

March 27, 2001

ALFRED INIGUEZ  
ACTING VICE PRESIDENT, PACIFIC AREA OPERATIONS

SUBJECT: Audit Report - Review of Safety and Health Inspections in the Pacific Area  
(Report Number LC-AR-01-004)

This report presents the results of our audit of safety and health inspections in the Pacific Area (Project Number 00JA0004LC000). This audit is the first in a series of planned reviews to assess the effectiveness of the Postal Service's process to identify, track, and prioritize safety and health inspections in the 38,000 postal facilities across the nation. The objective of this audit was to determine whether required safety and health inspections were conducted at the facilities in the San Francisco District.

We determined that Postal Service officials did not conduct all required safety and health inspections at facilities in the San Francisco District. Some officials advised us that this occurred because they were not aware that the inspections were required. In addition, officials did not monitor inspection activity to ensure that facilities were inspected. We noted, however, that all required inspections were completed at facilities where completion of inspections impacted employee bonuses. Regardless, the lack of safety and health inspections could allow unsafe and unhealthy conditions to go uncorrected, thereby exposing the Postal Service to potential Occupational Safety and Health Administration fines and penalties and, more importantly, exposing employees to potential injury or sickness. We offered three recommendations to Postal Service management designed to improve the safety and health inspection program in all districts. Management agreed with our findings and recommendations and the actions planned or implemented are responsive to the issues identified in this report. Management's comments in their entirety are included as an appendix to this report.

We appreciate the cooperation and courtesies provided by your staff during the review. If you have any questions, please contact Bennie M. Cruz, director, Labor Management, at (214) 775-9116, or me at (703) 248-2300.

Ronald K. Stith  
Assistant Inspector General  
for Oversight and Business Evaluations

Attachment

cc: Suzanne F. Medvidovich  
Suzanne H. Milton  
Samuel M. Pulcrano  
Gerald S. Sanchez  
Jayne E. Schwarz  
Paul S. Tucker  
John R. Gunnels

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## EXECUTIVE SUMMARY

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### Introduction

This report presents the results of our audit of safety and health inspections in the Pacific Area. The objective of this audit was to determine whether required safety and health inspections were being conducted at facilities in the San Francisco District.

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### Results in Brief

We concluded that the Postal Service's safety and health inspection process for the San Francisco District was not effective, because the district had not conducted the required safety and health inspections at the facilities we reviewed in accordance with the Employee and Labor Relations Manual. Some officials advised us that they were not aware of inspection requirements. Also, officials who were aware of requirements did not monitor the process to ensure that facilities were inspected. Despite this reasoning, we noted that all safety and health inspections were completed at seven facilities where completion of inspections impacted bonus payments to employees.

Regardless, unsafe and unhealthy conditions could go uncorrected at uninspected facilities exposing the Postal Service to the increased risk of Occupational Safety and Health Administration fines. In this regard, we noted that in Fiscal Years 1999 and 2000, the Occupational Safety and Health Administration issued 27 citations for safety and health violations to the Pacific Area, which includes the San Francisco District. These citations included violations of means of egress,<sup>1</sup> electrical, sanitation, fire detection and prevention, and hazard communication standards.

In addition, uninspected facilities could expose employees to increased risks of injury and sickness, which could reduce productivity and increase medical costs at a time when these costs are already a significant issue for the Postal Service.

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<sup>1</sup> Means of egress is an unobstructed exit from any point in a building or structure.

<b>Summary of Recommendations</b>	We recommend that management immediately conduct necessary inspections at uninspected facilities, disseminate information on when inspections are required, and establish a system to track when inspections are needed and completed.
<b>Summary of Management's Comments</b>	Management agreed with the findings and recommendations and stated that all required inspections for fiscal year 2000 were conducted and the fiscal year 2001 inspection schedule has been disseminated to all facility officials. Management also stated they sent a memorandum to district and senior plant managers to inform facility officials of the annual inspection requirements stated in the <u>Employee and Labor Relations Manual</u> . Finally, management stated that a national database was being developed with the input of headquarters, area, and district officials to ensure that all facilities receive an annual health and safety inspection. Management's comments in their entirety are included as an appendix to this report.
<b>Overall Evaluation of Management Comments</b>	Management's comments are responsive to our findings and recommendations.

