May 5, 2020

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: Workers Compensation Insurance

Update of Circular C-20-12 – Issued April 22, 2020
North Carolina Basic Manual – Part II – Classifications Deletions and Revisions to Miscellaneous Class Code Phraseology Notes

The North Carolina Rate Bureau (NCRB) has filed and the North Carolina Commissioner of Insurance has approved revisions to the North Carolina Basic Manual for Workers Compensation and Employers Liability (NC Basic Manual). The approved revisions are related to changes being made by way of NCCI Item B-1440 – Revisions to the Basic Manual, Including Reformatting, the Preface, and Appendix G. The approved changes will be applicable to all new and renewal voluntary and assigned risk policies becoming effective on or after June 1, 2020.

The changes based on NCCI Item B-1440 revise the classification section of the state-specific NC Basic Manual to eliminate multiple iterations of classification phraseologies and phraseology notes not associated with a specific classification in Part II – Classifications.

NCCI’s proposal to reformat the Preface and Appendix G are not applicable to North Carolina.

NCCI Exhibits 1, 3, and 4 in NCCI Item B-1440 are not applicable to North Carolina.

Classifications to Be Reformatted
North Carolina does not subscribe to the NCCI “online” Basic Manual. Therefore, not all formatting changes proposed by way of NCCI Item B-1440 are applicable for North Carolina. Other miscellaneous North Carolina Basic Manual changes unrelated to NCCI Item B-1440 are proposed and included in state exhibits as well. Proposed changes applicable to the “online” NCRB Basic Manual are to be effective June 1, 2020 and are outlined in NCRB Exhibits 1-2.

Exhibit 1 and Exhibit 2 of the original filing have been revised to correct errors in formatting of Exhibit 1 and phraseology of Exhibit 2.

A complete copy of the original filing Memorandum, NCRB exhibits outlining all NC Basic Manual changes, which include “Revised” Exhibits 1 and 2, and NCCI’s Item Filing B-1440 are included for your review.

If you have any questions, contact the NCRB Information Center at 919-582-1056 or via email at support@ncrb.org.

Sincerely,

Joanna Biliouris
Chief Operating Officer

JB:ko

Attachments

C-20-14
PURPOSE

The purpose of this item is to enhance the state-specific North Carolina Basic Manual by updating Part II – Classifications.

Exhibits outlining North Carolina state-specific changes follow this memorandum and are labeled NCRB Exhibits 1 and 2.

BACKGROUND

NCCI has an ongoing process in which they systematically research, analyze and maintain NCCI’s manuals, rules, and classification system. NCCI’s systematic research, analysis and maintenance are national in scope. However, NCCI also recognizes the occasional need for state-specific manual, rules and classification treatments to reflect geographical differences. NCCI’s analysis includes assessing the continuing viability of more than 800 national and state special classification codes. With some exceptions for state-specific classifications, North Carolina adheres to the NCCI national classification system.

NCCI Item B-1440 is a product of the NCCI’s ongoing systematic research, analysis and maintenance of NCCI’s manuals, rules and classification system review process. This filing memorandum proposes that a number of National classification phraseologies and phraseology notes be eliminated or revised to improve online search tools. Many online tools being used today provide “Find” features that allow “Keyword” search capabilities. With the development of these enhanced online tools multiple iterations of classification phraseologies and phraseology notes not associated with a specific classification can be eliminated.

NCRB Staff has reviewed the changes being made by way of NCCI Item B-1440 to the classification section of the NCCI Basic Manual and believes it appropriate for North Carolina to consider changes in the state-specific North Carolina Basic Manual.

NCCI’s proposal to reformatting the Preface and Appendix G are not applicable to North Carolina.

State-Specific Exhibits

NCCI Exhibits 1, 3 and 4 in NCCI Item B-1440 are not applicable to North Carolina.

Classifications to Be Reformatted

North Carolina does not subscribe to the NCCI “online” Basic Manual. Therefore, not all formatting changes proposed by way of NCCI Item B-1440 are applicable for North Carolina. Other miscellaneous North Carolina Basic Manual changes unrelated to NCCI Item B-1440 are proposed and included in state exhibits as well. Proposed changes applicable to the “online” NCRB Basic Manual are to be effective June 1, 2020 and are outlined in NCRB Exhibits 1-2.

PROPOSAL

The Bureau proposes the adoption of revisions to the state-specific North Carolina Basic Manual that eliminates multiple iterations of classification phraseologies and phraseology notes not associated with
North Carolina Rate Bureau  
Filing Memorandum  

RE: North Carolina Basic Manual - Part II – Classifications  
Deletions and Revisions to Miscellaneous Class Code Phraseology Notes  

a specific classification in, Part II - Classifications of the, state-specific North Carolina Basic Manual.

IMPACT

No statewide premium impact will result from the changes proposed in this item.

IMPLEMENTATION

All revisions, to Part II- Classification of the state-specific North Carolina Basic Manual, being proposed by way of this filing are applicable to new and renewal, voluntary and assigned risk policies that become effective on or after June 1, 2020.
**NCCI Item B-1440 – Summary as Applicable to NC**

Filing Memorandum – Modify for NC

Exhibit 1 – Not Applicable to NC

Exhibit 1A – Not Applicable to NC

Exhibit 1B – Not Applicable to NC

Exhibit 1C – Not Applicable to NC

Exhibit 1D – Not Applicable to NC

Exhibit 2 – Modify NCCI for items applicable to NC

Exhibit 2A – Not Applicable to NC

Exhibit 2B – See NCRB Exhibit 1

Exhibit 2C – Ok in NCBM

Exhibit 2D – OK in NCBM

Exhibit 2E - OK in NCBM

Exhibit 2F – See NCRB Exhibit 1

Exhibit 2G - OK in NCBM

Exhibit 2H - OK in NCBM

Exhibit 2I - OK in NCBM

Exhibit 2J – See NCRB Exhibits 1 and 1A

Exhibit 2K - See NCRB Exhibits 1A

Exhibit 2L - See NCRB Exhibits 1A

Exhibit 2M - See NCRB Exhibits 1A

Exhibit 2N - OK in NCBM

Exhibit 2O – See NCRB Exhibit 1

Exhibit 2P - See NCRB Exhibits 1A

Exhibit 2Q - See NCRB Exhibits 1A

Exhibit 2R - See NCRB Exhibits 1A

Exhibit 3A – Not Applicable to NC

Exhibit 3B – Not Applicable to NC

Exhibit 4 – Not Applicable to NC

*Miscellaneous NCBM corrections unrelated to NCCI B-1440 are included in NCRB Exhibits 1, 1A, 2 and 2A.*
Phraseologies and notes being eliminated because they do not have an associated code and only provide reference information.

<table>
<thead>
<tr>
<th>Phraseology Without Code</th>
<th>Related Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>APIARY</td>
<td>See Farm</td>
</tr>
<tr>
<td>BOARDING HOUSES</td>
<td>See rooming houses</td>
</tr>
<tr>
<td>CANNING OR BOTTLING CARBONATED BEVERAGES</td>
<td>See Carbonated Beverage Mfg. or Bottling</td>
</tr>
<tr>
<td>CARTRIDGE MFG. OR LOADING</td>
<td>See Explosives</td>
</tr>
<tr>
<td>COUNTY EMPLOYEES NOC</td>
<td>See Municipal</td>
</tr>
<tr>
<td>CRANBERRY GROWERS</td>
<td>See Farms</td>
</tr>
<tr>
<td>CURATOR</td>
<td>See Public Library or Museum</td>
</tr>
<tr>
<td>DRY-DOCK OPERATIONS</td>
<td>See Ship Repair or Conservation</td>
</tr>
<tr>
<td>DYE OR DYE-INTERMEDIATE</td>
<td>Assign to the appropriate chemical Code 44828 or 4829</td>
</tr>
<tr>
<td>ESTATE—PRIVATE</td>
<td>See Rule 3-C</td>
</tr>
<tr>
<td>EXPRESS CO</td>
<td>See Trucking</td>
</tr>
<tr>
<td>GAMES</td>
<td>See Recreational Facilities</td>
</tr>
<tr>
<td>GARDENING</td>
<td>See Farms</td>
</tr>
<tr>
<td>GOLF—COURSE</td>
<td>Not Miniature—Public or Private—See Club—Country Club, Golf etc.</td>
</tr>
<tr>
<td>LIBRARY—PUBLIC</td>
<td>See Public Library</td>
</tr>
<tr>
<td>LIQUEFIED PETROLEUM GAS</td>
<td>See Gas Distributing</td>
</tr>
<tr>
<td>LIVERY CO</td>
<td>See Limousine Co</td>
</tr>
<tr>
<td>LOCK AND DAM CONSTRUCTION</td>
<td>See Dam or Lock Construction</td>
</tr>
<tr>
<td>MUSEUM PUBLIC</td>
<td>See Public Library or Museum</td>
</tr>
<tr>
<td>OIL MFG—COTTONSEED</td>
<td>See Cottonseed Oil Mfg.</td>
</tr>
<tr>
<td>OIL RIG OR DERRICK ERECTING OR DISMANTLING—ALL OPERATIONS</td>
<td>The following tow classes include the construction of foundations or structures and the installation of equipment.</td>
</tr>
<tr>
<td>OYSTER BOATS</td>
<td>Included—planting, harvesting and operations of boats</td>
</tr>
<tr>
<td>PARCEL OR PACKAGE DELIVERY</td>
<td>See Trucking</td>
</tr>
<tr>
<td>PIPELINE OR GAS WELL</td>
<td>See Oil and Gas</td>
</tr>
<tr>
<td>POULTRY OR EGG PRODUCER</td>
<td>See Farm</td>
</tr>
<tr>
<td>PRIVATE ESTATE</td>
<td>See Rule 3-C</td>
</tr>
<tr>
<td>PROJECTILE OR SHELL MFG</td>
<td>See Explosives</td>
</tr>
<tr>
<td>RESIDENCE—PRIVATE</td>
<td>See Domestic Workers—Residences and Rule 3-C</td>
</tr>
<tr>
<td>SATELITE DISH INSTALLATION</td>
<td>Applied to ground and roof mount installation</td>
</tr>
<tr>
<td>SHELL OR PROJECTILE MFG</td>
<td>See explosives</td>
</tr>
<tr>
<td>SOUNDPROOFING</td>
<td>See Insulation-Work NOC</td>
</tr>
<tr>
<td>STATE EMPLOYEES</td>
<td>See Municipal</td>
</tr>
<tr>
<td>Activity</td>
<td>Classification</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>SUBWAY CONSTRUCTION</td>
<td>Assign to appropriate construction or erection classification</td>
</tr>
<tr>
<td>SULPHUR REFINING</td>
<td>Assign to appropriate chemical Code 4828 or 4829</td>
</tr>
<tr>
<td>TAR</td>
<td>See asphalt or Tar</td>
</tr>
<tr>
<td>TELEPHONE BOOK DELIVERY</td>
<td>See Distributing Companies</td>
</tr>
<tr>
<td>TEMPORARY LABOR SERVICE</td>
<td>Classify workers assigned to clients the same as direct employees of the client entity performing the same or similar duties</td>
</tr>
<tr>
<td>TOWNSHIP EMPLOYEES NOC</td>
<td>See Municipal</td>
</tr>
<tr>
<td>TRAILER BODY MFG – NOT HOME TYPE</td>
<td>See Automobile, Bus, Truck or Trailer Body Mfg.</td>
</tr>
<tr>
<td>TRUCKING</td>
<td>Truckers engaged in hauling under contract, whether for one or more individuals or concerns, shall under no circumstances be classified and rated except in accordance with the appropriate “Trucking” classification. Exception: When trucking operations are a secondary business and conducted as a separate undertaking or enterprise, the payroll of an individual employee may be divided and allocated to other than a “Trucking” classification. Refer to Rule 1&gt;E. Each classification includes miscellaneous employees such as terminal employees, garage employees, and repairers. Switcher operations in connection with a trucking operation are to be considered miscellaneous employees and assigned to the appropriate trucking classification. Employers that provide switcher operations to others thus not properly assigned to a trucking operation and not in support of their own business, are to be assigned to Code 8292.</td>
</tr>
<tr>
<td>WEIGHERS, SAMPLERS, OR INSPECTORS OF MERCHANDISE ON VESSELS OR DOCKS OR AT WAREHOUSES</td>
<td>These classifications include mending or repacking of damaged containers. Operation of warehouses to be separately rated.</td>
</tr>
<tr>
<td>Phraseology</td>
<td>Class</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>TRUCKING – OIL FIELD EQUIPMENT – ALL EMPLOYEES &amp; DRIVERS</td>
<td>7222</td>
</tr>
<tr>
<td>TRUCKING – PARCEL OR PACKAGE DELIVERY – ALL EMPLOYEES &amp; DRIVERS</td>
<td>7230</td>
</tr>
</tbody>
</table>
### NCRB Exhibit 1A

