This document contains the Eligibility Certification Form and checklist for the 2022 Malcolm Baldrige National Quality Award. Before filling out the form, please see *Is Your Organization Eligible?* (https://www.nist.gov/baldrige/baldrige-award/your-organization-eligible/) on our website.

The form uses text fields () that expand as you type. To enter text, place your cursor in the field, click to highlight the field, and begin typing. Use the Tab key to navigate to the next field. Single click the check boxes (\square) to mark them.

Paperwork Reduction Act Statement

A Federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with an information collection subject to the requirements of the Paperwork Reduction Act of 1995 unless the information collection has a currently valid OMB Control Number. The approved OMB Control Number for this information collection is 0693-0006. Without this approval, we could not conduct this information collection. Public reporting for this information collection is estimated to be approximately 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information collection. All responses to this information collection are voluntary. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden to the National Institute of Standards and Technology, Attn: Robert Fangmeyer, Director Baldrige Program, robert.fangmeyer@nist.gov.

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L.	Your Organiza	ation						
	Official name		Headquarter addres					
	Other name		addres					
	Prior name	(if changed within the past 5 years)						
2.	Highest-Rank							
	□Mr.□□Mrs.□	□Ms.□□Dr.	_					
	Name		Addres	□Same as	above			
	Job title							
	Email							
	Telephone							
	Fax							
3.	B. Eligibility Contact Point Designate a person who can answer inquiries about your organization. Questions from your organization and requests from the Baldrige Program will be limited to this person and the alternate identified below. □Mr.□□Mrs.□□Ms.□□Dr.							
	Name		Addre	□Same a	s above			
	Job title							
	Email							
	Telephone (office and cell, if possible)		Overnig maili addre	□Same a number.)	s above (Do not use a P.O. box			
	Fax							
4.	Alternate Elig	ibility Contact Point □Ms.□□Dr.						
	Name		Telephone					
	Fmail		Fax					

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5. Application History

6.

a.	Has your organization previously submitted an eligibility certification package?
	\Box Yes. Indicate the year(s). Also indicate the organization's name at that time, if different.
	Year(s)
	Name(s)
	□No
	□Don't know
b.	Has your organization ever received the Malcolm Baldrige National Quality Award®?
	\square Yes.
	Did your organization receive the award in 2016 (the year you submitted award-winning application) or earlier?
	\square Yes. Your organization is eligible to apply for the award.
	□No. If your organization received an award between 2017 and 2021, it is eligible to apply for feedback only. Contact the Baldrige Program at (877) 237-9064, option 3, if you have questions.
	\square No
c.	Has your organization participated in a regional/state/local or sector-specific Baldrige-based award process?
	□Yes. Years:
	□No
d.	Is your organization submitting additional materials (i.e., a completed Organizational Profile and two results measures for each of the five Criteria results items [option 8 in section 6k]) as a means of establishing eligibility?
	□No. Proceed to question 6.
	\Box Yes. In the box below, briefly explain the reason your organization chose this eligibility option. (This information will be shared with the Alliance leadership, without revealing your organization's identity.)
Eli	gibility Determination
	e also <u>Is Your Organization Eligible</u> ? (https://www.nist.gov/baldrige/baldrige-award/your-organization-eligible/).
	Is your organization a distinct organization or business unit headquartered in the United States?
a.	☐Yes ☐No. <i>Briefly explain</i> .
	= 10. Driefly explain.

b. Has your organization officially or legally existed for at least one year, or since April 1, 2021?