## INTRODUCTION

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### Background

The Postal Service is responsible for protecting employees' safety and health in 38,000 facilities, of which approximately 21,000 are over 30 years old.<sup>2</sup> To accomplish this, the Postal Service performs periodic safety and health inspections of all facilities.

The Employee and Labor Relations Manual requires Postal Service officials to conduct semiannual or annual facility inspections<sup>3</sup> and comply with Occupational Safety and Health Administration regulations and standards. Area, district, and collateral duty personnel are required to conduct inspections using safety and health inspection checklists, which must be retained for five years.

The Pacific Area has 2,328 facilities requiring safety and health inspections, 317 of which are in the San Francisco District. Of the 317 facilities, 16 were over 30 years old.

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### Objective, Scope, and Methodology

Our objective was to determine whether required safety and health inspections were conducted at facilities in the San Francisco District. To answer our objective, we reviewed Postal Service policies and procedures on the safety and health inspection program. During the audit, we interviewed Postal Service Headquarters officials in the offices of Health and Resource Management, Safety Performance Management, Office of Occupational Safety and Health Administration Coordination, and Facilities.

We also obtained and reviewed data on Postal Service owned facilities that were over 30 years old to analyze the number of facilities in each Postal Service area of operation. From our analysis, we randomly selected for review the Pacific Area Operations. Within the Pacific Area, we reviewed 16 facilities in the San Francisco District because the district had the highest number of Occupational Safety

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<sup>2</sup> Facilities that were over 30 years old were selected because they were similar to the Dallas Downtown Station. OIG confirmed that unsafe working conditions existed in this facility. Allegations of Unsafe Working Conditions at the Dallas Downtown Station (report number LM-AR-00-002, March 20, 2000).

<sup>3</sup> Facilities with 100 or more work years require a semiannual inspection. Facilities with less than 100 work years require an annual inspection.

and Health violations. Because we chose only one area for review and then judgmentally selected one district, none of the results from this review are projectable to other districts or areas.

In addition, we interviewed the Pacific Area Human Resource safety analyst, the San Francisco District manager, Human Resources manager, acting Labor Relations manager, manager of Maintenance, manager of Administrative Services, the Safety and Health Program manager, and three safety specialists. We also reviewed safety and health inspection files for fiscal years (FYs) 1998, 1999, and 2000 for all 16 San Francisco District facilities that were over 30 years old.

We performed our audit from August 2000 through March 2001, in accordance with generally accepted government auditing standards, and reviewed internal controls as were considered necessary to fulfill the audit objective. We discussed the conclusions and observations with appropriate management officials and included their comments, where appropriate.

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**Prior Audit Coverage**

The audit was self initiated based on a prior review, which identified significant safety and health issues at a Postal Service facility in Dallas, Texas.<sup>4</sup>

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<sup>4</sup> Allegations of Unsafe Working Conditions at the Dallas Downtown Station, (report number LM-AR-00-002, March 20, 2000).

## AUDIT RESULTS

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### Safety and Health Inspections

The Postal Service's safety and health inspection process for the San Francisco District was not effective, because the district did not conduct all required safety and health inspections in accordance with the Employee and Labor Relations Manual at the facilities we reviewed. Responsible facility officials advised us that they were not all aware of inspection requirements. Furthermore, area management did not monitor inspection activity to ensure that facilities were inspected. Regardless, unsafe and unhealthy conditions could go uncorrected at uninspected facilities exposing the Postal Service to the increased risk of Occupational Safety and Health Administration fines.

We reviewed safety and health inspection records for 16 facilities and found that 6 of the facilities did not have any inspection checklists for FYs 1998, 1999, and 2000. During the same period, the remaining ten facilities had some, but not all inspection checklists. In total, the 16 facilities required 63 inspection lists. However, 37 checklists were not on file.