#### NCBM PART II – CLASSIFICATIONS

#### CLASSIFICATIONS TO BE REFORMATTED

<table>
<thead>
<tr>
<th>Classification</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRUCKING – MAIL, PARCEL OR PACKAGE DELIVERY – UNDER CONTRACT WITH THE U.S. POSTAL SERVICE – ALL EMPLOYEES &amp; DRIVERS</td>
<td>7232</td>
<td>Applies to employers under contract to the U.S. Postal Service for delivery of mail involving letters, parcels, packages, sacks, pallets and rolling containers. Includes both U.S. Postal Service contract mail delivery performed on both a bulk basis and an individual letter, parcel or package basis. Includes miscellaneous employees such as terminal employees, garage employees, and repairers. Truckers hauling under contract, whether for one or more individuals or employers, must under no circumstances be classified except in accordance with the appropriate trucking classification. When trucking operations are a secondary business and conducted as a separate undertaking or enterprise, the payroll of an individual employee may be divided and allocated to other than a trucking classification. Refer to Rule 1-E.</td>
</tr>
<tr>
<td>GAS MAIN OR CONNECTION CONSTRUCTION &amp; DRIVERS</td>
<td>6319</td>
<td>Includes tunneling at street crossings when not performed under air pressure. All other tunneling is to be separately rated. Separately rate: the construction of pipelines between natural gas – producing fields and points of connection with local distributing systems. Such cross-country pipeline construction must be rated to code 6233. Code 7502 – must not be assigned at same job or location that Code 6319 applies.</td>
</tr>
<tr>
<td>AUTOMOBILE – RECYCLING</td>
<td>8046</td>
<td>Applies to store employees who do not perform other operations and have no yard exposure.</td>
</tr>
<tr>
<td>DOG KENNEL EMPLOYEES &amp; DRIVERS</td>
<td>8279</td>
<td></td>
</tr>
</tbody>
</table>

**Legend:**
- Strikethrough = Remove
- Underline = Add
<table>
<thead>
<tr>
<th>Phraseology</th>
<th>Class</th>
<th>Notes</th>
<th>FN ID</th>
<th>Industry Group</th>
<th>Hazard Code</th>
<th>Reason</th>
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</thead>
<tbody>
<tr>
<td>AGRICULTURAL OR CONSTRUCTION MACHINERY MFG</td>
<td>3507</td>
<td></td>
<td></td>
<td>1</td>
<td>C</td>
<td>Obsolete Phraseology</td>
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<tr>
<td>ANTITOXIN SERUM, OR VIRUS MFG &amp; DRIVERS</td>
<td>5961</td>
<td></td>
<td></td>
<td>4</td>
<td>B</td>
<td>Obsolete Phraseology</td>
</tr>
<tr>
<td>ASHES, GARBAGE, OR REFUSE COLLECTION &amp; DRIVERS</td>
<td>9403</td>
<td>Reduction, rendering, or fertilizer plants to be separately rated.</td>
<td></td>
<td>5</td>
<td>E</td>
<td>Obsolete Phraseology</td>
</tr>
<tr>
<td>AUTOMOBILE – HAULAWAY OR DRIVEAWAY – DRIVING AUTOS ON OR OFF VESSELS &amp; DRIVERS</td>
<td>7317</td>
<td></td>
<td></td>
<td>7</td>
<td>G</td>
<td>Duplicate</td>
</tr>
<tr>
<td>AUTOMOBILE – PARTS AND ACCESSORIES NOC &amp; DRIVERS</td>
<td>8046</td>
<td>- Applies to wholesale and retail stores.</td>
<td></td>
<td>4</td>
<td>D</td>
<td>Obsolete Phraseology</td>
</tr>
<tr>
<td>BARBER SHOP, BEAUTY PARLOR OR HAIRSTYLING SALON</td>
<td>9586</td>
<td></td>
<td></td>
<td>4</td>
<td>A</td>
<td>Obsolete Phraseology</td>
</tr>
<tr>
<td>BEVERAGE MFG – CARBONATED – ALL OPERATIONS, ROUTE SUPERVISORS, &amp; DRIVERS</td>
<td>2157</td>
<td></td>
<td></td>
<td>1</td>
<td>C</td>
<td>Obsolete Phraseology</td>
</tr>
<tr>
<td>BOLT OR NUT MFG</td>
<td>3132</td>
<td>Steelmaking or rolling mills to be separately rated.</td>
<td></td>
<td>4</td>
<td>G</td>
<td>Obsolete Phraseology</td>
</tr>
<tr>
<td>BORAX, POTASH, OR SALT PRODUCING OR REFINING &amp; DRIVERS</td>
<td>4568</td>
<td>Includes driving of wells and pumping. Mining to be separately rated as Code 1164.</td>
<td></td>
<td>1</td>
<td>E</td>
<td>Obsolete Phraseology</td>
</tr>
<tr>
<td>BREEDING FARM OR STABLE &amp; DRIVERS</td>
<td>8279</td>
<td>Applies to training of race horses, polo ponies, and horses for exhibition purposes. Includes jockeys and trainers.</td>
<td></td>
<td>4</td>
<td>E</td>
<td>Obsolete Phraseology</td>
</tr>
<tr>
<td>CHEESE OR BUTTER MFG. &amp; ROUTE SUPERVISORS, DRIVERS</td>
<td>2070</td>
<td>Applies to house-to-house sale of cheese and the processing of raw milk received from others. Ice cream mfg. to be separately rated as Code 2039. Production of raw milk to be rated as Code 0036</td>
<td></td>
<td>4</td>
<td>C</td>
<td>Obsolete Phraseology</td>
</tr>
<tr>
<td>COFFEE, TEA, OR GROCER DEALER – RETAIL</td>
<td>8006</td>
<td>Includes incidental stores or warehouses.</td>
<td></td>
<td>4</td>
<td>C</td>
<td>Obsolete Phraseology</td>
</tr>
<tr>
<td>COOPER OR BRASS GOODS MFG</td>
<td>3315</td>
<td></td>
<td></td>
<td>1</td>
<td>B</td>
<td>Obsolete Phraseology</td>
</tr>
<tr>
<td>DAIRY OR CREAMERY &amp; ROUTE SUPERVISORS, DRIVERS</td>
<td>2070</td>
<td></td>
<td></td>
<td>1</td>
<td>C</td>
<td>Obsolete Phraseology</td>
</tr>
<tr>
<td>DISTILLERY – SPIRITOUS LIQUOR</td>
<td>2130</td>
<td></td>
<td></td>
<td>1</td>
<td>C</td>
<td>Obsolete Phraseology</td>
</tr>
<tr>
<td>Category</td>
<td>Code</td>
<td>Description</td>
<td>Notes</td>
<td></td>
<td></td>
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<tr>
<td>STEVEDORING – CONTAINERIZED FREIGHT &amp; DRIVERS</td>
<td>7327</td>
<td>Applies to ships designed for freight carrying containers. No work in holds. Over-the-road trucking operations to be separately rated to the appropriate trucking classification. Code 7327F must not be assigned to the same employer in connection with a single vessel unless the operations described by this classification are conducted as a separate and distinct business.</td>
<td>Duplicate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRIVERS NOC</td>
<td>7380</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRY CLEANING AND LAUNDRY STORE – RETAIL &amp; ROUTE SUPERVISORS, DRIVERS</td>
<td>2589</td>
<td>Applies only to neighborhood-type establishments engaged in both laundering and dry cleaning on the premises. Collecting or distributing stores, no laundering or dry cleaning at the same location, to be rated as Code 8017 – Store – Retail – NOC.</td>
<td>Obsolete Phraseology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FELT OR BUILDING OR ROOFING PAPER PREPARATION – NO INSTALLATION</td>
<td>4283</td>
<td>Not applicable to asphalt or tar distillation or refining plants which include the saturating of paper or felt as part of their operations. Paper or felt manufacturing to be separately rated.</td>
<td>Obsolete Phraseology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIXTURES OR FURNITURE INSTALLATION – PORTABLE – NOC</td>
<td>5146</td>
<td>Applies to installation in offices or stores.</td>
<td>Obsolete Phraseology</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>FLOWER OR FEATHER MFG – ARTIFICIAL</td>
<td>2501</td>
<td></td>
<td></td>
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<tr>
<td>FUR MFG – PREPARING SKINS</td>
<td>2609</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>GAS OR ELECTRIC LIGHTING FIXTURES MFG</td>
<td>3180</td>
<td>Codes 3180 and 3643 – Electric Power or Transmission Equipment Mfg. or 3179 – Electrical Apparatus Mfg. – NOC shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses.</td>
<td>Obsolete Phraseology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRAIN, FEED, FERTILIZER OR HAY DEALER &amp; LOCAL MANAGERS, DRIVERS – NO MFG</td>
<td>8215</td>
<td>Includes incidental blending. Application of fertilizer by use of farm machinery or equipment to be separately rated under Code 0050. Fertilizer mfg. to be separately rated under Code 4583.</td>
<td>Obsolete Phraseology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRAVEL OR SAND DIGGING &amp; DRIVERS</td>
<td>4000</td>
<td>Includes construction, repair or maintenance of all buildings, structures or equipment and the installation of machinery. No canal, sewer or cellar excavation or underground mining.</td>
<td>Obsolete Phraseology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HAIR STYLING SALON, BEAUTY PARLOR, OR BARBER SHOP</td>
<td>9586</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HAY, GRAIN, FEED, OR FERTILIZER DEALER &amp; LOCAL MANAGERS, DRIVERS – NO MFG</td>
<td>8215</td>
<td>Includes incidental blending. Application of fertilizer by use of farm machinery or equipment to be separately rated under Code 0050. Fertilizer mfg. to be separately rated under Code 4583.</td>
<td>Obsolete Phraseology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEALTH OR EXERCISE INSTITUTE &amp; CLERICAL INSPECTORS, SAMPLERS, OR WEIGHERS OF MERCHANDISE ON VESSELS OR DOCKS OR RAILWAY STATIONS OR WAREHOUSES – COVERAGE UNDER STATE ACT ONLY</td>
<td>8709</td>
<td>These operations include mending or repacking of damaged containers. Operations of warehouses to be separately rated.</td>
<td>Obsolete Phraseology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MACHINE MFG - COMFECTION</td>
<td>3559</td>
<td>Codes 4825 and 4611 — Drug, Medicine or Pharmaceutical Preparation — Compounding or Blending — No Mfg. of Ingredients shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses. Mfg. of metal containers to be separately rated as Code 3220 — Can Mfg.</td>
<td>1</td>
<td>C</td>
<td>Obsolete Phraseology</td>
<td></td>
</tr>
<tr>
<td>MEDICINE, DRUG OR PHARMACEUTICAL PREPARATION MFG &amp; INCIDENTAL MFG OF INGREDIENTS</td>
<td>4825</td>
<td>Codes 4611 and 4825 — Drug, Medicine or Pharmaceutical Preparation Mfg. &amp; Includes Mfg. of Ingredients shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses. Metal container mfg. to be separately rated as Code 3220 — Can Mfg.</td>
<td>1</td>
<td>E</td>
<td>Obsolete Phraseology</td>
<td></td>
</tr>
<tr>
<td>MEDICINE, DRUG OR PHARMACEUTICAL PREPARATION MFG &amp; NO MFG OF INGREDIENTS</td>
<td>4611</td>
<td></td>
<td>1</td>
<td>B</td>
<td>Obsolete Phraseology</td>
<td></td>
</tr>
<tr>
<td>MITTEN OR GLOVE MFG - KNIT</td>
<td>2362</td>
<td>Yarn mfg to be separately rated.</td>
<td>1</td>
<td>C</td>
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<tr>
<td>NOTEBOOK OR LOOSE — LEAF LEDGER MFG</td>
<td>4251</td>
<td>Mfg. of metal rings, post, screws, separators, or fittings to be separately rated.</td>
<td>1</td>
<td>C</td>
<td>Obsolete Phraseology</td>
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<tr>
<td>OIL OR GAS — BURNER INSTALLATION DOMESTIC &amp; DRIVERS</td>
<td>5183</td>
<td></td>
<td>▲</td>
<td>2</td>
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<td>OIL OR GAS — BURNER INSTALLATION NOC &amp; DRIVERS</td>
<td>3724</td>
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<td>Obsolete Phraseology</td>
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<tr>
<td>OIL OR GAS GREASE MIXING OR BLENDING</td>
<td>4557</td>
<td>Codes 4557 and 4740 — Oil Refining, or 8350 — Oil or Gasoline Dealer shall not be assigned to the same risk unless operations described by these classifications are conducted as separate and distinct businesses. No rendering or petroleum refining. Can mfg. to be separately rated as Code 3220.</td>
<td>1</td>
<td>B</td>
<td>Obsolete Phraseology</td>
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<tr>
<td>ORE MILLING — OR MINING MACHINERY MFG</td>
<td>3507</td>
<td></td>
<td>1</td>
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<td>Obsolete Phraseology</td>
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<tr>
<td>PASTE OR MUCILAGE MFG</td>
<td>4657</td>
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<tr>
<td>PHARMACEUTICAL, DRUG OR MEDICINE PREPARATION MFG &amp; NO MFG OF INGREDIENTS</td>
<td>4611</td>
<td>Codes 4611 and 4825 — Drug, Medicine or Pharmaceutical Preparation Mfg. &amp; Includes Mfg. of Ingredients shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses. Metal container mfg. to be separately rated as Code 3220 — Can Mfg.</td>
<td>1</td>
<td>B</td>
<td>Obsolete Phraseology</td>
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<td>PHARMACEUTICAL, DRUG OR MEDICINE PREPARATION MFG &amp; INCIDENTAL MFG OF INGREDIENTS</td>
<td>4825</td>
<td>Codes 4611 and 4611 — Drug, Medicine or Pharmaceutical Preparation — Compounding or Blending — No Mfg. of Ingredients shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses. Mfg. of metal containers to be separately rated as Code 3220 — Can Mfg.</td>
<td>1</td>
<td>E</td>
<td>Obsolete Phraseology</td>
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<td>Classification</td>
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<td>Description</td>
<td>Obsolete Phraseology</td>
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<tr>
<td>PILE DRIVING - BUILDING FOUNDATIONS ONLY &amp; DRIVERS</td>
<td>6003</td>
<td>Includes pile driving operations including, but not limited to, hammer driving and water jet driving only in conjunction with pile driving. All other water jet operations are assigned to the appropriate drilling code. This process may be done in conjunction with building foundations, all types of marine docks, boardwalks, piers, boathouses, seawalls, groynes (groins), jetties, breakwater and timber wharfs. The manufacturing of concrete piles at the job location or the pouring of concrete into hollow steel piles must be separately rated under the appropriate concrete construction code. Pile driving operations performed in connection with caisson work to be separately rated as Code 6252. The use of Code 6003 is allowed when pile driving is performed on any marine or non-marine construction. For construction where an employer obtains coverage under the United States Longshore and Harborworkers Act, use the state-approved factor found in the state pages.</td>
<td>2 E Obsolete Phraseology</td>
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<tr>
<td>PILLOW, QUILT, OR CUSHION MFG</td>
<td>2501</td>
<td>No mattress or box spring mfg.</td>
<td>1 C Obsolete Phraseology</td>
<td></td>
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<tr>
<td>PLASTIC OR PAPER BAG MFG</td>
<td>4273</td>
<td>Paper and plastic mfg. to be separately rated.</td>
<td>1 C Obsolete Phraseology</td>
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<tr>
<td>POLISH OR DRESSING MFG</td>
<td>4667</td>
<td>Applies to shoe, stove, harness, furniture, automobile or metal polish or dressing manufacturing. Can manufacturing to be separately rated as Code 3220.</td>
<td>1 B Obsolete Phraseology</td>
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<tr>
<td>POTASH, BORAX, OR SALT PRODUCING OR REFINING &amp; DRIVERS</td>
<td>4668</td>
<td>Includes driving of wells and pumping. Mining to be separated rated as Code 1164.</td>
<td>1 E Obsolete Phraseology</td>
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<tr>
<td>QUILT, CUSHION, OR PILLOW MFG</td>
<td>2501</td>
<td>No mattress or box spring mfg.</td>
<td>1 C Obsolete Phraseology</td>
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<tr>
<td>RAG OR PAPER STOCK DEALER- USED &amp; DRIVERS</td>
<td>8264</td>
<td>No collecting or handling scrap iron or steel. Laundry operations to be separately rated as 2585—Laundry NOC. Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to 8264 are conducted as a separate and distinct business.</td>
<td>4 E Obsolete Phraseology</td>
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<td>REED OR LOOM HARNESS MFG</td>
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<td>REFUSE, ASHES, OR GARBAGE COLLECTION &amp; DRIVER</td>
<td>9403</td>
<td>Reduction, rendering, or fertilizer plants to be separately rated.</td>
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<td>ROLLING MILL—IRON OR STEEL NOC &amp; DRIVERS</td>
<td>3027</td>
<td>See Iron or Steel</td>
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<td>ROOFING—PAPER OR ROOFING FELT MFG</td>
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<td>ROOFING OR BUILDING PAPER OR FELT PREPARATION—NO INSTALLATION</td>
<td>4283</td>
<td>Not applicable to asphalt or tar distillation or refining-plant operations which include the saturating of paper or felt as part of their operations. Paper or felt manufacturing to be separately rated.</td>
<td>4 C Obsolete Phraseology</td>
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<td>RUG OR CARPET MFG NOC</td>
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<td>SHOE OR BOOT MFG NOC</td>
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<td>SHOE OR BOOT PATTERN MFG</td>
<td>4279</td>
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<td>Must not be assigned to an employer performing operations described by another classification unless the operations subject to Code 4279 are conducted as a separate and distinct business</td>
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<td>SORORITY OR FRATERNITY HOUSE &amp; CLERICAL</td>
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<td>SPAR OR FLINT GRINDING</td>
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<td>Digging, mining, or quarrying to be separately rated</td>
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<td>STEAM PIPE OR BOILER INSULATING &amp; DRIVERS</td>
<td>5183</td>
<td></td>
<td>Includes shop. Applies to the application of cork or other nonconducting materials.</td>
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<td>STEAM SHOVEL, DREDGE, OR CONSTRUCTION MACHINERY MFG NOC</td>
<td>3507</td>
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<tr>
<td>STEEL OR IRON SCRAP DEALER &amp; DRIVER</td>
<td>8265</td>
<td></td>
<td>Wrecking or salvaging to be separately rated. Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to 8265 are conducted as a separate and distinct business.</td>
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<td>STEVEDORIZING – FREIGHT HANDLING – PACKING, HANDLING, OR SHIPPING EXPLOSIVES OR AMMUNITION – UNDER CONTRACT – COVERAGE UNDER STATE ACT ONLY</td>
<td>7360</td>
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<td>STEVEDORIZING – FREIGHT HANDLING – PACKING, HANDLING, OR SHIPPING EXPLOSIVES OR AMMUNITION – UNDER CONTRACT – COVERAGE UNDER US ACT</td>
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<td>STORE – FISH MEAT OR POULTRY – RETAIL</td>
<td>8031</td>
<td></td>
<td>Codes 8021 and 2089 – Packing House shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses.</td>
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<tr>
<td>STORE – FISH, MEAT OR Poultry Dealer – WHOLESALE</td>
<td>8021</td>
<td></td>
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<tr>
<td>STORE – SOFTWARE, BOOK, RECORD, COMPACT, DISC, VIDEO OR AUDIO CASSETTE – RETAIL</td>
<td>8072</td>
<td></td>
<td>Includes service away from store premises. Cultivating or gardening to be separately rated as 0035 – Farm – Florist.</td>
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<tr>
<td>STORE – FLOREIST &amp; DRIVERS</td>
<td>8001</td>
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<tr>
<td>STREET OR ROAD MAKING MACHINERY MFG</td>
<td>3507</td>
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<td></td>
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<tr>
<td>TAXIMETER OR SPEEDOMETER MFG</td>
<td>3674</td>
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<tr>
<td>TEA, COFFEE, OR GROCERY DEALER – RETAIL</td>
<td>8006</td>
<td></td>
<td>Applies to house-to-house sale of coffee, tea or groceries and includes incidental stores or warehouses.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TELEVISION OR RADIO BROADCASTING STATION – ALL EMPLOYEES &amp; CLERICAL, DRIVERS</td>
<td>7610</td>
<td></td>
<td>Includes players, entertainers or musicians.</td>
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## Part II N C Basic Manual Corrections - Deletions

