



<b>POLICY AND PROCEDURE</b>	
SUBJECT/TITLE:	APC PPSOGF Numbering
APPLICABILITY:	All APC staff authoring PPSOGF
CONTACT PERSON & DIVISION:	Terri Dzienis, APC
ORIGINAL DATE ADOPTED:	02/26/2016
LATEST EFFECTIVE DATE:	02/26/2016
REVIEW FREQUENCY:	5 years
BOARD APPROVAL DATE:	N/A
REFERENCE NUMBER:	300-101-P

**A. PURPOSE**

The purpose of this document is to specify the numbering of policies, procedures, standard operating guidelines and forms (PPSOGF) that are Air Pollution Control (APC) Division specific. This document elaborates on the requirements established in 800-001-P for numbering.

**B. POLICY**

All APC division specific PPSOGF follow the requirements established in 800-001-P for writing, reviewing, revising, approving, numbering, disseminating, implementing and maintaining PPSOGF. Numbering of APC division specific PPSOGF shall follow the requirements in 800-001-P section E.5. and the procedures listed in section E of this policy.

**C. BACKGROUND**

Record types and series have been identified previously and are specified on the Canton City Health District (CCHD) Record Retention Schedule. Each Record type has a specific identification number specified on the CCHD Record Retention Schedule. The record type identification numbers are in the format XXX\_RRR\_SSS

XXX refers to the three-digit number/code that corresponds to the various divisions or operating units at CCHD. The APC division is represented by code 300. This is the same code used in 800-001-P for numbering PPSOGF.

RRR refers to the three-digit number/code that corresponds to the Record Series Category Name. The following is a list of codes that are used in the CCHD Record Retention Schedule for APC division specific records:

<b>Code</b>	<b>Record Series Category Name</b>
001	Administrative
002	Asbestos
003	Enforcement
004	Facility
005	Inspection
006	Monitoring / Inspection
007	Monitoring
009	Training



SSS refers to the three-digit number that is sequential. The three-digit number starts with 001 and increases sequentially from there, so that each Record Type within a Record Series Category Name has a unique three-digit number.

APC previously established procedure numbering guidelines that included categorizing the procedures so APC staff can easily identify which procedures applied to them. The previous APC procedure numbers are in the format APC-Y-SS.

APC refers to the procedure being an APC division specific procedure

Y refers to code that corresponds to the APC Program Category Name that the procedure applied to. The following is a list of codes used for APC division specific procedures:

Code	Program Category Name
A	Asbestos
C	Clerical
EC	Enforcement / Compliance
G	General
HS	Health & Safety
I	Inspections
M	Monitoring
P	Permitting
S	STARS2

SS refers to the two-digit number that is sequential. The two-digit number starts with 01 and increases sequentially from there, so that each procedure within a Program Category Name has a unique two-digit number.

APC desires to continue the categorizing numbering structure previously established. Since 800-001-P section E.5. already establishes the numbering format for PPSOGF as XXX-YYY-ZZ-T, APC decided to use the second three-digit number (YYY) as a means to categorize the procedures. In order to be consistent with the already established category numbering format from the CCHD Record Retention Schedule and the previous APC procedure numbering format, it was necessary to merge the two as shown below. Additionally, since YYY is a sequential number, it was decided the first digit of that number would represent the category, leaving two digits to increase sequentially, as shown in the new code column below:

Record Code	APC Code	Record Series Category Name // Program Category Name	New Code
n/a	C	n/a // Clerical	0YY
001	G	Administrative // General	1YY
002	A	Asbestos // Asbestos	2YY
003	EC	Enforcement // Enforcement only portion	3YY
004	P & S	Facility // Permitting & STARS2	4YY
005	I & EC	Inspection // Inspections & Compliance only portion	5YY
006	n/a	Monitoring / Inspection // n/a	6YY



Record Code	APC Code	Record Series Category Name // Program Category Name	New Code
007	M	Monitoring // Monitoring	7YY
n/a	n/a	[Reserved]	8YY
009	HS	Training // Health & Safety	9YY

APC has updated its numbering format to comply with the requirements in 800-001-P and previously established categorizing. This document contains the final numbering format requirements.