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	□Yes □No	
C.	Can your organization respond to all seven Baldrige Criteria categories? Specifically, does your organization have processes and related results for its unique operations, products, and/or services? For example, does it have an independent leadership system to set and deploy its vision, values, strategy, and action plans? Does it have approaches for engaging customers and the workforce, as well as for tracking and using data on the effectiveness of these approaches?	
	□Yes □No	
d.	If some of your organization's activities are performed outside the United States or its territories and your organization receives a site visit, will you make available sufficient personnel, documentation, and facilities in the United States or its territories to allow a full examination of your worldwide organization?	ıe
	□Yes □No □Not applicable	
e.	If your organization receives an award, can it make sufficient personnel and documentation available to share its practices at the Quest for Excellence® Conference and at your organization's U.S. facilities?	i
	□Yes □No	
If you o	checked "No" for 6a, 6b, 6c, 6d, or 6e, call the Baldrige Program at (877) 237-9064, option 3.	
Ques	tions for Subunits Only	
f.		
	\square \square No. Continue with 6g.	
g.	Does your subunit function independently and as a discrete entity, with substantial authority to make key administrative and operational decisions? (It may receive policy direction and oversight from the parent organization.)	
	\square \square Yes. <i>Continue with 6h.</i>	
	□□No. Your subunit probably is not eligible to apply for the award. Call the Baldrige Program at (877) 237-9064, option 3.	
h.	Does your subunit have a clear definition of "organization" reflected in its literature? Does it function as a business or operational entity, not as activities assembled to write an award application?	
	□□ Yes. Continue with 6i.	
	□□No. Your subunit probably is not eligible to apply for the award. Call the Baldrige Program at (877) 237-9064, option 3.	
i.	Is your subunit in manufacturing or service?	
	□□□Yes. Does it have 500 or fewer employees? Is it separately incorporated and distinct from the parent organization's other subunits? Or was it independent before being acquired by the parent, and does it continue to operate independently under its own identity?	
	□□Yes. Your subunit is eligible in the small business category. Attach relevant portions of a supporting official document (e.g., articles of incorporation) to this form.	
	*If your subunit has 500 or less employees, you may apply under Manufacturing or Service if it is	

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\square No. Continue	with	6i.
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- j. Is your subunit self-sufficient enough to be examined in all seven categories of the Criteria?
 - Does it have its own senior leaders?
 - Does it plan and implement its own strategy?
 - Does it serve identifiable customers either inside or outside the organization?
 - Is it responsible for measuring its performance and managing knowledge and information?
 - Does it manage its own workforce?
 - Does it manage its own work processes and other aspects of its operations?
 - Can it report results related to these areas?

	D 1	. 01	/. 11	, ,	
I II I Y es.	Proceed	to bk	(table	below.	I.

 \square No. Your organization probably is not eligible to apply for the award. Call the Baldrige Program at (877) 237-9064, option 3.

k. Does your organization meet one of the following conditions?

1.	My organization has won the Baldrige Award (prior to 2017).	□ Yes	Your organization is eligible.	No	Continue with statement 2.
2.	Between 2017 and 2021, my organization applied for the national Baldrige Award, and the total of the process and results bands assigned in the feedback report was 8 or higher.	☐ Yes	Your organization is eligible. Year: Total of band scores:	No	Continue with statement 3.
3.	Between 2017 and 2021, my organization applied for the national Baldrige Award and received a site visit.	□ Yes	Your organization is eligible. Year of site visit:	No	Continue with statement 4.
4.	Between 2016 and 2021, my organization received the top award from an award program that is a member of the Alliance for Performance Excellence.	Yes	Your organization is eligible. Award program: Year of top award:	No	Continue with statement 5.
5.	More than 25% of my organization's workforce is located outside the organization's home state.	□ Yes	Your organization is eligible.	No	Continue with statement 6.
6.	There is no Alliance for Performance Excellence award program available for my organization.	□ Yes	Your organization is eligible.	No	Continue with statement 7.

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7.	Between 2018 and 2021, my organization applied for the national Baldrige Award through the alternate method (option 8 below) and the total of the process and results bands assigned in the feedback report was 6 or higher.	☐ Yes	Your organization is eligible. Year:	No, my organizatio n did not apply using this method.	Continue with statement 8.
				☐ My organizatio n applied using this method, but did NOT receive a total of 6 or higher.	Your organization is not eligible. Call 877-237-9064, option 3, if you have questions.
8.	My organization will submit additional eligibility screening materials (i.e., a complete Organizational Profile and two results measures for each of the five Criteria results items). The Baldrige Program will use the materials to determine if my organization is eligible to apply for the award this year (as described in the fact sheet at Eligibility FAQs).	Yes	The Baldrige Program will review the materials and contact your ECP after determining your eligibility.	No	Call 877-237-9064, option 3, if you have questions.