### Obsolete and Duplicate Phraseologies

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<tr>
<th>Category</th>
<th>Code</th>
<th>Description</th>
<th>Status</th>
<th>Obsoleteness</th>
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<tr>
<td>Tinning or Galvanizing – Not Electrolytic</td>
<td>3373</td>
<td>Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to 3373 are conducted as a separate and distinct business.</td>
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<tr>
<td>Toilet or Towel Supply Co &amp; Route Supervisors, Drivers</td>
<td>2587</td>
<td>No laundry operations.</td>
<td>4</td>
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<tr>
<td>Traction Engine or Power Plow Mfg</td>
<td>3507</td>
<td></td>
<td>1</td>
<td>C</td>
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<tr>
<td>Typewriter Ribbon or Carbon Paper Mfg</td>
<td>4251</td>
<td>Paper mfg. to be separately rated as 4239.</td>
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</tr>
<tr>
<td>Virus, Antitoxin, or Serum Mfg &amp; Drivers</td>
<td>5951</td>
<td></td>
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<td>B</td>
</tr>
<tr>
<td>Wagon or Carriage Mfg, or Assembly</td>
<td>3808</td>
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<td>1</td>
<td>D</td>
</tr>
<tr>
<td>Wearing Apparel or Household Furnishings Dealer, Retail</td>
<td>8006</td>
<td>Applies to the house-to-house sale of miscellaneous wearing apparel and household furnishings. Includes the collection of installment payments and incidental stores or warehouses. Also applies to the house-to-house sale of jewelry, furniture, or appliances. However, if the principal business is the sale of furniture, stoves, ranges, or refrigerators, separately rate as 8044—Store—Furniture.</td>
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<td>C</td>
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<tr>
<td>Wire—Fence Mfg</td>
<td>3257</td>
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<tr>
<td>Wire—Mattress or Bedspring Mfg</td>
<td>3300</td>
<td>Box spring mfg. to be separately rated as Code 2670.</td>
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<td>C</td>
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## Part II NCBM Corrections - Add

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<th>FN ID</th>
<th>Industry Group</th>
<th>Hazard Code</th>
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<td>CLERICAL TELECOMMUTER EMPLOYEES</td>
<td>8871</td>
<td>Subject to the Standard Exception Manual rule.</td>
<td>3</td>
<td>B</td>
<td></td>
<td>Revise Note</td>
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<tr>
<td>MARINA &amp; DRIVERS – US ACT</td>
<td>6826</td>
<td>Applicable to waterfront operations including the operation of boat docks, storage facilities, repair shops or marine railways. Also applicable to the sale or repair of boats and engines, including the sale of parts or accessories, dockside snack bars, and all dockside employees except that the operation of showrooms in towns, motels, restaurants, swimming pools, bowling lanes and other recreational facilities shall be separately rated. Boatbuilding shall be separately rated as Code 6824F or 6834.</td>
<td>F</td>
<td>7</td>
<td>E</td>
<td>Add Note</td>
</tr>
<tr>
<td>PLASTER STATUARY OR ORNAMENT MFG</td>
<td>4038</td>
<td>Applies to papier-mache or plaster forms.</td>
<td>1</td>
<td>A</td>
<td></td>
<td>Add Note</td>
</tr>
<tr>
<td>RAILROAD CONSTRUCTION - LAYING OR RELAYING OF TRACKS OR MAINTENANCE OF WAY BY CONTRACTOR - NO WORK ON ELAVATED RAILROADS &amp; DRIVERS</td>
<td>7855</td>
<td>The classifications for railroad construction and railroad operation do not contemplate coverage for insurance under the Federal Employers’ Liability Act or voluntary compensation coverage for any operations subject to that Act. For such coverage, refer to Rule 3-A-4. Also, refer to Railroad Construction (FELA) and Railroad Operations (FELA).</td>
<td>•</td>
<td>2</td>
<td>E</td>
<td>Add Note</td>
</tr>
<tr>
<td>UPHOLSTERING – AWAY FROM SHOP</td>
<td>9521</td>
<td>Shall not be assigned to risk engaged in operations described by another classification unless the operations subject to Code 9522 are conducted as a separate and distinct business. This restriction does not apply in connection with coffin or casket mfg., automobile body mfg., furniture mfg.</td>
<td>•</td>
<td>1</td>
<td>E</td>
<td>Add Phraseology</td>
</tr>
<tr>
<td>COTTON COMPRESSING</td>
<td>8103</td>
<td>Includes incidental warehouses. Codes 8103 and 0401 must not be assigned to the same employer unless the operations described by these classifications are conducted as separate and distinct businesses.</td>
<td>•</td>
<td>4</td>
<td>D</td>
<td>Add Phraseology</td>
</tr>
</tbody>
</table>
FILING MEMORANDUM

ITEM B-1440—REVISIONS TO THE BASIC MANUAL, INCLUDING REFORMATTING, THE PREFACE, AND APPENDIX G

PURPOSE

This item updates certain sections of NCCI's Basic Manual for Workers Compensation and Employers Liability Insurance (Basic Manual).