#### D. GLOSSARY OF TERMS

See 800-001-P section D for glossary of terms applicable to this policy.

#### E. PROCEDURES

1. All APC division specific PPSOGF follow the requirements established in 800-001-P for writing, reviewing, revising, approving, numbering, disseminating, implementing and maintaining PPSOGF.
2. For the implementation of requirements E.2.b. and E.5.h. of 800-001-P, the following revision shall apply: The author of the document shall request the document reference number from the APC Division Leader. The APC Division Leader will determine the document reference number in accordance with this policy and inform the Executive Assistant of the number prior to finalizing the document draft for review. The Executive Assistant will ensure the document reference number is unique.
3. When numbering APC Division specific PPSOGF, section E.5. of 800-001-P shall be followed along with the following revisions.
  - a) YYY shall be revised to be CYY.
  - b) C refers to the single number/code that represents the APC Procedure Category for APC division specific activities to which the PPSOGF applies. The following is a list of acceptable codes:

Code	APC Procedure Category	Category Definition
0	Clerical	PPSOGF for activities conducted primarily by clerical staff (i.e. call routing, mail routing, etc)
1	General	PPSOGF for generally applicable or administrative activities (i.e. TAS, correspondence handling, IT requests, attendance, meetings, public records, performance reports, fiscal, contract, etc)
2	Asbestos	PPSOGF for asbestos activities conducted primarily by asbestos inspector (i.e. samples, inspections, notifications, non-notifiers, landfill asbestos inspections, outreach, etc)
3	Enforcement	PPSOGF for pre and post enforcement activities for all staff (i.e. NOV, ROV, F&Os, EARs, warning letters, ERAC appeals, enforcement data in STARS2/CID2, etc)
4	Permitting & Compliance	PPSOGF for activities conducted primarily by P&C staff (permitting, compliance report reviews, FERs, EERs, STARS2 task completion, facility profile, Non-Facility data)
5	Inspection	PPSOGF for inspection activities (including for STARS2 facilities)



Code	APC Procedure Category	Category Definition
		for all staff (Complaints, anti-tampering, CID2, field equipment, open burn requests, etc)
6	<i>[Reserved]</i>	<i>[Reserved for future use]</i>
7	Monitoring	PPSOGF for ambient air monitoring activities conducted primarily by M&I staff (i.e. monitoring data, monitoring equipment, PQAO, PARS, QA/QC, samples, site data, logbooks, audits, AQI, etc)
8	<i>[Reserved]</i>	<i>[Reserved for future use]</i>
9	Training	PPSOGF for training or health and safety activities (i.e. training certificates, training documentation, smoke school tracking, field inspector safety, safety training, medical monitoring, etc)

When determining the appropriate C code to use, the record descriptions within the CCHD Record Retention Schedule shall be reviewed to ensure the correct code is selected.

- c) YY refers to the two-digit number that is sequential. The two-digit number starts with 01 and increases sequentially from there, so that each unique C code has a unique two-digit number.
- d) Example of APC division specific document reference numbers:
  - i) Procedure for a APC Clerical activity: 300-015-P
  - ii) Procedure for a APC Asbestos activity: 300-238-P

**F. CITATIONS & REFERENCES**

CCHD Record Retention Schedule located at L:\ALL\RECORD RETENTION

The APC customized schedule is located at L:\APC\Public Records\Record Retention

800-001-P Standards for Writing and Approving PPSOGFs located at <http://www.cantonhealth.org/?pg=355>

**G. CONTRIBUTORS**

The following staff contributed to the authorship of this document:

- 1. Terri Dzienis, APC Administrator

**H. APPENDICIES & ATTACHMENTS**

N/A

**I. REFERENCE FORMS**

N/A

**J. REVISION & REVIEW HISTORY**

Revision Date	Review Date	Author	Notes

**K. APPROVAL**

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGFs” procedure as of the effective date listed above.