



governmentattic.org

"Rummaging in the government's attic"

Description of document: List of Consumer Product Safety Commission (CPSC) Directives from the CPSC (employee only) Intranet, 2016

Requested date: 2016

Released date: 17-June-2016

Posted date: 04-July-2016

Source of document: FOIA Request
FOIA Requester Service Center
US Consumer Product Safety Commission
4330 East West Highway, Room 820
Bethesda, MD 20814
Fax: 301-504-0127
Email: cpsc-foia@cpsc.gov

The governmentattic.org web site ("the site") is noncommercial and free to the public. The site and materials made available on the site, such as this file, are for reference only. The governmentattic.org web site and its principals have made every effort to make this information as complete and as accurate as possible, however, there may be mistakes and omissions, both typographical and in content. The governmentattic.org web site and its principals shall have neither liability nor responsibility to any person or entity with respect to any loss or damage caused, or alleged to have been caused, directly or indirectly, by the information provided on the governmentattic.org web site or in this file. The public records published on the site were obtained from government agencies using proper legal channels. Each document is identified as to the source. Any concerns about the contents of the site should be directed to the agency originating the document in question. GovernmentAttic.org is not responsible for the contents of documents published on the website.



**U.S. CONSUMER PRODUCT SAFETY COMMISSION
4330 EAST WEST HIGHWAY
BETHESDA, MD 20814**

June 17, 2016

RE: Freedom of Information Act (FOIA) Request #16-F-00443: A copy of listings of CPSC Directives, found on the CPSC intranet (employee-only) website

Thank you for your Freedom of Information Act (FOIA) request seeking above referenced information from the U.S. Consumer Product Safety Commission ("Commission"). A copy of the requested listing of CPSC Directives is enclosed.

Should you have any questions, contact us by letter, facsimile (301) 504-0127 or telephone (301) 504-7923 or via e-mail addressed to cpsc-foia@cpsc.gov.

Sincerely,

Alberta E. Mills
Freedom of Information Officer
The Secretariat - Office of the Secretary
Office of the General Counsel

Enclosures

Edit	Name	Title	Effective
Series : 0000 - "General" (33)			
	0000.1	Statement of Policy	11/19/1973
	0000.2	Organization & Functions	10/9/1996
	0000.5	CPSC Organizational Symbols	4/21/2004
	1000.1	The Commission	2/1/2006
	1000.10	The Chairman and Vice Chairman	2/1/2006
	1000.11	Delegation of Functions	2/1/2006
	1000.12	Organizational Structure	2/1/2006
	1000.13	Directives System	2/1/2006
	1000.14	Office of the General Counsel	2/1/2006
	1000.15	Office of Congressional Relations	2/1/2006
	1000.16	Office of the Inspector General	2/1/2006
	1000.17	Office of Equal Employment Opportunity and Minority Enterprise	2/1/2006
	1000.18	Office of the Executive Director	2/1/2006
	1000.19	Office of Financial Management, Planning and Evaluation	2/1/2006
	1000.2	Laws Administered	2/1/2006
	1000.20	Office of Information and Public Affairs	2/1/2006
	1000.21	Office of Compliance and Field Operations	2/1/2006
	1000.22	Office of Human Resources Management	2/1/2006
	1000.23	Office of Information and Technology Services	2/1/2006
	1000.24	Office of International Programs and Intergovernmental Affairs	2/1/2006
	1000.25	Office of Hazard Identification and Reduction	2/1/2006
	1000.26	Directorate for Epidemiology	2/1/2006
	1000.27	Directorate for Health Sciences	2/1/2006
	1000.28	Directorate for Economic Analysis	2/1/2006
	1000.29	Directorate for Engineering Sciences	2/1/2006
	1000.3	Hotline	2/1/2006
	1000.30	Directorate for Laboratory Sciences	2/1/2006
	1000.4	Commission Address	2/1/2006
	1000.5	Petitions	2/1/2006
	1000.6	Commission Decisions and Records	2/1/2006
	1000.7	Advisory Opinions and Interpretations of Regulations	2/1/2006
	1000.8	Meetings and Hearings; Public notice	2/1/2006
	1000.9	Quorum	2/1/2006
Series : 0301 - "Delegations of Authority - Policy And Procedures" (1)			
	0301.1	Policy & Procedures Governing Delegations of Authority	9/2/1975
Series : 0305 - "Delegations of Authority - General Agency" (4)			
	0305.1	Delegation of Administrative and Operational Management Authority to the Executive Director	7/29/1994
	0305.2	Delegation of authority to the Human Subjects Committee to Protect Human Subjects Involved in Research	7/21/2003