The sections and states impacted by this item, and the applicable fact sheets and exhibits, are listed in the Exhibit Comments and Implementation Summary table in this filing memorandum.

BACKGROUND

Part Two and Part Four

NCCI's Basic Manual was last rewritten in its entirety with Item B-1369—2001 Basic Manual for Workers Compensation and Employers Liability Insurance.

One of NCCI’s core functions is the ongoing process dedicated to the systematic research, analysis, and maintenance of NCCI's manuals, rules, and classification system. This process ensures that NCCI remains responsive to the needs of various industry stakeholders.

Since Item B-1369, NCCI has submitted several filings including Item B-1411—Revision to Basic Manual Introduction—Application of Manual Rules and Part Two—Classifications. Item B-1411 was filed to clarify and enhance the Basic Manual by implementing changes to:

- Part Two—Classifications by creating data tables that assist with determining effective dates, exceptions, and applicability
- Part Four—Classifications Pending, which showed the classifications that are pending discontinuation until the effective date of the change or completion of a transition program

In September 2018, NCCI released a new Class Look-Up tool designed to modernize workers compensation stakeholder access to classification code and statistical code information. Due to the implementation of the Class Look-Up tool, the data tables in Part Two are no longer needed and Part Four can be eliminated.

Classifications to be Reformatted

Certain classifications in Part Two—Classifications of NCCI's Basic Manual must be revised to simplify their display and to improve online search results. Some wording will be revised to:

- Maintain the proper context of the information when displayed on a separate Web page
- Modernize the language and bring the classification in line with NCCI’s current standards
- Eliminate phraseologies and notes not associated with a specific classification
- Revise certain classifications’ designations for consistency with designations applicable to other phraseologies in the same classification group

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FILING MEMORANDUM

ITEM B-1440—REVISIONS TO THE BASIC MANUAL, INCLUDING REFORMATTING, THE PREFACE, AND APPENDIX G

Preface and Appendix G

NCCI’s *Basic Manual* Preface provides information about manual organization, jurisdiction applicability, and the locations of NCCI’s office and customer service centers. As part of NCCI’s review, various changes that need to be made to the Preface have been identified and will be made as part of this filing.

Appendix G provides information to policyholders on how to resolve disputes and where to mail dispute materials. NCCI has changed the email address for submitting information and must revise that address in Appendix G.

This item also includes proposals for changes to individual classifications and rules, including format and consistency-only changes, if applicable. The proposed changes are detailed in each exhibit. The background information is contained in each exhibit’s fact sheet.

PROPOSAL

This item is presented with fact sheets and exhibits as shown in the Exhibit Comments and Implementation Summary table. The fact sheet for each exhibit details the proposals relating to that exhibit, as well as the background and basis for the proposed changes, the estimated impact of the proposals, and the details of the implementation.

IMPACT

There will be no premium impact as a result of the changes proposed in this item.

EXHIBIT COMMENTS AND IMPLEMENTATION SUMMARY

<table>
<thead>
<tr>
<th>Exhibit</th>
<th>Fact Sheet</th>
<th>Exhibit #</th>
<th>Proposal Applicable in:</th>
<th>Implementation Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preface and Appendix G</td>
<td>1</td>
<td>1A</td>
<td>All states</td>
<td>To become effective for new and renewal voluntary and assigned risk policies, effective on and after 12:01 a.m. on April 1, 2020.</td>
</tr>
<tr>
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<td>1B</td>
<td>All States except CO, FL, HI, KY, LA, MD, ME, MO, MT, NE, OK, RI, TX, UT</td>
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<tr>
<td></td>
<td></td>
<td>1C</td>
<td>All states</td>
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<td></td>
<td></td>
<td>1D</td>
<td>All states except AZ, IN, MT, TX</td>
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</table>
# Filing Memorandum

## Item B-1440—Revisions to the Basic Manual, Including Reformatting, the Preface, and Appendix G

<table>
<thead>
<tr>
<th>Exhibit</th>
<th>Fact Sheet</th>
<th>Exhibit #</th>
<th>Proposal Applicable in:</th>
<th>Implementation Summary</th>
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<td>All states except TX, VA</td>
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<td>All states except FL, TX</td>
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EXHIBIT 1—FACT SHEET
PREFACE AND APPENDIX G

PURPOSE

NCCI proposes that certain sections of the Preface and Appendix G—Dispute Resolution Process in NCCI’s Basic Manual be revised.

BACKGROUND

As part of NCCI’s ongoing process dedicated to the systematic research, analysis, and maintenance of NCCI’s manuals, NCCI identified a need to revise the Preface and Appendix G—Dispute Resolution Process of its Basic Manual.

PROPOSAL

The following is a summary of the key changes proposed for the Preface and Appendix G:

- **Preface A—Organization of the Manual**

  Preface A details the structure of the Basic Manual. This item proposes to eliminate Part Four—Classifications Pending; therefore, the reference to Part Four in Preface A must be eliminated.

- **Preface D—Jurisdictions Where Rule 4 Applies**

  Preface D provides a table that summarizes, by state, the applicability of residual market-specific Rules 4-A to 4-I where NCCI is the Plan Administrator or provides Plan Administration services. This information is also contained in NCCI’s companion to Rule 4—Workers Compensation Insurance Plan. The companion is the Assigned Risk Supplement to the Basic Manual for Workers Compensation and Employers Liability Insurance, Appendix C—Rules and Rating Programs. Because it is not NCCI’s intent to duplicate information in these two manuals, it is proposed that Preface D be removed from the Basic Manual.

- **Preface E—Offices of the National Council on Compensation Insurance, Inc.**

  Preface E provides information on NCCI’s headquarters and customer service locations. Because this information resides in the Basic Manual, any changes that are made to it require an item filing. To facilitate quicker changes to this information in the future, NCCI is proposing to move this section to the Basic Manual User’s Guide.

- **Appendix G—Dispute Resolution Process**

  Appendix G provides policyholders with the means to resolve disputes regarding the application of NCCI manual rules to NCCI’s Workers Compensation and Employers Liability Insurance Policy (Policy). Item number 5—Where to Send Documents, of Appendix G, provides the mailing, and email addresses, and fax number for policyholders to submit their requests and additional information specific to their dispute. NCCI has revised the email address and therefore, must revise this section.

IMPACT

There will be no statewide premium impact as a result of the changes proposed in this item.

ADDITIONAL STATE-SPECIFIC PROPOSALS AND IMPACTS

Virginia Proposal
EXHIBIT 1—FACT SHEET (CONT’D)

This item proposes to eliminate the Virginia exception to Preface A and recommend adoption of national Preface A. Refer to Exhibit 1A for the national and Exhibit 4 for the state specific exception.

Virginia Impact

There is no impact as a result of this state-specific proposal.
EXHIBIT 1A
BASIC MANUAL—2001 EDITION
FACT SHEET 1—PREFACE AND APPENDIX G
PREFACE TO THE BASIC MANUAL FOR WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE
(Applies in: AK, AL, AR, AZ, CO, CT, DC, FL, GA, HI, IA, ID, IL, IN, KS, KY, LA, MD, ME, MO, MS, MT, NE, NH, NM, NV, OK, OR, RI, SC, SD, TN, TX, UT, VA, VT, WV)

A. ORGANIZATION OF MANUAL

This manual has four three parts:
   Part One—Rules
   Part Two—Classifications
   Part Three—Loss Costs, Rates and State Exceptions
   Refer to Part Three for Rates, State Special Rules, and Special Classifications when applying Parts One and Two and Four in a specific state.
   Part Four—Classifications Pending
### EXHIBIT 1B

**BASIC MANUAL—2001 EDITION**

**FACT SHEET 1—PREFACE AND APPENDIX G**

**PREFACE TO THE BASIC MANUAL FOR WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE**

(Applies in: AK, AL, AR, AZ, CT, DC, GA, IA, ID, IL, IN, KS, MS, NH, NM, NV, OR, SC, SD, TN, VA, VT, WV)

#### D. JURISDICTIONS WHERE RULE 4 APPLIES (RESERVED FOR FUTURE USE)

The following table provides a summary of where Rules 4-A through 4-I are applicable. Rules 4-A through 4-I are only applicable in residual market states where NCCH is the Plan Administrator or provides Plan Administration services. The applicable jurisdictions are indicated with an “A;” the nonapplicable jurisdictions are indicated with an “N/A.” Where “S” appears, the national rule does not apply, but a state-specific program does apply. For these states, refer to the state pages:

- Rule 4-A—Workers Compensation Insurance Plan (WCIP)
- Rule 4-B—Professional Employer Organization (PEO) Arrangements
- Rule 4-C—Loss Sensitive Rating Plan (LSRP)
- Rule 4-D—Voluntary Coverage Assistance Program (VCAAP® Service)
- Rule 4-E—Assign Risk Adjustment Program (ARAP)
- Rule 4-F—Take-Out Credit (TOC) Program
- Rule 4-G—Available Coverages
- Rule 4-H—Producer Fees
- Rule 4-I—Initial or Deposit Premium and Premium Installments

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EXHIBIT 1B (CONT’D)
BASIC MANUAL—2001 EDITION
FACT SHEET 1—PREFACE AND APPENDIX G
PREFACE TO THE BASIC MANUAL FOR WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE
(Appplies in: AK, AL, AR, AZ, CT, DC, GA, IA, ID, IL, IN, KS, MS, NH, NM, NV, OR, SC, SD, TN, VA, VT, WV)

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1. Effective 10/1/2006 in AK.
2. Effective 3/1/2012 in AK.
3. Effective 9/4/2013 in AK.
5. Effective 10/1/2008 in AR.
6. Effective 1/1/2018 in AZ, MS.
7. Effective 4/4/2013 in AZ.
8. Effective 1/1/2016 in GA.
10. Effective 1/1/2017 in IL.
11. Effective 1/1/2007 in IL, OR.
15. Effective 1/1/2009 in MS, OR, VA, WV.
16. Effective 1/1/2019 in NH.
19. Effective 1/1/2014 in OR.
20. Effective 7/4/2016 in TN.
EXHIBIT 1B (CONT'D)
BASIC MANUAL—2001 EDITION
FACT SHEET 1—PREFACE AND APPENDIX G
PREFACE TO THE BASIC MANUAL FOR WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE
(Applies in: AK, AL, AR, AZ, CT, DC, GA, IA, ID, IL, IN, KS, MS, NH, NM, NV, OR, SC, SD, TN, VA, VT, WV)

21 Effective 3/4/2017 in TN.
22 Effective 4/4/2018 in VT.
E. OFFICES OF THE NATIONAL COUNCIL ON COMPENSATION INSURANCE, INC.
(RESERVED FOR FUTURE USE)

1. LOCATION OF OFFICES

   Headquarters
   901 Peninsula Corporate Circle
   Boca Raton, FL 33487
   Phone: 561-893-1000

2. LOCATION OF CUSTOMER SERVICE CENTERS

   Florida Service Center
   901 Peninsula Corporate Circle
   Boca Raton, FL 33487
   Phone: 800-NCCI-123
   Phone: 800-622-4123
   • Arkansas (Assigned Risk Only)
   • Independent Bureau States

   Arkansas Service Center
   2400 Crestwood, Suite 207
   North Little Rock, AR 72116
   Phone: 501-753-5180
   • Arkansas (Assigned Risk Only)

   New Mexico Office
   The Citadel
   6301 Indian School Road N.E., Suite 999
   Albuquerque, NM 87110
   Phone: 505-242-1330
   Fax: 505-242-1932
   • New Mexico (Assigned Risk Only)
EXHIBIT 1D
BASIC MANUAL—2001 EDITION
FACT SHEET 1—PREFACE AND APPENDIX G
APPENDIX G
DISPUTE RESOLUTION PROCESS
(Appplies in: AK, AL, AR, CO, CT, DC, FL, GA, HI, IA, ID, IL, KS, KY, LA, MD, ME, MO, MS, NE, NH, NM, NV, OK, OR, RI, SC, SD, TN, UT, VA, VT, WV)

5. Where to Send Documents
   a. Initial requests for dispute resolution services must be sent to NCCI at one of the following:
      Mail:
      NCCI
      Dispute Resolution Services
      901 Peninsula Corporate Circle
      Boca Raton, FL 33487-1362
      
      Email: regulatoryassurance@ncci.com regulatoryoperations@ncci.com
      
      Fax: 561-893-5043

   b. The dispute resolution request sent to NCCI must also be sent simultaneously to all other parties to
      the dispute.
EXHIBIT 2—FACT SHEET
CLASSIFICATIONS TO BE REFORMATTED

PURPOSE
The proposed changes are to reformat certain classifications in Part Two—Classifications of NCCI's Basic Manual to simplify the display of the classifications in the manual for improved online search results. This item also updates the designation for various classifications.