7. Award Category

a. Award category (*Check one.*)

Your education or health care organization may use the Business/Nonprofit Criteria and apply in the service, small business, or nonprofit category. However, you probably will find the sector-specific (Education or Health Care) Criteria more appropriate.

For-Profit	Nonprofit
□□Manufacturing	□□Nonprofit
□□Service	□□Education
□□Small business (≤ 500 employees)	□[Health care
□□Education	
□□Health care	

□□Health care					
Industrial classifications. In organization (see NAICS I functions and to assign app	ist included at t	he end of th		LICS codes for your It to identify your organization	ona

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8. Organizational Structure

a.	For	the preceding fiscal	l year, the org	ganization had			in Ψ	
	\square up to \$1 million \square \$1.1 million—\$10 million			0 million		□∏sales		
	□□\$10.1 million—\$100 million □ \$100.1 million—\$5			on –\$500 r	nillion	□□revenue		
]\$500.1 million–\$1	billion	☐ more than \$	1 billion		□□budget	
b.		ch a line-and-box o unit or division and					each box, include the boxes.	name of
		The chart is attache	d.					
c.	The	organization is	a larger p	arent or system.	(Check all	that apply.)		
		not a subunit of (S	ee item 6 abc	ove.) 🗆 a subsid	iary of	□ controlled b	oy	by
]owned by∏□∏a di	ivision of	\square a unit of		a school of	□ other	_
	Paren	t organization			Address			
		number of paid byees*						
	Highe officia	est-ranking al			Job title			
	Telep	hone			'			
	emplo	yees supervised by	the organiza	ition. Include em	ployees of	subunits but not o	• •	
	ma		cluding all int	tervening levels.			nship to the parent's l ne of the unit or divis	
		The chart is attache	ed.					
	d.	Considering the or and its other subur	_				zation relates to the p ure.	arent
	e.	Provide the title arrelease) that clearl					ganizational literature	, a press
	Title					Da	te	
		ach a copy of relevach the relevant pag					cumentation, print ar	nd
		Relevant portions	of the docum	ent are attached.				
	f.	appropriate. Exammanagement, data accounting, sales/	ples are stra gathering a marketing, su	tegic planning, b nd analysis, hum upply chain mand	usiness acq an resource agement, gl	quisition, researci e services, legal s obal expansion, i	e to your organizatio h and development, fo ervices, finance or nformation and know logy services, curric	acilities vledge

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and instruction, and academic program coordination/development.							

9. Site Listing

You may attach or continue your site listing on a separate page as long as you include all the information requested here. You may group sites by function or location (city, state), as appropriate. Please include the total for **each column** (sites, employees/faculty/staff, volunteers, and products/services). If different sites are located on the same campus (e.g., medical building and acute care hospital), please indicate that in the "Sites" column. See the ABC HealthCare example below. If your organization has any joint ventures, please list and describe those in the second table below.

Please include a detailed listing showing all your sites. If your organization receives a site visit, an examiner team will use this information for planning and conducting its visit. Although site visits are not conducted at facilities outside the United States or its territories, these facilities may be contacted by teleconference or videoconference.

		Example (ABC	HealthCare)		
			Workforce* List the numbers at each site.		
	Sites (U.S. and Foreign) List the city and the state or country.	Check one or more. □ Employees □ Faculty □ Staff	Volunteers (no. or N/A)	Check one. % of □ Sales □ Revenue □ Budget	Relevant Products, Services, and/or Technologies
	ABC Medical Center, Anytown, NY	1,232	147	77%	Admin. offices, inpatient care, ED, imaging services, lab
	ABC Hospital West, West Anytown, NY	255	78	14%	Inpatient services, ED, lab
	ABC Medical Group, Anytown, NY Located on same campus as ABC Medical Center	236	N/A	6%	Primary & specialty physician care
	ABC Imaging Center, West Anytown, NY	11	N/A	1%	Imaging services
	ABC Hospice Services, West Anytown, NY Different location than ABC Hospital West and ABC Imaging Center	94	89	1%	On- and off-site hospice services
	ABC Urgent Care, West Anytown, NY	8	N/A	1%	Outpatient emergency and urgent care services
Total	6	1,836	314	100%	