Edit	Name	Title	Effective
	0305.3	AED/EXIS - Chief Information Officer for IRM	9/30/2001
	0305.4	Authority of the Executive Director to Serve as the Senior Executive for Privacy Policy	4/28/1999

☞ **Series : 0310 - "Delegations of Authority - Regulatory" (15)**

	0310.1	Authority to Conduct Certain Hearings	7/13/1980
	0310.10	Authority to Approve Injunction Recommendations Under the Acts Administered by the Commission and to Initiate Such Actions	11/20/1978
	0310.11	Authority to Approve Civil Penalty Recommendations under the Consumer Product Safety Act and to Initiate Such Actions	4/27/1979
	0310.12	Authority to Issue a New Order Replacing a Previous Order Issued by the Commission that Accredited A "Firewalled" Laboratory	7/16/2010
	0310.13	Authority to Close Identification (Id) Files	10/1/1981
	0310.14	Authority to Accept Certain Voluntary Corrective Action Plans	10/1/1981
	0310.15	Authority To Issue Subpoenas To Federal, State, or Local Government Agencies	9/18/2011
	0310.2	Authority To Conduct Enforcement Activities and to Request Samples of Imported Consumer Products	11/20/1978
	0310.3	Authority to the Associate Executive Director for Compliance and Enforcement to Issue Notifications of Noncompliance	11/20/1978
	0310.4	Authority to the Associate Executive Director for Compliance and Enforcement to Accept Compliance Reports under the Flammable Fabrics Act	11/17/1977
	0310.5	Authority Either (1) to "Open a Case" and Recommend the Initiation of Legal Action, or (2) to Make Decisions that Violative Inspections and/or Samples are to be Classified as "No Action Indicated" and to "Not Open a Case"	7/13/1980
	0310.6	Authority to Approve Criminal Prosecution Recommendations and to Initiate Such Actions	4/27/1979
	0310.7	Authority to Approve Recommendations for Cease and Desist Orders under the Flammable Fabrics Act and to Initiate Such Actions	4/27/1979
	0310.8	Authority to Approve Civil Penalty Recommendations under the Flammable Fabrics Act	4/27/1979
	0310.9	Authority to Approve Seizure Recommendations Under the Acts Administered by the Commission and to Initiate Such Actions	11/20/1978

☞ **Series : 0315 - "Delegations Of Authority - General Administrative" (7)**

	0315.1	Authority to Sign Commission Documents and Affix the Commission Seal	11/22/1983
	0315.4	Authority to Dispose of Consumer Product Samples and Other Items of Evidence	5/17/2011
	0315.5	Authority for the Executive Director to Administer the Occupational Safety and Health Program	7/21/1994
	0315.6	Authority to Act as the Occupational Safety and Health Program Administrator	5/28/2003
	0315.7	General Administrative Authorization of Overtime	1/1/1989
	0315.8	Authority to Authorize Publication in the Federal Register of Announcements of Proposed Collections of Information	11/25/1997
	0315.9	Claims Collections - Authority to Order Payment of Debts Owed to the US by CPSC Employee/Former Employees	6/20/2003

☞ **Series : 0325 - "Delegations Of Authority - Material Management" (1)**

	0325.3	Authority To Approve the Use of Government-Owned or Leased Vehicles Between Residence and Place of Employment	5/8/1984
--	--------	---	----------

☞ **Series : 0330 - "Delegations Of Authority - Personnel" (8)**

	0330.1	Authority to Propose and Make Final Agency Decisions on Adverse Actions	5/19/2000
	0330.11	Authority to Settle Claims	9/2/2003