BACKGROUND
Classifications to be Reformatted
There are various reasons for proposing that certain classifications be reformatted in Part Two—Classifications of NCCI's Basic Manual:

- Presently, when one phraseology note applies to multiple phraseologies, the phraseologies are displayed as a list, followed by the note. The classifications must be reformatted so that the phraseology note is displayed with each phraseology.
- Some phraseologies and notes do not have an associated code and only provide reference information. These phraseologies and notes must be eliminated where possible.
- Some phraseology notes need to be revised to maintain the proper context of the information when displayed on a separate Web page.
- Some redundant classification references must be eliminated.

The proposed formatting changes will improve online search results. The new structure will also allow online users to successfully search by code number or applicable phraseologies.

Reformatting will not result in the reclassification of any employers.

Part Two—Classifications—Designation Update
Classification designations are detailed in NCCI’s Basic Manual Rule 1-D-3—Assignment of More Than One Basic Classification. This rule provides the conditions for the assignment of more than one basic classification when an employer has a specific type of operation.

- Rule 1-D-3-d—Construction or Erection Operations details that such classifications are identified by a circle symbol (●). The rule allows for each distinct type of construction or erection operation to be assigned to the classification that specifically describes the operation if separate payroll records are maintained.
- Rule 1-D-3-e—Farm Operations details that such classifications are identified by a square symbol (■). The rule allows for a division of payroll among the classifications for each separate and distinct type of commercial farm if separate payroll records are maintained.
- Rule 1-D-3-g—Mercantile Businesses details that such classifications are identified by a diamond symbol (♦). This rule applies to a store or dealer that sells goods, merchandise, or services and requires that classifications be assigned separately for each location.

A routine review was performed to determine whether classification designation changes are warranted. Several changes have already been made to state-specific classifications through the state item filing process. However, three national classifications and one Alaska-specific classification require an addition or revision of a designation. Specifically, it is proposed that national Code:

- 6319—Gas Main or Connection Construction & Drivers have its designation changed from mercantile to construction
- 8046—Automobile—Recycling have the mercantile designation added
- 8279—Dog Show—Kennel Employees & Drivers have its designation changed from mercantile to farm
EXHIBIT 2—FACT SHEET (CONT’D)

It is also proposed that the construction designation be added to the Alaska-specific phraseology for Code 6400—Mobile Home Windstorm Tie-Down Installation—By Specialist Contractor.

The designation additions and revisions are consistent with the designations already applicable to the other national phraseologies for the same classifications.

Part Two—Classifications—Data Tables

Effective April 1, 2009, Item B-1411—Revision to Basic Manual Introduction—Application of Manual Rules and Part Two—Classifications added a data table for each classification entry in the Basic Manual to provide users with information regarding effective dates, exceptions, and applicability of class codes.

NCCI recently released its Class Look-Up tool on ncci.com. This tool introduced certain functionality that renders some of the content in the Basic Manual obsolete because the tool includes the information that was previously provided in the data tables. As a result, references to the data tables must be eliminated.

PROPOSAL

This item proposes to:

• Reformat certain classifications in Part Two—Classifications of the Basic Manual
• Eliminate phraseologies and notes not associated with a classification code
• Revise the classification designations for national Codes 6319 and 8279; add the mercantile designation to national Code 8046; and add the construction designation to Alaska Code 6400
• Address the removal of the reference to the data tables

Plain language changes are also recommended for some of the classifications in Exhibits 2 and 4.

IMPACT

There will be no statewide premium impact, and no changes are proposed to the loss costs or rates for any of the classifications being reformatted in this item.

ADDITIONAL STATE-SPECIFIC PROPOSALS AND IMPACTS

All state exceptions will continue to apply unless otherwise noted in the state-specific exhibits (Exhibit 4).

Alaska Proposal:

Add the construction designation to Code 6400—Mobile Home Windstorm Tie-Down Installation—By Specialist Contractor.

Alaska Impact:

There will be no statewide premium impact in Alaska as a result of the national and state-specific proposals.

Arizona Proposal:

• Eliminate the Arizona special classification phraseology and note for Concrete or Masonry—Sawing, Coring or Drilling and Trucking. They are not associated with a classification and should be eliminated for improved online search results.
• Reform the Arizona special classifications for Farm (Codes 0006, 0016, 0017, 0034, 0036, and 0037) for improved online search results.

Arizona Impact:

There will be no statewide premium impact in Arizona as a result of the national and state-specific proposals.

Florida Proposal:
EXHIBIT 2—FACT SHEET (CONT’D)

- Eliminate the Florida special classification phraseologies and notes for Berry Farm and Farm—Sugarcane. They are not associated with a classification and should be eliminated for improved online search results.
- Eliminate the Florida special classification for Code 0106—Christmas Tree Harvesting Exclusively & Drivers and propose the national treatment.
- Eliminate the Florida special classifications for Refrigerator (Codes 3179 and 3076) and propose the national treatment.
- Reformat the Florida special classifications for Construction (Codes 3507, 5022, 5057, 5213, and 5403), Nursing Home (Codes 8841, 9047), Railroad Operation (Codes 7133, 7382, 8385), Refrigeration (Codes 3724, 5183, 5190, and 9519), and Wrecking (Codes 5022, 5057, 5213, 5403, 7394, 7395, and 7398) for improved online search results.
- Revise the agency name in the filed note for Codes 8841 and 9047 from the Division of Health of the Florida Department of Health and Rehabilitative Services to Agency for Health Care Administration in accordance with Chapter 400, Florida Statutes.

Florida Impact:
There will be no statewide premium impact in Florida as a result of the national and state-specific proposals.

Hawaii Proposal
Eliminate the Hawaii special classification phraseology and note for Canoe Building & Drivers. They are not associated with a classification and should be eliminated for improved online search results.

Hawaii Impact
There will be no statewide premium impact in Hawaii as a result of the national and state-specific proposals.

Idaho Proposal:
Reformat the Idaho special classifications for Farm (Codes 0037 and 0083) for improved online search results.

Idaho Impact:
There will be no statewide premium impact in Idaho as a result of the national and state-specific proposals.

Missouri Proposal:
Reformat the Missouri special classifications for Shipbuilding—Iron or Steel & Drivers (Codes 6825F and 6835) for improved online search results.

Missouri Impact:
There will be no statewide premium impact in Missouri as a result of the national and state-specific proposals.

Oregon Proposal:
- Eliminate classification phraseologies and notes in the Oregon special classifications that are not associated with a classification code.
- Reformat the Oregon special classifications for Stevedoring and Store for improved online search results.
- Eliminate Oregon special classifications for Freight Handling (Code 7350F and 7360) and propose national treatment.

Oregon Impact:
There will be no statewide premium impact in Oregon as a result of the national and state-specific proposals.

Texas Proposal:
EXHIBIT 2—FACT SHEET (CONT’D)

Eliminate classification phraseologies and notes in the Texas special classifications that are not associated with a classification code.

Texas Impact:

There will be no statewide premium impact in Texas as a result of the national and state-specific proposals.
EXHIBIT 2A
BASIC MANUAL—2001 EDITION
FACT SHEET 2—CLASSIFICATIONS TO BE REFORMATTED
PART TWO—CLASSIFICATIONS
(Applies in: AK, AL, AR, AZ, CO, CT, DC, FL, GA, HI, IA, ID, IL, IN, KS, KY, LA, MD, ME, MO, MS, MT, NE, NH, NM, NV, OK, OR, RI, SC, SD, TN, TX, UT, VA, VT WV)

A. NATIONAL CLASSIFICATIONS

Data tables are included to assist with determining the effective dates, exceptions, and applicability.

Refer to Part Two—Classifications, and Part Three—Special Classifications, and Part Four—Classifications Pending when applying classifications in a specific state.

Refer to the User's Guide for an example—Refer to the Class Look-Up tool on ncci.com for classification and all related filed content.
EXHIBIT 2B
BASIC MANUAL—2001 EDITION
FACT SHEET 2—CLASSIFICATIONS TO BE REFORMATTED
PART TWO—CLASSIFICATIONS

(Appplies in: AK, AL, AR, AZ, CO, CT, DC, FL, GA, HI, IA, ID, IL, IN, KS, KY, LA, MD, ME, MO, MS, MT, NE, NH, NM, NV, OK, OR, RI, SC, SD, TN, UT, VT, WV)

- Apiary-
  See Farm.
- Boarding Houses-
  See Rooming houses.
- Canning or Bottling Carbonated Beverages-
  See Carbonated Beverage Mfg. or Bottling.
- Cartridge Mfg. or Loading-
  See Explosives.
- County Employees NOC-
  See Municipal.
- Cranberry Growers-
  See Farm.
- Curator-
  See Public Library or Museum.
- Dairy Farm Operation-
  See Farm.
- Dismantling of Prefabricated Dwellings-
  See Wrecking.
- Diving—Submarine—Not Marine Wrecking—
  Refer to Rule 3-A-4.
- Dry Dock Operation-
  See Ship Repair or Conversion.
- Dye or Dye Intermediate Mfg-
  Assign to the appropriate chemical Code 4828 or 4829.
- Egg or Poultry Producer-
  See Farm.
- Employee Leasing Risks-
  Refer to Rule 1-D-3-f.
- Estate—Private-
  See Rule 3-G.
EXHIBIT 2B (CONT'D)
BASIC MANUAL—2001 EDITION
FACT SHEET 2—CLASSIFICATIONS TO BE REFORMATTED
PART TWO—CLASSIFICATIONS

(Applies in: AK, AL, AR, AZ, CO, CT, DC, FL, GA, HI, IA, ID, IL, IN, KS, KY, LA, MD, ME, MO, MS, MT, NE, NH, NM, NV, OK, OR, RI, SC, SD, TN, UT, VT, WV)

Exhibition-
See Amusement Park.

Express Co.-
See Trucking.

Fulfillment Centers-
See Packaging—Contract.

Games-
See Recreational Facilities.

Gardening-
See Farm.

Gas Well or Pipeline
See Oil or Gas Well.

Labor Contractor-
See Employee Leasing Risks.

Library—Public-
See Public Library.

Liquefied Petroleum Gas-
See Gas Distributing.

Livery Co.-
See Limousine Co.

Leak or Dam Construction-
See Dam or Leek Construction.

Museum—Public-
See Public Library or Museum.

Nursery Persons
See Farm.

Oil Mfg.—Cottonseed
See Cottonseed Oil Mfg.

Package or Parcel Delivery-
See Trucking.

Parcel or Package Delivery-
See Trucking.
Paving
See Street or Road.

Pipeline or Gas Well
See Oil or Gas.

Poultry or Egg Producer
See Farm.

Private Estate
See Rule 3.0.

Projectile or Shell Mfr.
See Explosives.

Residence—Private
See Domestic Workers—Residences and Rule 3.0.

Rolling Mill—Iron or Steel
See Iron or Steel.

Shell or Projectile Mfr.
See Explosives.

Soundproofing
See Insulation Work.

State Employees
See Municipal.

Steel Mfr., Fabrication, or Erection
See Iron or Steel.

Subway Construction
Assign appropriate construction or erection classifications.

Sulphur Refining
Assign to the appropriate chemical code 4828 or 4829.

Tar
See Asphalt or Tar.

