSHA-1 for any unprogrammed activities shall be marked in Item 5. The other items shall be completed as established in section H.1.a.
  - d. Optional information for recording the appropriate values in the OSHA-1 (Item 42).

Type	ID	Value
S	16	WASTE20
N	20	Training yes or no / Participation yes or no

2. Nonformal complaints, other government agency referrals and reports from the public reporting potential hazards related to "WASTE20" shall be recorded on an OSHA-7 Notice of Alleged Safety or Health Hazards, or an OSHA-90, Referral Report, if appropriate, in accordance with current IMIS Instructions.

I. Evaluation:

1. **Area Director's Responsibility** – All Area Directors shall submit to the Bureau of Inspections Director by November 14, 2008 after the effective date of this instruction an evaluation report that shall include the following elements.
  - (1) Description of the LEP purpose.
  - (2) Area Director's opinion about the effectiveness of the LEP is in accordance with its purpose.

- (3) Data and information to support the conclusions above:
  - (a) Number of inspections
  - (b) Number of employees covered
  - (c) Number of inspections in compliance
  - (d) Number of inspections with violations
  - (e) Average violations per inspection
  - (f) Number of serious violations cited
  - (g) Type and number of injuries and illnesses regarding to the LEP
  - (h) Number of employers implementing or improving Safety/Health Programs
- (4) Evaluation of the standards cited to determine whether the LEP is addressing the goal.
- (5) Statement of whether the program should be continued, accompanied by brief rationale.

2. Bureau of Inspection's Reports:

- (1) No later than 15 days after the expiration date of the Annual Performance Plan, the Director of the Bureau of Inspection will present to the Assistant Secretary an evaluation report, this will include the impact and the effectiveness of this Program.

J. Full Service:

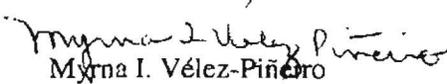
1. The Compliance Safety and Health Officer shall make an evaluation on the safety program at the establishment and recommend proper measures to ensure an effective implementation of the program. Interviews with employees will be considered in the evaluation of the program.
2. At the closing conference the Compliance Safety and Health Officer will offer information about the hazards found in the establishment, give advice of appropriate abatement methods and discuss regarding concerns. Participation of the employees in the closing conference will be promoted.

PR OSHA Instruction CPL 2-0.0802  
June 20, 2008  
Bureau of Inspections

3. Areas of the establishment where training is needed shall be identified and required orientation and training shall be offered. Employee involvement in all health matters will be encouraged.

K. Effective Date: June 20, 2008.

L. Expiration Date: September 30, 2011.

  
Myrna I. Vález-Piñero  
Assistant Secretary

Distribution: PED; TSD; BTAD; IMIS; VPD; LDD; BID; AD's; CSHO's; OSHA/Region II