We discussed the missing documentation with the district safety and health manager who inquired with facility officials to obtain the information. The manager informed us that the inspection checklists were not available and concluded the inspections were not conducted. We contacted officials for the six facilities with no inspection checklists and confirmed that required inspections were not conducted. In fact, we found that officials did not conduct inspections at these six facilities in the past five years. Facility officials responsible for conducting the inspections stated that the inspections were not done because they were unaware of inspection requirements.

We also found that the area Human Resources manager did not monitor safety and health inspections to ensure they were conducted. Section 824 of the Employee and Labor Relations Manual and the Executive's and Manager's Safety and Compliance Guide require the area Human Resources manager to monitor district safety and health inspections.

An area Human Resources official informed us that he did not know if other districts in the Pacific Area had completed required inspections and stated that there were no internal controls to ensure districts conducted all inspections.



Additionally, he stated that area and district officials focused their resources on safety and health inspections at seven facilities not covered in our review. The seven facilities were inspected because they were considered in calculating Postal Service managers' bonus payments under the Economic Value Added Variable Pay Program. We also confirmed that internal controls, such as a system to identify, track, and prioritize safety and health inspections, had not been established. Such a system would enable Postal Service officials to track when inspections are needed and ensure they are completed.

Safety and health inspections are required to identify operational and facility deficiencies that may cause employee accidents or injuries. Because all safety and health inspections were not conducted, unsafe conditions could go undetected or unabated, potentially exposing employees to injury and increasing the likelihood of Occupational Safety and Health Administration citations and fines. In FY 1999 and 2000, the Occupational Safety and Health and Administration issued 27 citations for safety and health violations to the Pacific Area. The violations resulted in \$74,150 in proposed fines, which were settled for \$14,763. Of the 27 citations issued, one San Francisco District facility included in the incentive payment calculation received 8 citations. These included citations for violations of means of egress, electrical, sanitation, fire detection and prevention, and hazard communication standards. None of the 16 facilities in our sample were issued citations.

<b>Recommendations</b>	<p>To improve the safety and health inspection program in all districts, we recommend that the vice president, Pacific Area Operations:</p> <ol style="list-style-type: none"><li>1. Identify facilities that have not been inspected and immediately require that inspections be conducted.</li></ol>
<b>Management's Comments</b>	<p>Management agreed with the recommendation and informed us that all required inspections for FY 2000 were conducted and the FY 2001 inspection schedule has been disseminated to all facility officials.</p>
<b>Evaluation of Management's Comments</b>	<p>Management's comments are responsive to our findings and recommendations.</p>

<b>Recommendation</b>	2. Disseminate inspection information on when inspections are required to responsible facility officials.
<b>Management's Comments</b>	Management agreed with the recommendation and issued a memorandum to district and senior plant managers informing them of the inspection requirements as cited in the <u>Employee and Labor Relations Manual</u> .
<b>Evaluation of Management's Comments</b>	Management's comments are responsive to our findings and recommendations.
<b>Recommendation</b>	3. Require that the area Human Resources manager establish a system to track when inspections are needed and ensure they are completed.
<b>Management's Comments</b>	Management agreed with the recommendation and is developing a national database with the input of headquarters, area, and district officials to monitor and ensure that inspections are completed.
<b>Evaluation of Management's Comments</b>	Management's comments are responsive to our findings and recommendations.

## APPENDIX. MANAGEMENT'S COMMENTS

AL INGLEZ  
ACTING VICE PRESIDENT, PACIFIC AREA OPERATIONS



*Via Fax and First-Class Mail*

February 27, 2001

Ronald K. Stith  
Assistant Inspector General  
Oversight and Business Evaluations

Re: Transmittal of Draft Audit Report – Review of Safety and Health  
Inspections in the Pacific Area (Report Number LM-AR-01-Draft)

Attached is in response to the subject Draft Audit Report which resulted from the random selection of the Pacific Area and the San Francisco PC for a review of safety and health inspections by the Office of Inspector General. I have also attached my letter to the field Executives on tracking and monitoring ELM compliance.

