



**October 02, 2024**

**MEMORANDUM FOR:** REGIONAL ADMINISTRATORS

**FROM:** DOUGLAS L. PARKER  
Assistant Secretary

AMANDA L. EDENS  
Deputy Assistant Secretary

**SUBJECT:** Update to Instruction on Regional Directive Numbering

On June 14, 2024, OSHA issued directive ADM 03-00-008 OSHA Clearance Process for Non-Policy and Policy Issuance. The directive offers guidelines for managing and communicating OSHA policies and procedures, interpretive guidance, and other materials. A key update is the new classification code and numbering system for regional directives.

On May 8, 2024, the Department of Labor announced plans to restructure OSHA's regional operations, including a new office in Birmingham, Alabama, realignment of Regions 9 and 10 into the San Francisco Region, and renaming regions based on the location of the regional office. As a result, the guidance in Chapter 4, Section V.B, is no longer accurate.

Beginning October 1, 2024, the classification codes and numbering for regional directives will be updated to align with structural changes, ensuring consistent identification across the agency. Regional instructions will be classified according to regional designation, primary (first level), secondary (second level), and tertiary (third level) classification codes and sequentially numbered, according to the primary classification. For example, ATL-CPL-04-00-001.

The following regional designations will be used:

BOS – Boston Region  
NYC – New York City Region  
PHI – Philadelphia Region  
ATL – Atlanta Region  
CHI – Chicago Region  
DAL – Dallas Region  
KCM – Kansas City Region  
DEN – Denver Region  
SFO – San Francisco Region  
BHM – Birmingham Region