Telephone Book Delivery
See Distributing Companies.
EXHIBIT 2B (CONT'D)
BASIC MANUAL—2001 EDITION
FACT SHEET 2—CLASSIFICATIONS TO BE REFORMATTED
PART TWO—CLASSIFICATIONS
(Applies in: AK, AL, AR, AZ, CO, CT, DC, FL, GA, HI, IA, ID, IL, IN, KS, KY, LA, MD, ME, MO,
MS, MT, NE, NH, NM, NV, OK, OR, RI, SC, SD, TN, UT, VT, WV)

Temporary Labor Service.
Classify workers assigned to clients the same as direct employees of the client entity performing
the same or similar duties.

Township Employee NOG.
See Municipal.

Trailer Body Mfg.—Not Home Type.
See Automobile, Bus, Truck or Trailer Body Mfg.

Trucking—Riggers
See Mobile Crane & Hoisting Services.

Tube Mfg.
See Pipe or Tube Mfg.

Vegetable Oil Mfg.
See Oil Mfg.—Vegetable.

Vessel
Refer to Rule 3-A.4.

Wrecking—Marine & Salvage Operations
Refer to Rule 3-A.4.
EXHIBIT 2C
BASIC MANUAL—2001 EDITION
FACT SHEET 2—CLASSIFICATIONS TO BE REFORMATTED
PART TWO—CLASSIFICATIONS
(Applies in: AK, AL, AR, AZ, CO, CT, DC, FL, GA, HI, IA, ID, IL, IN, KS, KY, LA, MD, ME, MO, MS, MT, NE, NH, NM, NV, OK, OR, RI, SC, SD, TN, UT, VA, VT, WV)

4273  Mfg.—Paper or Plastic
      Paper and plastic mfg. to be separately rated.

4273  Bag Mfg.—Paper or Plastic
      Paper and plastic manufacturing to be separately rated.
EXHIBIT 2D
BASIC MANUAL—2001 EDITION
FACT SHEET 2—CLASSIFICATIONS TO BE REFORMATTED
PART TWO—CLASSIFICATIONS
(Applies in: AK, AL, AR, AZ, CO, CT, DC, GA, HI, IA, ID, IL, IN, KS, KY, LA, MD, ME, MO, MS, MT, NE, NH, NM, NV, OK, OR, RI, SC, SD, TN, UT, VA, VT, WV)

**Boatbuilding or Repair & Drivers**
The following classifications include shop and yard work and are applicable to the construction or repair of wood, metal, fiberglass or plastic yachts, motorboats, sailboats, or rowboats not exceeding 150 feet in length overall.

**6824F Coverage Under U.S. Act**

**6834 Coverage Under State Act only**

**6834** **Boatbuilding or Repair & Drivers—Coverage Under State Act Only**
Includes shop and yard work. Applies to the construction or repair of wood, metal, fiberglass or plastic yachts, motorboats, sailboats, or rowboats not exceeding 150 feet in length overall.

**6824F Boatbuilding or Repair & Drivers—Coverage Under US Act**
Includes shop and yard work. Applies to the construction or repair of wood, metal, fiberglass or plastic yachts, motorboats, sailboats, or rowboats not exceeding 150 feet in length overall.
EXHIBIT 2E
BASIC MANUAL—2001 EDITION
FACT SHEET 2—CLASSIFICATIONS TO BE REFORMATTED
PART TWO—CLASSIFICATIONS

(Applies in: AK, AL, AR, AZ, CO, CT, DC, FL, GA, HI, IA, ID, IL, IN, KS, KY, LA, MD, ME, MO, MS, MT, NE, NH, NM, NV, OK, OR, RI, SC, SD, TN, UT, VA, VT, WV)

**Boat Livery—Boats Under 15 Tons**
This classification includes the laying up or putting into commission of boats. Boats 15 tons or over to be separately rated under the appropriate vessels classification.

**Coverage Under Admiralty Law**:

- 7038 Program I
- 7090 Program II—State Act Benefits
- 7050 Program II—USL&HW Act Benefits

---

**7038**  
**Boat Livery—Boats Under 15 Tons—Coverage Under Admiralty Law—Program I**  
Includes the laying up or putting into commission of boats. Boats 15 tons or over are to be separately rated to the appropriate vessels classification.

**7090**  
**Boat Livery—Boats Under 15 Tons—Coverage Under Admiralty Law—Program II—State Act Benefits**  
Includes the laying up or putting into commission of boats. Boats 15 tons or over are to be separately rated to the appropriate vessels classification.

**7050**  
**Boat Livery—Boats Under 15 Tons—Coverage Under Admiralty Law—Program II—USL&HW Act Benefits**  
Includes the laying up or putting into commission of boats. Boats 15 tons or over are to be separately rated to the appropriate vessels classification.
EXHIBIT 2F
BASIC MANUAL—2001 EDITION
FACT SHEET 2—CLASSIFICATIONS TO BE REFORMATTED
PART TWO—CLASSIFICATIONS
NATIONAL REDUNDANT PHRASEOLOGY TO BE ELIMINATED
(Applies in: AK, AL, AR, AZ, CO, CT, DC, FL, GA, HI, IA, ID, IL, IN, KS, KY, LA, MD, ME, MO, MS, MT, NE, NH, NM, NV, OK, OR, RI, SC, SD, TN, TX, UT, VA, VT, WV)

Inspectors, Samplers, or Weighers of Merchandise on Vessels or Docks or Railway Stations or Warehouses.
These classifications include mending or repacking of damaged containers. Operation of warehouses to be separately rated.

8709F Coverage Under U.S. Act
8719 Coverage Under State Act only
### EXHIBIT 2G

**BASIC MANUAL—2001 EDITION**

**FACT SHEET 2—CLASSIFICATIONS TO BE REFORMATTED**

**PART TWO—CLASSIFICATIONS**

(Applies in: AK, AL, AR, AZ, CO, CT, DC, FL, GA, HI, IA, ID, IL, IN, KS, KY, LA, MD, ME, MO, MS, MT, NE, NH, NM, NV, OK, RI, SC, SD, TN, UT, VA, VT, WV)

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<th>Code</th>
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<td>Plywood Mfg.</td>
<td>Includes veneer mfg.</td>
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<td>Plywood Mfg.—No Veneer Mfg.</td>
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EXHIBIT 2H
BASIC MANUAL—2001 EDITION
FACT SHEET 2—CLASSIFICATIONS TO BE REFORMATTED
PART TWO—CLASSIFICATIONS
(Applies in: AK, AL, AR, AZ, CO, CT, DC, FL, GA, HI, IA, ID, IL, IN, KS, KY, LA, MD, ME, MO, MS, MT, NE, NH, NM, NV, OK, OR, RI, SC, SD, TN, UT, VA, VT, WV)

Salvage Operation
  & Incidental Wrecking and Structural Work. See Wrecking. Includes clerical and salespersons at wrecking site. Also includes the handling of machinery in damaged buildings. Drivers to be separately rated as Code 8204—Building material yard.

5705• No Wrecking or Any Structural Operations. Applies to the removing, sorting, reconditioning, and distributing of merchandise in damaged buildings, including incidental operations away from such buildings.

Operations—Marine:
  Coverage Under Admiralty Law:
  7394  Program I
  7395  Program II—State Act Benefits
  7398  Program II—USL&HW Act Benefits

5705• Salvage Operation—No Wrecking or Any Structural Operations
  Applies to removing, sorting, reconditioning, and distributing merchandise in damaged buildings, including incidental operations away from such buildings.

7394 Salvage Operations—Marine—Coverage Under Admiralty Law—Program I
7395 Salvage Operations—Marine—Coverage Under Admiralty Law—Program II—State Act Benefits
EXHIBIT 2I
BASIC MANUAL—2001 EDITION
FACT SHEET 2—CLASSIFICATIONS TO BE REFORMATTED
PART TWO—CLASSIFICATIONS
(Applies in: AK, AL, AR, AZ, CO, CT, DC, FL, GA, HI, IA, ID, IL, IN, KS, KY, LA, MD, ME, MO, MS, MT, NE, NH, NM, NV, OK, OR, RI, SC, SD, TN, UT, VA, VT, WV)

Ship

6872F Cleaning—All Operations & Drivers

Repair Conversion—All Operations & Drivers. Includes shop or yard operations as well as the operation of dry docks and marine railways. Applicable only to concerns engaged in general ship repairing or conversion that are equipped to do various kinds of ship repair or conversion work and that undertake such diversified operations as a usual part of their business. Work performed on ships by other concerns shall be assigned to the manual classifications describing the work. Refer to Rule 3-A-4.

6872F Coverage Under U.S. Act

6882 Coverage under State Act only

Sealing:

6874F Coverage under U.S. Act

6884 Coverage under State Act only

6872F Ship Cleaning—All Operations & Drivers—Coverage Under US Act

6882 Ship Repair or Conversion—All Operations & Drivers—Coverage Under State Act Only

Includes shop or yard operations as well as the operation of dry docks and marine railways. Applies to employers that perform various kinds of general ship repair or conversion work and that undertake such diversified operations as a usual part of their business. Work by others performed on ships is to be assigned to the classifications describing the work. Refer to Rule 3-A-4.

6872F Ship Repair or Conversion—All Operations & Drivers—Coverage Under US Act

Includes shop or yard operations as well as the operation of dry docks and marine railways. Applies to employers that perform various kinds of general ship repair or conversion work and that undertake such diversified operations as a usual part of their business. Work by others performed on ships is to be assigned to the classifications describing the work. Refer to Rule 3-A-4.

6874F Ship Scaling—Coverage Under US Act

6884 Ship Scaling—Coverage Under State Act Only
EXHIBIT 2J
BASIC MANUAL—2001 EDITION
FACT SHEET 2—CLASSIFICATIONS TO BE REFORMATTED
PART TWO—CLASSIFICATIONS
(Applies in: AK, AL, AR, AZ, CO, CT, DC, FL, GA, HI, IA, ID, IL, IN, KS, KY, LA, MD, ME, MO, MS, MT, NE, NH, NM, NV, OK, OR, RI, SC, SD, TN, UT, VA, VT, WV)

**Trucking**

Truckers hauling under contract, whether for one or more individuals or concerns, shall under no circumstances be classified and rated except in accordance with the appropriate “Trucking” classification.

*Exception:* When trucking operations are a secondary business and conducted as a separate undertaking or enterprise, the payroll of an individual employee may be divided and allocated to other than a “Trucking” classification. Refer to Rule 1-E.

Each classification includes miscellaneous employees such as terminal employees, garage employees, and repairers.

- **Mail, Parcel, or Package Delivery—Under Contract With the U.S. Postal Service—All Employees & Drivers:** Applies to risks engaged under contract to the U.S. Postal Service for delivery of mail-involving letters, parcels, packages, sacks, pallets, and rolling containers. Includes both U.S. Postal Service contract mail delivery performed on a bulk basis as well as on an individual-letter, parcel, or package basis.

- **Oil Field Equipment—All Employees & Drivers**

- **Parcel or Package Delivery—All Employees & Drivers:** Applies to risks engaged exclusively in delivery from retail stores under term contracts.
7222  Trucking—Oil Field Equipment—All Employees & Drivers

Truckers hauling under contract, whether for one or more individuals or employers, must under no circumstances be classified except in accordance with the appropriate trucking classification. Includes miscellaneous employees such as terminal employees, garage employees, and repairers.

When trucking operations are a secondary business and conducted as a separate undertaking or enterprise, the payroll of an individual employee may be divided and allocated to other than a trucking classification. Refer to Rule 1-E.
7230  Trucking—Parcel or Package Delivery—All Employees & Drivers

Applies to employers that exclusively deliver from retail stores under term contracts. Includes miscellaneous employees such as terminal employees, garage employees, and repairers. Truckers hauling under contract, whether for one or more individuals or employers, must under no circumstances be classified except in accordance with the appropriate trucking classification. When trucking operations are a secondary business and conducted as a separate undertaking or enterprise, the payroll of an individual employee may be divided and allocated to other than a trucking classification. Refer to Rule 1-E.
EXHIBIT 2M
BASIC MANUAL—2001 EDITION
FACT SHEET 2—CLASSIFICATIONS TO BE REFORMATTED
PART TWO—CLASSIFICATIONS
(Applies in: AK, AL, AR, AZ, CO, CT, DC, FL, GA, IA, ID, IL, IN, KS, KY, LA, MD, ME, MO, MS, MT, NE, NH, NM, NV, OK, OR, RI, SC, SD, TN, UT, VA, VT, WV)

7232  Trucking—Mail, Parcel, or Package Delivery—Under Contract With the US Postal Service—All Employees & Drivers
Applies to employers under contract with the US Postal Service for delivery of mail involving letters, parcels, packages, sacks, pallets, and rolling containers. Includes US Postal Service contract mail delivery performed on both a bulk basis and an individual letter, parcel, or package basis. Includes miscellaneous employees such as terminal employees, garage employees, and repairers.
Truckers hauling under contract, whether for one or more individuals or employers, must under no circumstances be classified except in accordance with the appropriate trucking classification. When trucking operations are a secondary business and conducted as a separate undertaking or enterprise, the payroll of an individual employee may be divided and allocated to other than a trucking classification. Refer to Rule 1-E.
EXHIBIT 2N
BASIC MANUAL—2001 EDITION
FACT SHEET 2—CLASSIFICATIONS TO BE REFORMATTED
PART TWO—CLASSIFICATIONS
(Applies in: AK, AL, AR, AZ, CO, CT, DC, FL, GA, HI, IA, ID, IL, IN, KS, KY, LA, MD, ME, MO, MS, MT, NE, NH, NM, NV, OK, OR, RI, SC, SD, TN, UT, VA, VT, WV)

9522 Upholstering
Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to Code 9522 are conducted as a separate and distinct business. This restriction does not apply in connection with coffin or casket mfg., automobile body mfg., or furniture mfg.