In you have any questions, please contact Gerald Sanchez, Pacific Area Manager, Human Resources, at (650) 635-3200.

A handwritten signature in black ink, appearing to read "Al Iniguez".

Al Iniguez

Attachments

cc: Samuel Pulcrano  
Gerald Sanchez  
Scott Tucker

## Audit Results

**Finding 1:** *"the district did not conduct all required safety and health inspections in accordance with the Employee and Labor Relations Manual at the facilities we reviewed."*

**Response:** As noted in this finding, not all required inspections were conducted by the San Francisco PC in FY 2000. The attachments support that the ELM required safety and health inspections were scheduled by San Francisco District safety specialists for their respective facilities of responsibility, and the unions were informed of the planned inspections.

A tracking system has been designed and the District Executive Safety and Health Committee will review it at least quarterly to ensure that all required inspections are conducted in FY 2001.

**Finding 2:** *"Responsible facility officials advised us that they were not all aware of inspection requirements."*

**Response:** The "officials" should have been aware of inspection requirements. The responsible officials at all facilities have been informed of the ELM requirements regarding facility inspections. The attached memorandum from the San Francisco District Manager is one example of how this has been done. Additionally, ASP training, Collateral Duty Facility Safety Coordinator training, Handbook EL-801, and the EL-802 Executive's and Manager's Safety Compliance Guide which was issued to all post offices state the requirements for inspections.

To ensure that all PCs are aware of these requirements, the ELM facility inspection requirements will be reissued to all Pacific Area District/Senior Plant Managers on February 28, 2001.

**Finding 3:** *"Furthermore, area management did not monitor inspection activity to ensure that facilities were inspected."*

**Response:** Although there has been no "formal" Area tracking system to monitor that every PC conducts all ELM required facility inspections, Area representatives in both maintenance and safety review inspection results and inquire as to ELM compliance as part of program evaluations, and other Area sponsored maintenance and safety reviews. Missed inspections have been brought to the attention of the installation head as a normal course of the Safety and Health Program Evaluation Guide (PEG) evaluations. Additionally, each PC is required to review inspection activity as part of their quarterly Executive Safety and Health Committee meetings, and to forward a copy of those minutes to the Area Manager Human Resources.

A national database of Postal facilities is being developed by LMI with the input of each PC and Area. This database will produce a summary of scheduled and completed facility inspections by Area and PC. In the interim, an Excel spreadsheet for tracking PC inspections is being issued to all Pacific Area PCs as an attachment to the February 28, 2001 memo containing the ELM inspection requirements.

**Finding 4:** *"An Area Human Resources official informed us... Additionally, he stated that area and district officials focused their resources on safety and health inspections at seven facilities not covered in our review. The seven facilities were inspected because they were considered in calculating postal managers' bonus payments under the Economic Value Added Variable Pay Program."*

**Response:** In FY 2000 the Postal Service instituted the Safety and Health Program Evaluation Guide (PEG), and contracted with A D Little to conduct PEG evaluations nationally at selected sites. Nationally more resources were dedicated to these selected sites to ensure compliance, and to develop the files and processes that could be replicated throughout each PC and Area. Facilities not selected for this external evaluation were not neglected in favor of enhancing the selected facilities, but may not have received the same degree of focus. As stated in the ELM, 16.1, section 823.23, the PEG is being implemented beyond the selected site level criteria used in FY 2000.

**Recommendation 1:**

Identify facilities that have not been inspected and immediately require that inspections be conducted.

**Response:**

In the San Francisco PC all required FY 2000 inspections have been conducted and the schedule has been disseminated for FY 2001. The activities in response to Finding 3 will ensure that ELM required inspections are conducted.

**Recommendation 2:**

Disseminate inspection information on when inspections are required to responsible facility officials.