	Vour Organ	vization		
	Your Organ	IIZation		
	Workfo List the numbers		List the % at each site, or use "N/A" (not applicable).	
	Check one or		Check one.	
	more.		% of	
	☐ Employees	Volunteers	☐ Sales	Relevant Products, Services,
Sites (U.S. and Foreign)	☐ Faculty	(no. or	☐ Revenue	and/or Technologies

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	List the city and the state or country.	☐ Staff	N/A)	☐ Budget	
Total				100%	

^{*}The term workforce refers to all people actively involved in accomplishing the work of an organization. The workforce includes paid employees (e.g., permanent, part-time, temporary, telecommuting, and contract employees supervised by the organization) and volunteers, as appropriate; it also includes team leaders, supervisors, and managers at all levels.

	Joint Ventures				
	Partner Organization	# of applicant employees included in joint venture	% Owned by the Applicant	Describe extent/level of operational and managerial responsibility your organization has for the joint venture.	
Total					

10. Key Business/Organization Factors

List or briefly describe where necessary the following key business/organization factors (we recommend using bullets). Please be concise but be as specific as possible. Provide full names of organizations (i.e., do not use acronyms). The Baldrige Program uses this information to avoid conflicts of interest when assigning examiners to your application. Examiners also use this information in their evaluations.

a.	Main products and/or services and major markets served (local, regional, national, and international

b. Key competitors (those that constitute 5 percent or more of your competitors)

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c.	Key customers/users (those that constitute 5 percent or more of your customers/users)		
d.	Key suppliers/partners (those that constitute 5 pe	rcent or more of your suppliers/partners)	
e.	Financial auditor	Fiscal year (e.g., October 1–September 30)	
f.	Parent organization (if your organization is a sub	unit).	

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Signature of highest-ranking official

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Date

11. Nomination to the Board of Examiners

If your organization is eligible to apply for the Baldrige Award in 2022, you may nominate one senior member from your organization to the 2022 Board of Examiners.

Nominees are appointed for one year only. Nominees

- must not have served previously on the Board of Examiners and
- must be citizens of the United States, be located in the United States or its territories, and be employees of the applicant organization.

The program limits the number of examiners from any one organization. If your organization already has representatives on the board, nominating an additional person may affect their reappointment.

Board appointments provide a significant opportunity for your organization to learn about the Criteria and the evaluation process. The time commitment is also substantial: examiners commit to a minimum of 150 hours from April to August, including approximately 50-55 hours from March to May to participate in Examiner Preparation, and 95–130 hours from June through August to complete virtual evaluation. If requested by the program, examiners also participate in a Site Visit Review of approximately five days.

\square Mr. \square \square Mrs. \square \square Ms. \square \square Dr.			
	from our organi	zation will serve on the 2022 Board of Exami	ners.
	Email address		
☐I understand that if my organiza examiner nomination will not be c		ed to be ineligible to apply for the Baldrige Avec 2022 Board of Examiners.	ward in 2022, this
12. Self-Certification and Sign	ature		
I state and attest the following:			
(1)I have reviewed the inf	ormation provide	ed in this eligibility certification package.	
(2)To the best of my knowthis package includes n	•	ent of a material fact, and	
 no material fact has been 	en omitted.		
(3)Based on the information Quality Award, my organi		e current eligibility requirements for the Malco to apply.	olm Baldrige National
· ·		ound not to support eligibility at any time duri ceive consideration for the award and will rec	_

Printed name

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13. Submission

To be considered for the 2022 award, your complete eligibility certification package must be submitted electronically no later than February 28, 2022.

To submit your Eligibility Certification package, request a link to NIST's secure file transfer system by emailing asqbaldrige@asq.org . Do not email your eligibility package directly to ASQ.
Do you authorize ASQ to return copies of your date-stamped eligibility forms (required to be included in your application package) via email? <i>If you check "no" below, the copies will be returned to you via the secure file transfer system.</i>
□Yes □No

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14. Fee

Indicate your method of payment for the \$400 eligibility certification fee.			
□Check □ Money or	der		
Official Name of Organization:			
Mailing Address:			
To pay by check or money order, please make payable to the <i>Malcolm Baldrige National Quality Award</i> and include the name of the organization applying on the memo line. Include one printed copy of this page with your payment.			
□ ACH payment □ Wire transfer Checking ABA routing number: 041000124 Checking account number: 4245714835 Before sending an ACH payment or wire transfer, please notify the American Society for Quality by emailing asqbaldrige@asq.org and gaustin@asq.org. Please reference the Baldrige Award with your payment.			
□ Visa □ MasterCard □ American Express			
Card number		Authorized signature	
Expiration date		Printed name	
Card billing address		Today's date	

W-9 Request

Double-click on the PDF icon below to access ASQ's W-9. Contact ASQ at (414) 765-7205 with questions.