9524 Away From Shop

9521 Upholstering—Away From Shop
Must not be assigned to an employer conducting operations described by another classification unless the operations subject to Code 9521 are conducted as a separate and distinct business. This restriction does not apply to coffin or casket manufacturing, automobile body manufacturing, or furniture manufacturing.

9522 Upholstering
Must not be assigned to an employer conducting operations described by another classification unless the operations subject to Code 9522 are conducted as a separate and distinct business. This restriction does not apply to coffin or casket manufacturing, automobile body manufacturing, or furniture manufacturing.
EXHIBIT 2O
BASIC MANUAL—2001 EDITION
FACT SHEET 2—CLASSIFICATIONS TO BE REFORMATTED
PART TWO—CLASSIFICATIONS
(Applies in: AK, AL, AR, AZ, CO, CT, DC, FL, GA, HI, IA, ID, IL, IN, KS, KY, LA, MD, ME, MO, MS, MT, NE, NH, NM, NV, OK, OR, RI, SC, SD, TN, TX, UT, VA, VT, WV)

Weighers, Samplers, or Inspectors of Merchandise on Vessels or Docks or at Railway Stations or Warehouses

These classifications include mending or repacking of damaged containers. Operation of warehouses to be separately rated.

8709F Coverage Under U.S. Act
8719 Coverage Under State Act Only

8709F Weighers, Samplers, or Inspectors of Merchandise on Vessels or Docks or at Railway Stations or Warehouses—Coverage Under US Act
Includes mending or repacking of damaged containers. Operation of warehouses is to be separately rated.

8719 Weighers, Samplers, or Inspectors of Merchandise on Vessels or Docks or at Railway Stations or Warehouses—Coverage Under State Act Only
Includes mending or repacking of damaged containers. Operation of warehouses is to be separately rated.
Gas Main or Connection Construction & Drivers*

Includes tunneling at street crossings when not performed under air pressure. All other tunneling is to be separately rated. Separately rate the construction of pipelines between natural gas producing fields and points of connection with local distributing systems. Such cross-country pipeline construction shall be must be rated as to Code 6233—Oil or gas pipeline construction. Code 7502—Gas company shall must not be assigned at the same job or location to which that Code 6319 applies.

*(Filing Note: Code 6319 is being revised to replace the mercantile designation with the construction designation and make plain language changes.)*
Automobile—Recycling*
Applies to Sstore employees who do not engage in perform other operations and have no yard exposure.

*(Filing Note: Code 8046 is being revised to add the mercantile designation and make plain language changes.)
EXHIBIT 2R
BASIC MANUAL—2001 EDITION
FACT SHEET 2—CLASSIFICATIONS TO BE REFORMATTED
PART TWO—CLASSIFICATIONS

(Applies in: AK, AL, AR, AZ, CO, CT, DC, GA, HI, IA, ID, IL, IN, KS, KY, LA, MD, ME, MO, MS, MT, NE, NH, NM, NV, OK, OR, RI, SC, SD, TN, UT, VA, VT, WV)

8279■ Dog Show—Kennel Employees & Drivers*

*(Filing Note: Code 8279 is being revised to replace the mercantile designation with the farm designation.)
EXHIBIT 3—FACT SHEET
PART FOUR—CLASSIFICATIONS PENDING

PURPOSE
The proposed changes eliminate Part Four—Pending Classifications in NCCI’s Basic Manual.

BACKGROUND
Part Four—Classifications Pending
Item B-1411—Revision to Basic Manual Introduction—Application of Manual Rules and Part Two—Classifications was filed effective April 1, 2009. This item added Part Four—Classifications Pending to show classifications that are:
- No longer in effect nationally but remain state specials until each state’s effective date
- Pending discontinuation until the effective date of the change or completion of a transition program

Since the implementation of Item B-1411, various upgrades have been made to improve NCCI’s ability to provide classification information on ncci.com. This warrants a review of how the same information is presented in the online and hard copy versions of the Basic Manual. Most recently, NCCI released its Class Look-Up tool on ncci.com. This tool introduced certain functionality that renders some of the content in the Basic Manual obsolete. Specifically, the tool:
- Provides a central look-up for classifications and statistical codes, loss costs and rates, and associated code elements, such as effective and discontinued dates
- Includes all phraseologies for each classification, by state
- Enables customers to refine their search results by user-defined criteria

As a result of implementing the Class Look-Up tool, the information contained in Part Four—Classifications Pending is no longer necessary and is being eliminated.

PROPOSAL
This item proposes to eliminate:
1. Part Four A—Classifications Pending Discontinuation
2. Part Four B—Classifications Pending Completion of Transition Program

IMPACT
There will be no statewide premium impact as a result of this item.
EXHIBIT 3A
BASIC MANUAL—2001 EDITION
FACT SHEET 3—PART FOUR—CLASSIFICATIONS PENDING
(Appplies in: AK, AL, AR, AZ, CO, CT, DC, FL, GA, HI, IA, ID, IL, IN, KS, KY, LA, MD, ME, MO, MS, MT, NE, NH, NM, NV, OK, OR, RI, SC, SD, TN, TX, UT, VA, VT, WV)

A. CLASSIFICATIONS PENDING DISCONTINUATION

The classifications listed below are the previous national classification treatments that will remain in effect until each state’s effective date.

Refer to Part Two—Classifications; Part Three—Special Classifications; and Part Four—Classifications Pending when applying classifications in a specific state.

4860 Abrasive Paper or Cloth Preparation
Paper or cloth mfg. to be separately rated.

4282 Boot or Shoe Pattern Mfg.
Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to Code 4282 are conducted as a separate and distinct business.

6047 Dam or Lock Construction—Concrete Work—All Operations
Includes work on foundations, or the making, setting up, or taking down of forms, scaffolds, falsework, or concrete distributing apparatus. With respect to non-pneumatic caisson or non-pneumatic cofferdam operations, the appropriate caisson or cofferdam classification shall apply only to the construction, maintenance, or removal of the caisson or cofferdam. Excavation, pile driving, shaft sinking, tunneling, caisson or cofferdam work to be separately rated.

4282 Dress Pattern Mfg.—Paper
Includes designers, drafting employees, and cutters. Magazine printing to be separately rated as Code 4299—Printing.

2534 Feather or Flower Mfg.—Artificial

4364 Film Print Shops—All Employees & Clerical, Salespersons, Drivers
Includes developing and printing of film.

4741 Flint or Spar Grinding & Drivers.
Digging, mining, or quarrying to be separately rated.

2534 Flower or Feather Mfg.—Artificial

4413 Glass Mfg.—Cut

2534 Hair Goods Mfg.
Applies to products made from human hair.

5069 Iron or Steel—Erection—Construction of Dwellings Not Over Two Stories in Height

7370 Limousine Co.—All Other Employees & Drivers—Nonscheduled
EXHIBIT 3A (CONT'D)
BASIC MANUAL—2001 EDITION
FACT SHEET 3—PART FOUR—CLASSIFICATIONS PENDING
(Appplies in: AK, AL, AR, AZ, CO, CT, DC, FL, GA, HI, IA, ID, IL, IN, KS, KY, LA, MD, ME, MO, MS, MT, NE, NH, NM, NV, OK, OR, RI, SC, SD, TN, TX, UT, VA, VT WV)

7382  Limousine Co.—All Other Employees & Drivers—Scheduled

4853  Mica Goods Mfg. & Mica Preparing—
Mining to be separately rated.

5069• Military Reservation—Construction—Iron or Steel Erection—Not Over Two Stories in Height
Applies only to the construction or repair of buildings designed for the housing, welfare, and keep of personnel. All other operations in the construction or repair of such buildings and all other construction or repair in connection with military reservations must be assigned to appropriate classifications.

4282  Music Roll Mfg.—Perforated Paper
Paper mfg. to be separately rated as Code 4239.

4053  Pottery Mfg.—China or Tableware
Mining, quarrying, or clay digging to be separately rated.

4064  Pottery Mfg.—Earthenware—Glazed or Porcelain—Hand Molded or Cast
Codes 4064 and 4062—Pottery mfg.—porcelain ware—mechanical press forming shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses. Mining, quarrying, or clay digging to be separately rated.

1655  Quarry—Limestone—Surface & Drivers
Includes construction, repair, or maintenance of all buildings, structures, or equipment, installation of machinery; and is applicable only to surface quarries operated by lime manufacturers, provided that at least 75% of the stone quarried is used in the actual lime mfg. If more than 25% of the quarry output is used for other than lime mfg., such operations shall then be classified under Code 1624—Quarry NOG.

4282  Shoe or Boot Pattern Mfg.—
Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to Code 4282 are conducted as a separate and distinct business.

1744  Silica Grinding & Drivers—
Digging; mining; or quarrying to be separately rated.

1744  Spar or Flint Grinding & Drivers—
Digging; mining; or quarrying to be separately rated.

4053  Terra-Cotta Mfg.—
Applies to decorative or architectural terra-cotta. Mining, quarrying, or clay digging to be separately rated.
B. CLASSIFICATIONS PENDING COMPLETION OF TRANSITION PROGRAM

The classifications listed below are the pending national classification changes that will become effective in the last phase of each state’s transition program.

Refer to Part Two—Classifications, Part Three—Special Classifications, and Part Four—Classifications Pending when applying classifications in a specific state.

Refer to the User’s Guide for an example.
EXHIBIT 4
BASIC MANUAL—2001 EDITION
FACT SHEET 2—CLASSIFICATIONS TO BE REFORMATTED
SPECIAL CLASSIFICATIONS
(Applies in: AK)

6400 • Mobile Home Windstorm Tie-Down Installation—By Specialist Contractor*

*(Filing Note: Code 6400 is being revised to add the construction designation.)
EXHIBIT 4
BASIC MANUAL—2001 EDITION
FACT SHEET 2—CLASSIFICATIONS TO BE REFORMATTED
SPECIAL CLASSIFICATIONS
(Appplies in: AZ)

Concrete or Masonry—Sawing, Coring or Drilling
Applicable to specialist contractors. Assign the appropriate concrete masonry classifications that would be applicable to construction or erection.

Trucking
Truckers engaged in hauling under contract, whether for one or more individuals or concerns, shall under no circumstances be classified and rated except in accordance with the appropriate “Trucking” classification.

Exception: When trucking operations are a secondary business and conducted as a separate undertaking or enterprise, the payroll of an individual employee may be divided and allocated to other than a Trucking classification. Refer to Rule 2-G.

Each classification includes miscellaneous employees such as terminal employees, stable hands, garage employees, blacksmiths, and repairers.

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Farm
For the purpose of the application of applying workers compensation rates, a farm is defined as any parcel of land used for the purpose of agriculture, horticulture, viticulture, dairying, or stock or poultry raising, as a business or commercial venture. A division of payroll may be allowed for each separate and distinct type of commercial farm operation as described by the manual classifications herein in this manual, provided that separate payroll records of payroll are maintained. In the event if the payroll records do not reveal clearly an accurate segregation in accordance with the manual classifications described herein, the entire payroll for the farm must be segregated on the basis of proportionate acreages.
Each classification includes (a) all employees, other than inside domestic workers, including drivers and (b) all normal repair and maintenance of buildings or equipment performed by the employees of the insured employer. Such activities such as the maintenance of buildings; operating a family orchard or truck garden; and raising hay or grain crop for the purpose maintaining work animals on the farm must be considered usual and incidental to the operation of any type of farm.