**Response:**

Together with Safety Performance Management at the headquarters level, a new tracking system is being developed to ensure all facilities receive an annual safety and health inspection. The activities in response to Finding 2 will ensure that inspection requirements are disseminated throughout the Pacific Area.

**Recommendation 3:**

Require the Area Human Resources manager to establish a system to track when inspections are needed and ensure they are completed.

**Response:**

The activities in response to Finding 2 and 3 will accomplish this task.

[illegible]

Safety Inspection Schedule  
FY 99  
San Francisco Offices

Office	FY 99 Start Date	FY 99 End Date	Starting Time	Inspection Type	Safety Spec.
Visitation Finance	10/16/98	10/16/98	9 a.m.	Annual	J. Nuno
Excelsior	10/16/98	10/16/98		Annual	J. Nuno
McLaren Finance	10/16/98	10/16/98		Annual	J. Nuno
GSA	10/26/98	10/26/98	7:30 a.m.	Annual	R. Patton
Burke St	11/17/98	11/17/98	9:30 a.m.	Annual	M. Lloyd
Marina Station	11/19/98	11/19/98	9 a.m.	Semi-Annual	L. Dickerson
Golden Gate	11/20/98	11/20/98	9 a.m.	Annual	J. Nuno
Geary Finance	11/20/98	11/20/98		Annual	J. Nuno
Pine St Station	12/11/98	12/11/98	9 a.m.	Semi-Annual	J. Nuno
EPC	1/12/99	1/13/99	7:30 a.m.	Annual	M. Lloyd
Mission Finance	1/22/99	1/22/99	9:30 a.m.	Annual	J. Nuno
18th Street Finance	1/22/99	1/22/99		Annual	J. Nuno
Chinatown	2/2/99	2/2/99	9 a.m.	Annual	J. Nuno
Macy's Finance	2/2/99	2/2/99		Annual	J. Nuno
Rincon	2/2/99	2/2/99		Annual	J. Nuno
Bryant Station	2/12/99	2/12/99	9 a.m.	Semi-Annual	L. Dickerson
AMC (includes Finance St)	2/17/99	2/18/99	7:30 a.m.	Annual	M. Lloyd
PCA Station	2/18/99	2/19/99	9 a.m.	Semi-Annual	J. Nuno
Irving Retail	2/19/99	2/19/99		Annual	J. Nuno
SF P&DC	2/23/99	2/25/99	7:30 a.m.	Annual	R. Patton
Gateway	3/3/99	3/3/99	9:30 a.m.	Annual	J. Nuno
Sutter Finance	3/3/99	3/3/99	9:30 a.m.	Annual	J. Nuno
PMA	3/11/99	3/11/99	7:30 a.m.	Annual	R. Patton
Bayview Station	3/19/99	3/19/99	9 a.m.	Annual	J. Nuno
Bernal Finance	3/19/99	3/19/99		Annual	J. Nuno
NSCC	3/25/99	3/25/99	9 a.m.	Semi-Annual	L. Dickerson
SM PAG	4/6/99	4/6/99	10:30 a.m.	Annual	M. Lloyd
SF VMF	4/8/99	4/8/99	9:30 a.m.	Annual	M. Lloyd
Noe Valley Finance	4/9/99	4/9/99	8 a.m.	Annual	J. Nuno
West Portal Finance	4/9/99	4/9/99		Annual	J. Nuno
Stonestown Finance	4/9/99	4/9/99		Annual	J. Nuno
Diamond Heights Finance	5/13/99	5/13/99	9 a.m.	Annual	J. Nuno
Brannan Finance	5/13/99	5/13/99		Annual	J. Nuno
North Beach Annex	5/28/99	5/28/99	9 a.m.	Annual	J. Nuno
North Beach Finance	5/28/99	5/28/99		Annual	J. Nuno
Steiner Station	6/10/99	6/10/99	9 a.m.	Annual	J. Nuno
Clayton	6/10/99	6/10/99		Annual	J. Nuno
Marina Station	6/25/99	6/25/99	9 a.m.	Annual	L. Dickerson
Parkside Station	6/29/99	6/29/99	9 a.m.	Annual	J. Nuno
Sunset Finance	6/29/99	6/29/99		Annual	J. Nuno
EPC	7/13/99	7/14/99	7:30 a.m.	Semi-Annual	M. Lloyd
Fox Plaza	7/16/99	7/16/99	9 a.m.	Annual	J. Nuno
Federal Bldg	7/16/99	7/16/99		Annual	J. Nuno
Civic Center	7/16/99	7/16/99		Annual	J. Nuno
Pine St Station	7/30/99	7/30/99	9 a.m.	Annual	J. Nuno
Marina Retail	8/12/99	8/12/99	9:30 a.m.	Annual	J. Nuno
Presidio	8/12/99	8/12/99		Annual	J. Nuno
NSCC	8/13/99	8/13/99	9 a.m.	Annual	L. Dickerson
AMC	8/17/99	8/18/99	7:30 a.m.	Semi-Annual	M. Lloyd
PMA	8/20/99	8/20/99	7:30 a.m.	Semi-Annual	R. Patton
SF P&DC	8/24/99	8/26/99	7:30 a.m.	Semi-Annual	R. Patton
PCA Station	8/27/99	8/27/99	9 a.m.	Annual	J. Nuno
151 Mendel	8/31/99	8/31/99	7:30 a.m.	Annual	R. Patton
Bryant Station	9/10/99	9/10/99	9 a.m.	Annual	L. Dickerson