Edit	Name	Title	Effective
	0330.13	Authority to Classify GS-1 Through GS-15, SES and Other General Schedule Positions	5/4/2000
	0330.2	Authority To Establish the Administrative Workweek	11/27/1978
	0330.3	Authority Regarding Honor and Cash Awards	1/30/1985
	0330.5	Authority Regarding Honor Awards	11/20/1978
	0330.6	Authority to Certain CPSC Officials for the Power of Appointment	9/12/1978
	0330.7	Authority to Administer Oaths of Office	5/4/2000
Series : 0335 - "Delegations Of Authority - Printing" (1)			
	0335.1	Authority To Order Printing and Duplicating for CPSC	8/15/2001
Series : 0340 - "Delegations Of Authority - Procurement" (4)			
	0340.2	Authority Regarding Mistakes in Bids	5/1/2014
	0340.3	Authority to Approve the Publication of Paid Advertisements	5/1/2014
	0340.4	Delegation of Contracting Officer Authority	1/27/2014
	0340.4a	Certification of Appointment	5/1/2014
Series : 0355 - "Delegations Of Authority - Travel" (1)			
	0355.1	Authority to CPSC Officials to Authorize Travel, Transportation and Related Allowances	5/4/2015
Series : 0365 - "Delegations Of Authority - Financial Management" (4)			
	0365.2	Notice of Levy for Unpaid Tax Liability	2/20/2004
	0365.3	Authority to Obligate Funds for Renovation, Building Alterations, Reimbursable Services	4/24/2003
	0365.4	Authority to Approve Nonexpenditure Transactions between Appropriations and Fund Accounts	11/8/2004
	0365.5	Delegation of Authority to Designate Certifying Officers and Cashiers	11/15/2004
Series : 0600 - "Management Programs" (22)			
	0601.6	Procedures for Sending Briefing Packages to the Commission	10/19/1984
	0605.0	Operational Procedures for Petitions	4/26/1993
	0605.0A	Schematic - Operational Procedures for Petitions	6/23/2010
	0606.1	Risk-Based Analysis: Information to be Considered During Decision Making	9/3/2003
	0610.1	Procedures for Congressional Correspondence	7/8/2003
	0610.1a	Guidelines for Preparing Congressional Letters (Appendix 1)	
	0610.2	Communications with Voluntary Standards Groups & Organizations	10/25/2001
	0610.2a	Title 16 CFR 1031.15 Communication criteria (Appendix A)	
	0610.2b	Title 16 CFR 1012.7 Telephone Conversations (Appendix B)	
	0610.3	Internal Communications Regarding Voluntary Standards Activities	7/5/2006
	0611.1	Correspondence	9/3/1991
	0620.1	Protection of Human Subjects in Research	7/21/2003
	0661.1	Policies and Procedures for CPSC Directives	7/15/2002
	0661.1a	Directives Format (Attachment A)	
	0661.1b	Directives Clearance and Distribution Record (Attachment B)	
	0680.2	Acceptance of Gifts and Travel Expenses from Non-Federal Sources	2/18/2011
	0680.3	Ethics Program Public and Confidential Financial Disclosure Reporting	1/18/2011
	0680.4	Ethics Pledge - Ethics Commitments by Executive Branch Personnel	3/12/2009

Edit	Name	Title	Effective
	0680.4a	Ethics Pledge - Executive Order 13490 (Attachment A)	3/12/2009
	0680.4b	Ethics Pledge (Attachment B)	3/12/2009
	0690.1	Policy and Procedures for Conducting Internal Audits	9/2/2003
	0690.2	Management Accountability and Control	7/7/1998

☞ **Series : 0700 - "Information Resources Management" (13)**

	0700.1	Information Technology Investment Management	12/7/2012
	0711.0	Obtaining CPSC Authorization and OMB Clearance to Collect Information	8/31/2007
	0720.1	Limited Personal Use of CPSC Information Technology Resources	9/19/2014
	0730.1	Records Management Program	8/4/2004
	0732.1	Web and Social Media Records Retention	6/10/2011
	0740.1	Personal Identity Verification (PIV) Credential	4/13/2010
	0750.1	Automated Information Systems Security Program	6/18/1997
	0760.1	Security Regulations for Information Protection	4/6/2009
	0760.2	Protection of Personally Identifiable Information for CPSC Information Systems	4/6/2009
	0770.2	Information Sharing Obligations Under the Freedom of Information Act	11/10/2015
	0780.0	CPSC Software Management Policy	5/12/2003
	0780.1	CPSC Software Piracy Policy	5/12/2003
	0781.0	The Employee Exchange Bulletin Board	9/27/2004

