



DIRECTIVE NUMBER: TED 01-00-016 **EFFECTIVE DATE:** January 24, 2005
SUBJECT: Procedures for updating OSHA Technical Manual

ABSTRACT

Purpose: This Instruction implements and describes the general procedures for updating the OSHA Technical Manual. All sections and chapters of the original Manual will remain in effect until replaced by updated chapters. As chapters are completed, they will be cleared and approved through the directives system as OSHA Notices. Each approved chapter, etc. will be posted on the OSHA Internet as part of the Manual at http://www.osha.gov/dts/osta/otm/otm_toc.html. This approach will allow the Manual to be built Chapter by Chapter, until the new chapters totally replace the chapters transmitted via OSHA Instruction TED 01-00-015 (TED 1-0.15A) dated January 20, 1999. Some of the chapters will be revised in the traditional OTM format and some will become etool chapters as appropriate to provide stand alone interactive web based training, and to further illustrate more difficult concepts.

Scope: This instruction applies to all Federal OSHA.

References: Those chapters of the OTM as transmitted by OSHA Instruction TED 01-00-015 (TED 1-0.15A) that remain in effect.

OSHA Instruction CPL 02-00-103, Field Inspection Reference Manual (FIRM)

Cancellations: As new chapters of the manual are completed and approved through the directives system as OSHA Notices, they will cancel comparable chapters that were issued via OSHA Instruction TED 01-00-015 (TED 1-0.15A).

ABSTRACT-1

State Impact: This instruction describes a Federal Program change for which State adoption is not required.

Action Offices: National, Regional, and Area offices

Originating Office: Directorate of Science, Technology and Medicine

Contact: Directorate of Science, Technology and Medicine
Office of Science and Technology Assessment
200 Constitution Avenue, NW.
Washington, DC 20210
202-693-2095

By and Under the Authority of

John L. Henshaw
Assistant Secretary

ABSTRACT-2

Executive Summary

This Instruction implements and describes the general procedures for updating the OSHA Technical Manual. The Manual serves as a reference resource for technical information on occupational safety and health issues. The Manual is in the process of being updated. Some chapters will appear in the traditional OTM format and others will be revised in the etool format as appropriate. In the meantime, all chapters of the original Manual will remain in effect until they are replaced by updated chapters. As new Chapters are completed, they will be cleared and approved through the directives system, as OSHA Notices, which will cancel the corresponding portions of the old Manual. Each approved Chapter, etc. will then be posted on the OSHA Internet at http://www.osha.gov/dts/osta/otm/otm_toc.html as part of the new Manual.

Significant Changes

The revised chapters of the Manual will provide updated technical information and guidance on occupational safety and health topics. The Manual will be restructured and renumbered to be compliant with current directives system rules. As chapters of the revised Manual are cleared, they will be issued by OSHA Notices and incorporated into the body of the Manual on the OSHA Internet at http://www.osha.gov/dts/osta/otm/otm_toc.html. Some of the revised chapters will appear in the traditional OTM format and as appropriate, others will be restructured in the etool format.

ABSTRACT-3

* OSHA ARCHIVE DOCUMENT *

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NOTICE: This document is presented here as historical content, for research and review purposes only.

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Procedures for Revising OTM

- I. Purpose. This Instruction implements and describes the general procedures for updating the OSHA Technical Manual. All chapters of the original Manual will remain in effect until replaced by updated chapters. As chapters are completed, they will be cleared and approved through the directives system, as OSHA Notices. Each approved Chapter, etc. will be posted on the OSHA Internet as part of the Manual at http://www.osha.gov/dts/osta/otm/otm_toc.html . They will thus “build” the new Manual that will replace the chapters transmitted via OSHA Instruction TED 01-00-015 (TED 1-0.15A) January 20, 1999.
- II. Scope. This instruction applies to all Federal OSHA
- III. References. Those chapters of the OTM as transmitted by OSHA Instruction TED 01-00-015 (TED 1-0.15A) that remain in effect.