**SAN FRANCISCO DISTRICT  
INSPECTION SCHEDULE  
FISCAL YEAR 2000  
JOE**

<u>DATE:</u>		<u>OFFICE:</u>	<u>TIME:</u>	<u>TYPE OF INSPECTION:</u>
01/07/00	(F)	VISITATION FIN MCLAREN FIN EXCELSIOR FIN	9:30am - c	ANNUAL ANNUAL ANNUAL
01/21/00	(F)	MISSION FIN POTRERO PRS 18 <sup>TH</sup> PRS	9:30am	ANNUAL ANNUAL ANNUAL
02/01/00	(T)	GOLDEN GATE GEARY FINANCE	8:30am - c	ANNUAL ANNUAL
02/28/00	(M)	PINE ST STA	8:00am - c	SEMI-ANNUAL
03/03/00	(F)	BRYANT STA	9:00 - c	SEMI-ANNUAL
03/27/00	(M)	CHINATOWN MACY'S RINCON	9:00am - c	ANNUAL ANNUAL ANNUAL
04/14/00	(F)	PCA IRVING RE	9:00am	SEMI-ANNUAL ANNUAL
04/24/00	(M)	GATEWAY SUTTER PRS	9:30am - c	ANNUAL ANNUAL
05/04/00	(TH)	BAYVIEW BERNAL	8:00am	ANNUAL ANNUAL
05/12/99	(F)	NOE VALLEY WEST PORTAL STONESTOWN	9:00am	ANNUAL ANNUAL ANNUAL



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05/22/00	(M)	BRANNON PRS DIAMOND HGTS PRS	9:00am	ANNUAL ANNUAL
06/09/00	(F)	NO BEACH ANX NO BEACH PRS	8:00am	ANNUAL ANNUAL
06/12/00	(M)	STEINER CLAYTON	9:00AM	ANNUAL ANNUAL
06/23/00	(F)	FOX PLAZA FEDERAL BLDG CIVIC	9:00am	ANNUAL ANNUAL ANNUAL
07/11/00	(T)	PARKSIDE SUNSET FIN	9:00am	ANNUAL ANNUAL
07/21/00	(F)	PINE STA	8:30am - c	ANNUAL
08/08/00	(T)	BRYANT STA.	9:00am	ANNUAL
08/18/00	(F)	PCA LAKESHORE FIN	9:00am	ANNUAL ANNUAL

SAN FRANCISCO DISTRICT MANAGER  
CUSTOMER SERVICE & SALES



November 3, 2000

**MEMORANDUM FOR: POSTMASTERS  
SAN FRANCISCO PERFORMANCE CLUSTER**

**SUBJECT: ANNUAL SAFETY AND HEALTH INSPECTIONS -  
OFFICES HAVING LESS THAN 100 EMPLOYEES**

The Employee and Labor Relations Manual (ELM 824.33) requires that collateral duty safety personnel conduct an annual inspection of each installation (station, branch, associate office, etc.) with less than 100 work years of employment in the regular workforce. District safety personnel will provide guidance, technical assistance, and support as necessary.