☞ **Series : 0800 - "Facilities & Support Services" (23)**

	0820.1	Personal Property Management Amendment No. 1	7/28/2014
	Amend 1		
	0820.1	Personal Property Management	1/10/2008
	0820.1a	CPSC Property Management System Handbook, CPSC Property Management System User Manual and Listing of Sensitive Property	
	0820.4	Personal Use of Government Property	9/27/2004
	0820.6	Policy and Procedures for Ordering, Receiving and Controlling Expendable Supplies	11/20/2006
	0830.5	Mail Management	4/30/2003
	0840.1	Printing, Duplicating and Graphic Services	12/4/2003
	0840.1a	Printing Handbook	
	0850.2	Interlibrary Loan Service	3/9/2004
	0850.2a	Interlibrary Loan Request Form	
	0860.2	Use and Control of Government-Owned/Leased Motor Vehicles	3/8/2016
	0862.1	Transit Subsidy Benefit Program	3/10/2016
	0865.1	Express Transportation Service and Other Small Shipments	12/30/1989
	0870.1	Official Credentials and Badges for CPSC Employees	10/26/1990
	0870.2	Official Credentials for Commissioned State and Local Officials	11/21/2003
	0870.2a	Attachment A - NOTICE TO HOLDERS OF CREDENTIALS	
	0870.2b	Attachment B - ACCEPTANCE OF COMMISSION	
	0870.2c	Field Officer, State, Local Personnel Information	
	0880.1	Physical Security	10/20/1999
	0880.2	Occupant Emergency Program (OEP)	12/5/2012

Edit	Name	Title	Effective
	0880.2a	OEP Handbook for Bethesda Towers - December 2015	12/14/2015
	0880.2b	Building/Occupant Information Sheet - October 2012	12/5/2012
	0880.2c	SRP Occupant Emergency Program	12/14/2015

▣ **Series : 0900 - "Personnel Processes" (23)**

	0921.1	Commission Shutdown Procedures in the Event of a Lapse in Appropriations	9/25/2013
	0930.1	Federal Career Intern Program (FCIP)	10/31/2007
	0931.2	Part-Time Career Employment Program	1/10/1983
	0936.1	Employment of Experts and Consultants	6/25/1984
	0947.1	Accountability and Clearance Procedures for Separating Employees	11/7/2000
	0949.1	General Policy and Procedures Regarding Reduction-In-Force	1/15/1987
	0949.2	General Policy and Procedures Regarding Reduction-In-Force in the Senior Executive Service	5/26/1983
	0949.3P	Career Transition Assistance Plan	2/28/1996
	0961.1	Classification Correction, Retained Grade, Retained Pay and Priority Placement Plan	5/31/1991
	0961.2	Position Classification Policy and Procedures	6/21/1991
	0962.1	Implementation of the Inspector General Reform Act	3/21/2009
	0980.1	Equal Employment Opportunity and Procedures for Filing Complaints of Discrimination	1/31/2006
	0980.1a	CPSC Discrimination Complaint Process (Appendix I)	
	0980.1b	Anti-Harassment Policy (Appendix II)	
	0980.2	Alternative Dispute Resolution (ADR)	1/31/2006
	0980.3	Processing Requests for Reasonable Accommodations	8/31/2004
	0980.3A	Request for Reasonable Accommodation, Appendix A	
	0980.3B	Reasonable Accommodation Information Report, Appendix B	
	0980.3C	Denial of Reasonable Accommodation Request, Appendix C	
	0980.3D	Selected Resources for Locating Reasonable Accommodations, Appendix D	
	0990.1	Employment of Relatives	3/1/2007
	0992.1	Welfare and Recreation Organizations	11/9/2010
	0992.1A	Welfare and Recreation Organizations - Appendix A	11/9/2010