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1.	Eli	gibility Certification Form*
		I have answered all questions completely.
		I have included a line-and-box organization chart showing all components of the organization and the name of each unit or division and its leader.
		The highest-ranking official has signed the form.
		rganizations Submitting Additional Eligibility Screening Materials (to meet the alternative eligibility tion no. 8 for question 6k; see the table on page E-4)
		I have enclosed a complete Organizational Profile.
		I have enclosed data for two results measures for each of the five Criteria results items.
F	or S	ubunits Only
		I have included a line-and-box organization chart(s) showing the subunit's relationship to the parent's highest management level, including all intervening levels.
		I have enclosed copies of relevant portions of an official document clearly defining the subunit as a discrete entity.
2.	Fe	e e
		I have indicated my method of payment for the nonrefundable \$400 eligibility certification fee.
		If paying by check or money order, I have made it payable to the Malcolm Baldrige National Quality Award and mailed it to
		Malcolm Baldrige National Quality Award c/o ASQ—Baldrige Award Administration 600 North Plankinton Avenue Milwaukee, WI 53203
		(414) 765-7205 *Percentage to include the pame of the organization applying on the mane line
		*Remember to include the name of the organization applying on the memo line.
3.	Su	bmission and Baldrige Examiner Nomination
		I am nominating a senior member of my organization to the 2022 Board of Examiners.
		I am not nominating a senior member of my organization to the 2022 Board of Examiners.
		I am emailing <u>asqbaldrige@asq.org</u> to request a link to NIST's secure file transfer system to upload my eligibility certification package.

North American Industry Classification System (NAICS) Codes

Please insert NAICS codes most relevant to your organization's products and/or services in the Eligibility Certification Form. For more information about the NAICS codes, go to https://www.census.gov/naics/.

Code Sector

- 111 Crop Production
- 112 Animal Production and Aquaculture
- 113 Forestry and Logging
- 114 Fishing, Hunting and Trapping
- 115 Support Activities for Agriculture and Forestry
- 211 Oil and Gas Extraction
- 212 Mining (except Oil and Gas)
- 213 Support Activities for Mining
- 221 Utilities
- 236 Construction of Buildings
- 237 Heavy and Civil Engineering Construction
- 238 Specialty Trade Contractors
- 311 Food Manufacturing
- 312 Beverage and Tobacco Product Manufacturing
- 313 Textile Mills
- 314 Textile Product Mills
- 315 Apparel Manufacturing
- 316 Leather and Allied Product Manufacturing
- 321 Wood Product Manufacturing
- 322 Paper Manufacturing
- 323 Printing and Related Support Activities
- 324 Petroleum and Coal Products Manufacturing
- 325 Chemical Manufacturing
- 326 Plastics and Rubber Products Manufacturing
- 327 Nonmetallic Mineral Product Manufacturing
- 331 Primary Metal Manufacturing
- 332 Fabricated Metal Product Manufacturing
- 333 Machinery Manufacturing
- 3331 Agriculture, Construction, and Mining Machinery Manufacturing
- 3332 Industrial Machinery Manufacturing
- 3333 Commercial and Service Industry Machinery Manufacturing
- 3334 Ventilation, Heating, Air-Conditioning and Commercial Refrigeration Equipment Manufacturing
- 3335 Metalworking Machinery Manufacturing
- 3336 Engine, Turbine, and Power Transmission Equipment Manufacturing
- 3339 Other General Purpose Machinery Manufacturing
- 334 Computer and Electronic Product Manufacturing
- 3341 Computer and Peripheral Equipment Manufacturing
- 3342 Communications Equipment Manufacturing
- 3344 Semiconductor and Other Electronic Component Manufacturing
- 335 Electrical Equipment, Appliance and Component Manufacturing
- 3353 Electrical Equipment Manufacturing
- 3359 Other Electrical Equipment and Component Manufacturing
- 336 Transportation Equipment Manufacturing
- 337 Furniture and Related Product Manufacturing
- 339 Miscellaneous Manufacturing
- 423 Merchant Wholesalers, Durable Goods
- 424 Merchant Wholesalers, Nondurable Goods
- 425 Wholesale Electronic Markets and Agents and Brokers
- 441 Motor Vehicle and Parts Dealers
- 442 Furniture and Home Furnishings Stores