Safety & Health Inspection Checklists - PS Form 1784A for facilities over 10,000 square feet and 1784B for facilities less than 10,000 square feet shall be used to perform these annual inspections. PS Form 1784C will be used to document all findings. Copies of the applicable forms can be ordered from the Western Area Supply Center in Topeka. Submit a copy of the completed inspection to the District Safety Office.

Once the inspection has been performed, you must do the following:

1. Post the (PS 1784C) report in a conspicuous place until all deficiencies are satisfactorily abated.
2. Establish an Abatement Committee within five days of the inspection. The purpose of this committee is to assign priorities and specific abatement dates within the limits set by the inspection team.
3. Where feasible, correct deficiencies within 20 days.

P O Box 885080  
SAN FRANCISCO CA 94188-5080  
PHONE: (415) 550-5591  
FAX: (415) 550-5327

4. All deficiencies deemed to require more than 20 days (but fewer than 45 days) must be reported immediately, along with an abatement plan, to the district manager. The abatement plan will conform to the dictates of ELM 824.532
5. Deficiencies determined to require more than 45 days to correct must be reported immediately, along with an abatement plan, through management channels to my office for submission to the vice president of Area Operations. Copies must be also sent to the area Human Resources manager.

**Deficiencies classified as "I" (imminent danger) or "S" (serious) must be abated immediately.**



Scott Tucker

cc: Executive Leadership  
APWU  
NMHU  
NALC  
NAPS  
NAPUS  
\*

FY 2001 Inspection Checklist

Large Facility Inventory Listing (>10,000 sq. ft.)											
Facility	Square Feet	USPS maint	Specialist	MPOO	# Emp	Inspect Date	Inspect Date	Last Inspect.	1784C Date	Days Abate	Follow-up date
Burlingame - Stanton Annex	20,720	Y	Nuno, J.	MPOO B	90	3/9/01		FY/99			
Daly City Main Office	23,665	Y	Nuno, J.	MPOO B	93	3/2/01		Jun-99			
Eureka Main Office	22,944	Y	Stummer, B.	MPOO A	156	6/27/01	12/17/01	12/13/00			
Los Altos	12,029	N	Cassius, K.	MPOO B	58	4/11/01	10/17/01	3/22/99			
Menlo Park Main Office	24,635	Y	Cassius, K.	MPOO B	150	5/9/01	11/21/01	FY/98			
Mountain View - Carrier Annex	14,891	Y	Cassius, K.	MPOO B	129	4/4/01	10/3/01	FY/99			
North Bay P&DC -	176,970	Y	Stummer, B.	SFP&DC	560	3/16/01	9/13/01	9/21/00			
Novato	17,549	Y	Cassius, K.	MPOO A	140	5/2/01	11/14/01	FY/99			
Palo Alto Main Office	58,200	Y	Cassius, K.	MPOO B	272	4/5/01	10/10/01	10/6/00			
Petaluma Casa Grande	23,820	Y	Stummer, B.	MPOO A	120	2/8/01	8/1/01	8/22/00			
Redwood City Main Office	35,935	Y	Lloyd, M.	MPOO B	229	3/15/01	8/23/01	7/16/99			
San Francisco - EPC	524,300	Y	Lloyd, M.	SFP	410	1/18/01	9/5/01	6/28/00	1/31/01	9	2/26/01
San Francisco - Napoleon St Complex	10,332	N	Cassius, K.	SFP	400	4/25/01	10/24/01	8/30/00			
San Francisco - P&D Center	680,788	Y	Patton, R.	SFP&DC	3457	2/27-28/01	8/22-23/0	8/23-24/00			
San Francisco - PCA	22,068	Y	Nuno, J.	SFP	130	2/9/01	7/13/01	8/18/00			
San Francisco - Pine St.	35,000	Y	Nuno, J.	SFP	103	1/19/01	6/8/01	7/21/00	2/1/01		3/1/01