▣ **Series : 1000 - "Personnel Administration" (24)**

	1012.5	Voluntary Leave Transfer Program	7/15/1999
	1012.5a	Voluntary Leave Transfer Program, Appendix A	
	1012.5b	Voluntary Leave Transfer Program, Appendix B	
	1012.5c	Voluntary Leave Transfer Program, Appendix C	
	1012.6N	Sick Leave Policy for Adoptive Parents	5/5/1991
	1021.1	Probationary Period for Newly Appointed Supervisors and Managers	9/22/1980
	1022.1	Performance Management System	9/29/1999
	1022.1a	Performance Management System, Attachment A	
	1022.1b	Performance Management System, Attachment B	
	1022.1c	Performance Management System, Attachment C	
	1022.1d	Performance Management System, Attachment D	
	1022.1e	Performance Management System, Attachment E	

Edit	Name	Title	Effective
	1024.1	Performance and Incentive Awards Programs and Within-Grade Increases	1/22/1992
	1024.2	Retention Allowances	3/11/1996
	1025.1	Consumer Product Safety Commission Merit Promotion Program	8/18/2005
	1026.1	Superior Qualifications Appointments	3/26/2003
	1042.1	Consumer Product Safety Commission Grievance System	11/30/1979
	1042.2	Position Classification Appeals System	5/31/1991
	1071.1	Compensatory Time	10/11/1988
	1080.1	Employee Assistance Program	
	1080.2	Flexiplace Program	7/22/2002
	1080.2a	Appendix A - Addendum to the Flexiplace Policy	12/6/2012
	1080.2b	Appendix B - Exceptions to the Flexiplace Policy	2/14/2013
	1080.5	CPSC Drug-Free Workplace Plan	7/1/2011

Series : 1200 - "Financial Management" (9)

	1200.1	Cash Management	11/15/2004
	1200.2	Funding for Publications and Information Services	6/11/2003
	1200.3	Financial Management Systems	11/15/2004
	1200.3a	Financial Systems Inventory	
	1230.1	Administrative Control of Funds	6/12/1989
	1230.2	Procedures for the Request, Authorization and Reporting of Overtime	1/1/1989
	1240.1	Official Reception and Representation Funds – Approval and Use	1/29/2014
	1241.1	Imprest Funds	11/8/2004
	1242.1	Civil Penalty Collection Procedures	10/15/2015

Series : 1300 - "Travel" (3)

	1300.1	Travel Management Policies and Procedures	7/16/2014
	1300.1a	Appendix A: Sections 5.b. and 5.e. from Directive 1300.1	9/12/2014
	1300.2	Travel Charge Card Program	7/16/2014

Series : 1400 - "Public Information" (11)

	1400.1N	Procedures for Providing Technical Documents to the NTIS, U.S. Dept. of Commerce	12/19/1994
	1435.1	Policies and Procedures Pursuant to the Privacy Act	9/25/2007
	1435.1a	Appendix I - Notices of CPSC Privacy Act Systems of Records	
	1435.1b	Appendix II - Government-wide Privacy Act Systems of Records	
	1435.6	Privacy Impact Assessment Policy	9/26/2007
	1440.1	Social Media and Employee Use	7/25/2013
	1440.1a	Appendix A: Social Media - Frequently Asked Questions About Personal Use	7/25/2013
	1450.2	Clearance Procedures for Providing Information to the Public	1/16/2003
	1450.2a	Appendix A: CPSC Publication, Audio-Visual, Film, Speech and Report Clearance	
	1450.2b	Appendix B: Commission Policy On Linking To Nongovernment Websites	7/25/2013
	SORN 1435.1a	Appendix I - Notices of CPSC Privacy Act Systems of Records	

Series : 1500 - "Procurement - General" (19)