- 443 Electronics and Appliance Stores
- 444 Building Material and Garden Equipment and Supplies Dealers
- 445 Food and Beverage Stores
- 446 Health and Personal Care Stores
- 447 Gasoline Stations
- 448 Clothing and Clothing Accessories Stores
- 451 Sporting Goods, Hobby, Musical Instrument, and Book Stores
- 452 General Merchandise Stores
- 453 Miscellaneous Store Retailers
- 454 Nonstore Retailers
- 481 Air Transportation
- 482 Rail Transportation
- 483 Water Transportation
- 484 Truck Transportation
- 485 Transit and Ground Passenger Transportation
- 486 Pipeline Transportation
- 487 Scenic and Sightseeing Transportation
- 488 Support Activities for Transportation
- 491 Postal Service
- 492 Couriers and Messengers
- 493 Warehousing and Storage
- 511 Publishing Industries (except Internet)
- 512 Motion Picture and Sound Recording Industries
- 515 Broadcasting (except Internet)
- 517 Telecommunications
- 519 Other Information Services
- 521 Monetary Authorities—Central Bank
- 522 Credit Intermediation and Related Activities
- 5221 Depository Credit Intermediation
- 5222 Nondepository Credit Intermediation
- 5223 Activities Related to Credit Intermediation
- 523 Securities, Commodity Contracts, and Other Financial Investments and Related Activities
- 5231 Securities and Commodity Contracts Intermediation and Brokerage
- 5232 Securities and Commodity Exchanges
- 5239 Other Financial Investment Activities
- 524 Insurance Carriers and Related Activities
- 525 Funds, Trusts, and Other Financial Vehicles
- 5251 Insurance and Employee Benefit Funds
- 5259 Other Investment Pools and Funds
- 531 Real Estate
- 532 Rental and Leasing Services
- 533 Lessors of Nonfinancial Intangible Assets (except Copyrighted Works)
- 541 Professional, Scientific and Technical Services
- 551 Management of Companies and Enterprises
- 561 Administrative and Support Services
- 562 Waste Management and Remediation Services
- 611 Educational Services
- 6111 Elementary and Secondary Schools
- 6112 Junior Colleges
- 6113 Colleges, Universities, and Professional Schools
- 6114 Business Schools and Computer and Management Training
- 6115 Technical and Trade Schools
- 6116 Other Schools and Instruction
- 6117 Educational Support Services
- 621 Ambulatory Health Care Services
- 6211 Offices of Physicians

- 6212 Offices of Dentists
- 6213 Offices of Other Health Practitioners
- 6214 Outpatient Care Centers
- 6215 Medical and Diagnostic Laboratories
- 6216 Home Health Care Services
- 6219 Other Ambulatory Health Care Services
- 622 Hospitals
- 623 Nursing and Residential Care Facilities
- 624 Social Assistance
- 711 Performing Arts, Spectator Sports, and Related Industries
- 712 Museums, Historical Sites, and Similar Institutions
- 713 Amusement, Gambling, and Recreation Industries
- 721 Accommodation
- 722 Food Services and Drinking Places
- 811 Repair and Maintenance
- 812 Personal and Laundry Services
- 813 Religious, Grantmaking, Civic, Professional, and Similar Organizations
- 814 Private Households
- 921 Executive, Legislative, and Other General Government Support
- 922 Justice, Public Order, and Safety Activities
- 923 Administration of Human Resource Programs
- 924 Administration of Environmental Quality Programs
- 925 Administration of Housing Programs, Urban Planning, and Community Development
- 926 Administration of Economic Programs
- 927 Space Research and Technology
- 928 National Security and International Affairs
- 999 Unclassified Establishments