San Francisco - Priority Mail Facility	159,491	Y	Patton, R.	SFP&DC	300	3/14/01	8/24/01	8/25/00			
San Francisco - VMF	22,811	Y	Lloyd, M.	MOPS	83	6/27/01		8/22/00			
San Francisco -ISC/AMC	161,707	Y	Lloyd, M.	SFP&DC	1000	1/31/01*	6/20/01	6/14/00	*continue on 03/02/01		
San Francisco - Bryant Street Annex	45,300	Y	Nuno, J.	SFP	175	1/26/01	6/22/01	8/8/00	2/23/01		3/21/01
San Mateo - VMF	3,000	Y	Lloyd, M.	MOPS	27	3/30/01		4/4/00			
San Mateo Main Office	42,270	Y	Stummer, B.	MPOO B	279	3/8/01	9/6/01	9/13/00			
San Rafael Main Office	33,981	Y	Cassius, K.	MPOO A	175	1/31/01	8/1/01	FY/00	2/16/01	12	3/29/01
Santa Rosa Carrier Annex	15,200	N	Stummer, B.	MPOO A	125	2/15/01	8/9/01	8/30/00			
Santa Rosa Main Office	33,348	Y	Stummer, B.	MPOO A	200	2/1/01	8/2/01	8/21/00			
So. San Francisco - Carrier Annex	48,635	Y	Nuno, J.	MPOO B	98	3/24/01		FY/99			
Sunnyvale Main	49,635	Y	Stummer, B.	MPOO B	290	2/28/01	8/16/01	8/24/00			

AL INIGUEZ  
ACTING VICE PRESIDENT, PACIFIC AREA OPERATIONS



February 27, 2001

**MEMORANDUM FOR DISTRICT/SENIOR PLANT MANAGERS**

**Subject: Facility Inspections - Tracking and Monitoring ELM Compliance**

Recently representatives of the Office of Inspector General selected the Pacific Area to review our compliance with the facility inspection requirements of the ELM. The following summarizes their general findings:

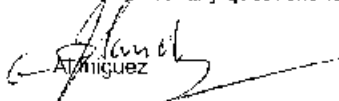
- Management was not aware of the ELM requirements for facility inspections
- All of the ELM required facility inspections were not accomplished
- Management was not tracking or monitoring facility inspections

Attached are the current ELM facility inspection requirements from version 16.1, and a tracking sheet to list all of your PC's facilities, and to document their inspection. The tracking sheet will also be provided via ccMail to your Manager, Safety and Health to facilitate input. In the next few weeks this information will be transferred to a web based recordkeeping system created by Headquarters to monitor compliance.

I want to ensure that you are all in compliance with the tracking and monitoring requirements. Each PC effective immediately will do the following:

- Distribute the ELM facility inspection requirements to all facility managers; this includes station and branch managers as well as plant, post office and VMF managers.
- Complete the tracking sheet and schedule all facility inspections in accordance with the requirements of the ELM.
- Review the updated tracking sheet at least quarterly at your PC's Executive Safety and Health Committee meetings, and include the status of your PC's inspections in your minutes.
- At the beginning of each quarter via ccMail, provide the updated inspection tracking sheet to the Area Human Resources Analyst - Safety. For Quarter III, the tracking sheet is due the first week of AP 7. This requirement may change after the web based recordkeeping system is implemented by Headquarters.

Please direct any questions to Rick Ragasa, Human Resources Analyst, at (650) 635-3219.

  
Al Iniguez  
Attachments

cc: Executive Board  
Rick Ragasa

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