

Instruction for Completing -Industrial Hygiene Referral

Employee/Claimant demographic Information:

Review the claim to ensure basic claim information is correct: name, last four of SSN and case ID.

Employment:

Verified employment must list the period of verified employment at a specific covered facility. It must correspond to valid operating periods for the facility type. This can be done within the SOAF or on a SEM worksheet (Excel Spreadsheet). To the extent possible, the CE must identify and chronologically categorize labor categories worked by facility. This can be done within the SOAF or on a SEM worksheet.

Medical evidence or reported diagnosed condition:

The medical condition and diagnosis date must be based on medical evidence. Ensure the medical condition under review is in SEM or an appropriate alias has been used.

SEM Search Results:

Review and rerun SEM to ensure that the most up-to-date and relevant toxic substances are being assessed. To assist the IH contactor, attach affirmative results as part of the referral package. SEM results that merely exclude potential exposure (i.e., nothing for a labor category or work process filtered by health effect) will not be included. The CE may use a worksheet (Excel Worksheet) to document SEM outcomes – but the SEM printouts corresponding to search results must be attached and clearly identify the date the search was performed. Use good filtering techniques based on information from case file including facility/health effect/labor category/work process/building location etc.

Occupational History Questionnaire:

The OHQ must be submitted with the IH Referral or an explanation of why one does not exist.

DAR records:

Review case and DAR evidence to identify relevant exposure data that would be helpful for an IH assessment.

Relevant – job/work process descriptions (EE3 or affidavits used in employment verification), description of work area or location, references to safety and health monitoring data, listing of potential toxic substance exposures or monitoring, exposure/job process/work history affidavits, medical records of exposure incidence or other toxic substance encounters, work history or other claimant or survivor statements of work activities, etc.

Irrelevant – health physics or radiological monitoring data, wage or earning documentation, job performance ratings (unless they mention exposure data), general employment health monitoring or injury reports, memorandum or other communications of an administrative nature, or general medical records relating to diagnosis and treatment of medical conditions.

IH Referral Question:

The question(s) to the IH is to identify a specific set of chemical or biological toxins the employee potentially had exposure to (derived from SEM or review of DAR records). There should be no more than (7) toxins identified for a particular labor category worked per facility. CE is to vet claims for presumptive criteria or other applicable program guidance (asbestos or post-1995 guidance) before sending referral to an IH. The question to the IH must be as specific as possible with regard to what information the CE requires for case adjudication. For example:

Given Mr. Perry's diagnosed condition of skin cancer and his work at the Paducah Gaseous Diffusion Plant from 1952-1960 as a machinist, what would be the nature, extent and duration of his exposure to mineral oil?

IH Referral Package:

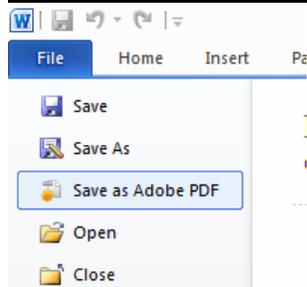
The referral package will be consolidated into a single PDF document and saved in the following format: Employee Last Name – Last4 SSN (Smith – 1234). Save the package in the following order: (1) SOAF or other IH Referral Form (2) SEM search(es) results including SEM printouts/worksheet (3) OHQ (4) Relevant DAR records, EE-3 and/or other affidavits and (5) any other relevant supporting documentation. The CE must screen all material in the referral to ensure that information or document in referral package all relate to the case undergoing IH review.

Transmission of Referral Package:

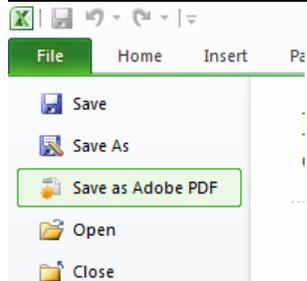
Once all actions are complete the referring CE or other designated staff person sends the IH referral PDF to the following email address: IH_Referrals@dol.gov. The subject line of the email must read, "IH Ref: (Employee Last Name and last 4 SSN#) – (DO) e.g., IH Ref: Jones 1234-JAC.

Instructions for Converting and Combining Documents to PDF Format

Saving Word documents into a PDF document:

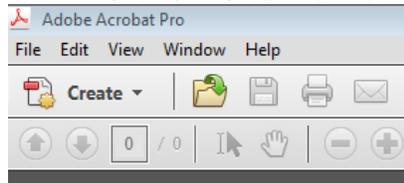


Saving Excel documents into a PDF document:

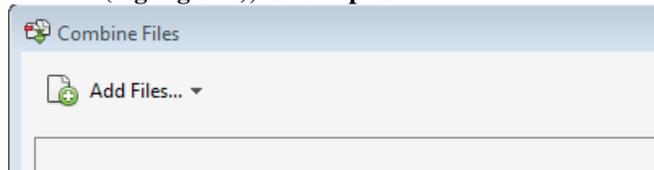


Once all documents have been saved as a PDF file combine into one single document:

1. Open Adobe Acrobat Pro.
2. Click on “Create” and select “Combine files into a Single PDF”.



3. Select “Add Files”. Once selected, click on the files to be combined. Files can be selected one at a time or use the “Shift” key to select multiple documents. When the file or files have been selected (highlighted), click “open”.



4. Once all files have been selected, click “Combine Files”. Ensure that files are combined into proper order (1) SOAF or other IH Referral Form (2) SEM search(es) results including SEM printouts/worksheet (3) OHQ (4) Relevant DAR records, EE-3 and/or other affidavits and (5) any other relevant supporting documentation. Files can be reordered in the combine files screen.