Edit	Name	Title	Effective
	1500.1	Policies and Procedures for Performance of Commercial Activities	1/26/1984
	1500.3	Blanket Purchase Agreements - Policy & Procedures	5/1/2014
	1502.1	Unauthorized Commitments	5/1/2014
	1502.1a	Appendix A - Memo for Approval of Unauthorized Commitments	5/1/2014
	1520.1	Program and Project Managers (P/PM) Federal Acquisition Certification (FAC-P/PM) and Responsibilities	11/3/2015
	1521.1	Contracting Officer's Representative (COR) Federal Acquisition Certification (FAC-COR) and Responsibilities	9/17/2013
	1522.1	Procurement Planning and Requisition for Supplies/Services	5/1/2014
	1522.1a	Requisition For Supplies/Services, Appendix A	6/8/2012
	1522.1b	Average Procurement Lead-times, Appendix B	5/1/2014
	1522.1c	FSS Review Form, Appendix C	5/1/2014
	1522.1d	Procurement Methods, Dollar Levels & Required Documentation, Appendix D	5/1/2014
	1522.1e	Independent Government Estimate, Appendix E	5/1/2014
	1522.1f	Sample Technical Evaluation Factors, Appendix F	5/1/2014
	1522.1g	Responsibilities of the COR, Appendix G	5/1/2014
	1522.1h	Contract Performance Monitoring and Reporting, Appendix H	5/1/2014
	1532.1	Competition Requirements and Justifications for Other Than Full and Open Competition	10/26/2015
	1532.1a	Justification for Other than Full and Open Competition	10/26/2015
	1540.1	Governmentwide Commercial Purchase Card Program	4/21/2016
	1540.1a	Purchase Card Program Handbook	4/21/2016

☞ **Series : 1700 - "Training" (3)**

	1700.1	Policy and Procedures for Employee Development and Training	9/10/1984
	1700.2	Training for Supervisors, Managers, and Executives	10/2/2007
	1700.3	Authority To Acquire And Pay For Off-the-Shelf Training Services	4/30/2010

☞ **Series : 9000 - "Compliance and Field Investigation" (15)**

	9010.10	Enforcement Policy and Procedural Guide	7/27/1988
	9010.17	Short-term Issuance System	7/15/1992
	9010.3	Sample Retention Policy	5/17/2011
	9010.30	Inspections	3/10/1997
	9010.34	Initiating and Monitoring Corrective Action Plans	7/15/1992
	9010.36	Domestic Sample Collection	4/18/1984
	9010.37	Sample Accountability & Analysis Records	4/18/1984
	9010.40	Substantial Hazards in Consumer Products	7/15/1992
	9010.72	Field Consumer Information Program	12/15/2003
	9010.80	Use of Volunteers in Commission Activities (Consumer Deputy Programs)	12/23/1983
	9010.90	CPSC/State Work-Sharing Agreements	5/25/1984
	9020.1	Refrigerator Safety Act	6/7/1974
	9020.5	Hazardous Household Substances	4/13/1984
	9020.50	Special Packaging of Household Substances	4/13/1984
	9020.70	Flammable Fabrics Act	3/27/1984

Edit	Name	Title	Effective
------	------	-------	-----------

Series : 9000 - "Directorate for Epidemiology" (3)

9010.21	NEISS Recruitment, Training & Evaluation Manual	12/15/1982
9010.24	In-Dept Investigations	7/12/1995
9010.28	Incident Reports Manual; Epidemiology Support Activities	7/8/1992

[Home](#)

[Calendar](#)

[Documents](#)

[Restricted Documents](#)

[Help](#)

> [Naming Conventions](#)

> [Document Formats](#)

[Recent](#)

[Team Discussion](#)

[cpscoffices](#)

[Content and Structure Reports](#)

[I Need To](#)

[Employee Exchange](#)

CPSC Directives

[CPSC Policies](#)

[Site Contents](#)

[Teams](#) > [CPSCnet Portal \(For Delition\)](#) > [CPSC Directives](#)

Inside CPSC

[Recalls](#)

[Safety Education](#)

[Regulations, Laws and Standards](#)

[Research and Statistics](#)

[Business and Manufacturing](#)

[Small Business Resources](#)

Related Links

[Accessibility](#)

[Privacy Policy](#)

[Budget and Performance](#)

Open Government

Freedom of Information (FOIA)



Copyright 2015 | [Read about privacy](#) | [Read our terms](#)