OSHA Instruction CPL 02-00-103, Field Inspection Reference Manual (FIRM)
- IV. Cancellations. As chapters of the Manual introduced by this Instruction are completed and approved through the directives system as OSHA Notices, they will cancel comparable chapters that were issued via OSHA Instruction TED 01-00-015 (TED 1-0.15A) January 20, 1999.
- V. State Impact. This instruction describes a Federal Program change for which State adoption is not required.
- VI. Significant Changes. This Instruction implements and describes the general procedures for updating the OSHA Technical Manual. The Manual serves as a reference resource for technical information on occupational safety and health issues. The Manual is in the process of being updated. A plan is being developed to identify Chapters that are in need of update based on current state of the art science and technology. Some chapters will appear in the traditional OTM format and others, as appropriate, will be revised in the etool format. The etool format allows for interactive web based training and provides clearer illustrations of difficult concepts. In the meantime, all chapters of the original Manual will remain in effect until they are replaced by updated chapters. As new Chapters are completed, they will be cleared and approved through the directives system, as OSHA Notices, which will cancel the corresponding portions of the old Manual. Each approved Chapter, etc. will then be posted on the OSHA Internet at http://www.osha.gov/dts/osta/otm/otm_toc.html as part of the new Manual.
- VII. Action Information.
 - A. Responsible Office. Directorate of Science, Technology and Medicine
 - B. Action Offices. National, Regional and Area offices

- VIII. Action required. As the planned chapters of the revised Manual are cleared and published, hard copies of the cancelled portions of the old Manual should be destroyed. Paper copies of Chapters of the new Manual may be printed from OSHA Internet at http://www.osha.gov/dts/osta/otm/otm_toc.html.
- IX. General Outline of the New Manual. The outline of the OTM remains the same as introduced by OSHA Instruction TED 01-00-015 (TED 1-0.15A). However, the Manual may be subject to change as the chapters are updated.

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CHAPTER 1. INTRODUCTION

SECTION II: SAMPLING, MEASUREMENT METHODS AND INSTRUMENTS

CHAPTER 1. PERSONAL SAMPLING FOR AIR CONTAMINANTS

CHAPTER 2. SAMPLING FOR SURFACE CONTAMINATION

CHAPTER 3. TECHNICAL EQUIPMENT

CHAPTER 4. SAMPLE SHIPPING AND HANDLING

SECTION III: HEALTH HAZARDS

CHAPTER 1. POLYMER MATRIX MATERIALS: ADVANCED COMPOSITES

CHAPTER 2. INDOOR AIR QUALITY INVESTIGATION

CHAPTER 3. VENTILATION INVESTIGATION

CHAPTER 4. HEAT STRESS

CHAPTER 5. NOISE MEASUREMENT

CHAPTER 6. LASER HAZARDS

CHAPTER 7. LEGIONNAIRE'S DISEASE

SECTION IV: SAFETY HAZARDS

CHAPTER 1. OIL WELL DERRICK STABILITY: GUYWIRE ANCHOR SYSTEMS

CHAPTER 2. PETROLEUM REFINING PROCESSES

CHAPTER 3. PRESSURE VESSEL GUIDELINES

CHAPTER 4. INDUSTRIAL ROBOTS AND ROBOT SYSTEM SAFETY

SECTION V: CONSTRUCTION OPERATIONS

CHAPTER 1. DEMOLITION

CHAPTER 2. EXCAVATIONS: HAZARD RECOGNITION IN TRENCHING AND SHORING

CHAPTER 3. CONTROLLING LEAD EXPOSURES IN THE CONSTRUCTION INDUSTRY: ENGINEERING AND WORK PRACTICE CONTROLS

SECTION VI: HEALTH-CARE FACILITIES

CHAPTER 1. HOSPITAL INVESTIGATIONS: HEALTH HAZARDS

CHAPTER 2. CONTROLLING OCCUPATIONAL EXPOSURE TO HAZARDOUS DRUGS

SECTION VII: ERGONOMICS

CHAPTER 1. BACK DISORDERS AND INJURIES

SECTION VIII: PERSONAL PROTECTIVE EQUIPMENT

CHAPTER 1. CHEMICAL PROTECTIVE CLOTHING

CHAPTER 2. RESPIRATORY PROTECTION

SECTION IX: SAFETY AND HEALTH MANAGEMENT

RESERVED

SECTION X: MISCELLANEOUS

CHAPTER 1. METRIC SYSTEM CONVERSION

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