

Justification for a Non-Substantive Change for OSHA Outreach Training Program Reports (OTPRs)

(OMB Control Number 1218-0262)

During recent updates to the Outreach Training Program Requirements and industry procedure documents, additional course training topics were added to programmatic requirements. These new topic requirements are not included on current Outreach Training Program Reports (OTPRs). Current OTPRs do not allow OSHA-authorized trainers to properly document topics they delivered. OSHA Training Institute Education Centers (OTIECs) utilize OTPRs to program trainer portals for trainers to select and report topics delivered.

Current text: The OTPRs consist of limited selectable topic options that no longer reflect program topic requirements. Student names are listed in one column.

Proposed revised text: OSHA's Office of Training and Education (OTE) desires to expand on the current training topics.

Page 1 – There are no proposed revisions to this page.

Page 2 - The changes requested add additional topics for the trainer to select from when creating their detailed topic outlines and properly document compliance with program requirements

Page 3 - The changes requested are format modifications to the way student names are listed for the OTIEC to correctly process the completion cards. No additional information is needed/added. Changes to this page will provide easier readability by permitting two columns (1-20 and 21-40) vice one (currently 1-40).

Page 4 - There are no proposed revisions to this page.

OTE considers format changes (pages 2 & 3) necessary to improve the readability of the OTPRs and make them more user-friendly. The instruction page will be included in each of the industry procedures documents. The instructions page remains unchanged.

The OTPR forms are incorporated into each of the Outreach Industry Procedures documents for Construction, General Industry, Maritime and Disaster Site Workers. The URLs for the currently approved forms are located at:

[OTP Construction Procedures 2024 \(osha.gov\)](https://www.osha.gov)

[OTP General Industry Procedures 2024 \(osha.gov\)](https://www.osha.gov)

[OTP Maritime Procedures 2024 \(osha.gov\)](https://www.osha.gov)

[OTP Disaster Site Worker Procedures \(osha.gov\)](https://www.osha.gov)

The requested non-substantial change to the OTPR form language has been reviewed and approved by OTE's Branch Chief, Outreach and OTI Education Center Programs, and the Director, Training Programs and Administration.

The changes do not affect the hour or cost burdens under this request.

Thank you for your full consideration of our request.