0006 Animal Raising. Applicable to raising cattle, horses, sheep, goats and to stock farms. Dairy farms and commercial feed lots to be separately rated.

0036 Dairy—All Employees

0037 Field Crops—All Employees. Applicable to all acreage devoted to raising hay; alfalfa; all cereal grains such as wheat, barley, corn and oats; all sorghums; flax; maize; cotton; dry peas; dry beans; sugar beets and safflower.

0047 Gardening—Market or Truck and Vineyards—All Employees. Applicable to all table vegetables, root vegetables, berries and melons.

0046 Orchard—All Employees

0034 Poultry or Egg Producer. Includes raising poultry, turkeys, rabbits and squab.

0006 Farm—Animal Raising
Applies to raising cattle, horses, sheep, and goats and to stock farms. Dairy farms and commercial feed lots must be separately rated.

0036 Farm—Dairy—All Employees

0037 Farm—Field Crops—All Employees
Applies to all acreage devoted to raising hay; alfalfa; all cereal grains such as wheat, barley, corn, and oats; all sorghums; flax; maize; cotton; dry peas; dry beans; sugar beets; and safflower.

0017 Farm—Gardening—Market or Truck and Vineyards—All Employees
Applies to operations involving all table vegetables, root vegetables, berries, and melons.

0016 Farm—Orchard—All Employees

0034 Farm—Poultry or Egg Producer
Includes raising poultry, turkeys, rabbits, and squab.
EXHIBIT 4
BASIC MANUAL—2001 EDITION
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SPECIAL CLASSIFICATIONS
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Berry Farm
See Farm-

Farm—Sugarcane
See Sugarcane plantation-
EXHIBIT 4 (CONT’D)
BASIC MANUAL—2001 EDITION
FACT SHEET 2—CLASSIFICATIONS TO BE REFORMATTED
SPECIAL CLASSIFICATIONS
(Applies in: FL)

Christmas Tree

0406   Harvesting Exclusively & Drivers

Planting, Cultivating and Harvesting. See Farms.
EXHIBIT 4 (CONT'D)
BASIC MANUAL—2001 EDITION
FACT SHEET 2—CLASSIFICATIONS TO BE REFORMATTED
NATIONAL CLASSIFICATION TO BE APPLICABLE
(Applies in: FL)

0106 Christmas Tree Harvesting Exclusively & Drivers
EXHIBIT 4 (CONT'D)
BASIC MANUAL—2001 EDITION
FACT SHEET 2—CLASSIFICATIONS TO BE REFORMATTED
SPECIAL CLASSIFICATIONS
(Appplies in: FL)

Construction

**Elevator or Hoist Installation, Repair, or Removal & Drivers.** The following operations will be classified as:

- **5243** • Concrete or Concrete-Encased Buildings or Structures
- **5057** • Iron or Steel Buildings or Structures
- **5022** • Masonry Buildings or Structures
- **5403** • Wooden Buildings or Structures Including Those Designed for Dwelling Occupancy

<table>
<thead>
<tr>
<th>3507</th>
<th>Machinery, Dredge, or Steam Shovel Mfg. NOC</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5213</strong>•</td>
<td>Construction—Elevator or Hoist Installation, Repair, or Removal &amp; Drivers—Concrete or Concrete-Encased Buildings or Structures</td>
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<tr>
<td><strong>5057</strong>•</td>
<td>Construction—Elevator or Hoist Installation, Repair, or Removal &amp; Drivers—Iron or Steel Buildings or Structures</td>
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<tr>
<td><strong>5022</strong>•</td>
<td>Construction—Elevator or Hoist Installation, Repair, or Removal &amp; Drivers—Masonry Buildings or Structures</td>
</tr>
<tr>
<td><strong>5403</strong>•</td>
<td>Construction—Elevator or Hoist Installation, Repair, or Removal &amp; Drivers—Wooden Buildings or Structures Including Those Designed for Dwelling Occupancy</td>
</tr>
<tr>
<td><strong>3507</strong></td>
<td>Construction Machinery, Dredge, or Steam Shovel Mfg. NOC</td>
</tr>
</tbody>
</table>
Nursing Home

9047  **All Other Employees.** Applicable only to nursing homes licensed by the Division of Health of the Florida Department of Health and Rehabilitative Services as skilled or intermediate nursing care facilities under Chapter 400, Florida Statutes. Professional employees are defined as those employees who have been duly licensed or certified and include physicians, registered nurses, licensed practical nurses and directors or administrators.

8844  **Professional Employees**

9047  **Nursing Home—All Other Employees**

Applies only to nursing homes licensed by the Agency for Health Care Administration as skilled or intermediate nursing care facilities under Chapter 400, Florida Statutes. Professional employees are to be separately rated to Code 8841.

8841  **Nursing Home—Professional Employees**

Applies only to nursing homes licensed by the Agency for Health Care Administration as skilled or intermediate nursing care facilities under Chapter 400, Florida Statutes. All other employees are to be separately rated to Code 9047.

Professional employees are those who have been duly licensed or certified and include physicians, registered nurses, licensed practical nurses, and directors or administrators.
EXHIBIT 4 (CONT'D)
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SPECIAL CLASSIFICATIONS
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Railroad Operation-
The classifications for railroad construction and railroad operation do not contemplate coverage for insurance under the Federal Employers' Liability Act or voluntary compensation coverage for any operations subject to that Act. For such coverage, see Rule 3-A-4.

Street:

8385 Yard Employees
7382 All Other Employees & Drivers
7433 NOC—All Employees & Drivers—All employees connected with the operation or maintenance of automobile bus lines shall be rated as Code 8385 or 7382—Bus co-

7133 Railroad Operation—NOC—All Employees & Drivers
All employees connected with the operation or maintenance of automobile bus lines must be rated to Code 7382 or Code 8385.
Code 7133 does not consider coverage for insurance under the Federal Employers' Liability Act or voluntary compensation coverage for any operations subject to that Act. For such coverage, refer to Rule 3-A-4.

7382 Railroad Operation—Street—All Other Employees & Drivers
Yard employees must be separately rated to Code 8385.
Code 7382 does not consider coverage for insurance under the Federal Employers' Liability Act or voluntary compensation coverage for any operations subject to that Act. For such coverage, refer to Rule 3-A-4.

8385 Railroad Operation—Street—Yard Employees
Code 8385 does not consider coverage for insurance under the Federal Employers' Liability Act or voluntary compensation coverage for any operations subject to that Act. For such coverage, refer to Rule 3-A-4.
EXHIBIT 4 (CONT'D)
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SPECIAL CLASSIFICATIONS
(Appplies in: FL)

Refrigeration:
A refrigeration system is defined as “domestic” whether located in a residential or commercial setting provided it is a “reach in” refrigeration system having not more than 4/3 h.p. motor or more than 20 cubic feet capacity. All other types of refrigeration shall be considered as commercial.

Commercial:
5490  •  Refrigeration—Domestic—Cleaning, Oiling, or Adjusting & Drivers
3724  •  Refrigeration—Domestic—Installation or Repair of Compressors, Motors, or Other Machinery & Drivers
5483  •  Refrigeration—Domestic—Pipe Fitting Including the Installation of Tubing & Drivers

Domestic:
9540  •  Refrigeration—Commercial—Cleaning, Oiling, or Adjusting & Drivers
9549  •  Refrigeration—Commercial—Installation, Service, or Repair & Drivers
6583  •  Refrigeration—Commercial—Pipe Fitting Including the Installation of Tubing & Drivers

5190  •  Refrigeration—Commercial—Cleaning, Oiling, or Adjusting & Drivers
A refrigeration system is defined as “domestic” whether located in a residential or commercial setting provided it is a “reach in” refrigeration system having not more than 4/3 h.p. motor or not more than 20 cubic feet capacity. All other types of refrigeration must be considered as commercial.

3724  •  Refrigeration—Commercial—Installation or Repair of Compressors, Motors, or Other Machinery & Drivers
A refrigeration system is defined as “domestic” whether located in a residential or commercial setting provided it is a “reach in” refrigeration system having not more than 1/3 h.p. motor or not more than 20 cubic foot capacity. All other types of refrigeration must be considered as commercial.

5183  •  Refrigeration—Commercial—Pipe Fitting Including the Installation of Tubing & Drivers
A refrigeration system is defined as “domestic” whether located in a residential or commercial setting provided it is a “reach in” refrigeration system having not more than 1/3 h.p. motor or not more than 20 cubic feet capacity. All other types of refrigeration must be considered as commercial.

9519  •  Refrigeration—Domestic—Cleaning, Oiling, or Adjusting & Drivers
A refrigeration system is defined as “domestic” whether located in a residential or commercial setting provided it is a “reach in” refrigeration system having not more than 1/3 h.p. motor or not more than 20 cubic feet capacity. All other types of refrigeration must be considered as commercial.

9519  •  Refrigeration—Domestic—Installation, Service, or Repair & Drivers
A refrigeration system is defined as “domestic” whether located in a residential or commercial setting provided it is a “reach in” refrigeration system having not more than 1/3 h.p. motor or not more than 20 cubic feet capacity. All other types of refrigeration must be considered as commercial.
EXHIBIT 4 (CONT’D)
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5183 • Refrigeration—Domestic—Pipe Fitting Including the Installation of Tubing & Drivers

A refrigeration system is defined as “domestic” whether located in a residential or commercial setting provided it is a “reach in” refrigeration system having not more than 1/3 h.p. motor or not more than 20 cubic feet capacity. All other types of refrigeration must be considered as commercial.
EXHIBIT 4 (CONT'D)
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Refrigerator Mfg.—Metal—Domestic or Commercial

3179 Manufacturing or Assembling the Refrigerating Unit
3076 All Other Operations
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3076</td>
<td>Refrigerator Mfg.—Metal—Domestic or Commercial—All Other Operations</td>
</tr>
<tr>
<td>3179</td>
<td>Refrigerator Mfg.—Metal—Domestic or Commercial—Manufacturing or Assembling the Refrigerating Unit</td>
</tr>
</tbody>
</table>
Wrecking

**Building or Structures—Not Marine—All Operations** includes salespersons and clerical at wrecking site. Wrecking or demolition operations shall be classified as follows:

- **5213** Concrete or Concrete-Encased Buildings or Structures
- **5057** Iron or Steel Buildings or Structures
- **5022** Masonry Buildings or Structures
- **5403** Wooden Buildings or Structures Including Those Designed for Dwelling Occupancy

Where wrecking or demolition involves buildings or structures of more than one type of construction, the highest rated classification applies.

**Marine** includes salvage operations.

**Coverage Under Admiralty Law:**

- **7394** Program I
- **7396** Program II—State Act Benefits
- **7398** Program II—USL&HW Act Benefits

**Marine & Salvage Operations.** Refer to Rule 3-A-4.

- **5213** Wrecking—Buildings or Structures—Not Marine—All Operations—Concrete or Concrete Encased Buildings or Structures
  Wrecking or demolition operations include salespersons and clerical at the wrecking site. Where wrecking or demolition involves buildings or structures of more than one type of construction, the highest rated classification applies.

- **5057** Wrecking—Buildings or Structures—Not Marine—All Operations—Iron or Steel Buildings or Structures
  Wrecking or demolition operations include salespersons and clerical at the wrecking site. Where wrecking or demolition involves buildings or structures of more than one type of construction, the highest rated classification applies.

- **5022** Wrecking—Buildings or Structures—Not Marine—All Operations—Masonry Buildings or Structures
  Wrecking or demolition operations include salespersons and clerical at the wrecking site. Where wrecking or demolition involves buildings or structures of more than one type of construction, the highest rated classification applies.
5403• Wrecking—Buildings or Structures—Not Marine—All Operations—Wooden Buildings or Structures Including Those Designed for Dwelling Occupancy

Wrecking or demolition operations include salespersons and clerical at the wrecking site. Where wrecking or demolition involves building or structures of more than one type of construction, the highest rated classification applies.

7394 Wrecking—Marine—Coverage Under Admiralty Law—Program I
Includes salvage operations.

7395 Wrecking—Marine—Coverage Under Admiralty Law—Program II—State Act Benefits
Includes salvage operations.

7398 Wrecking—Marine—Coverage Under Admiralty Law—Program II—USL&HW Act Benefits
Includes salvage operations.
EXHIBIT 4
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SPECIAL CLASSIFICATIONS
(Applies in: HI)

Canoe Building & Drivers
See Boatbuilding.
Farm
For the purpose of the application of applying workers compensation rates, a farm is defined as any parcel of land used for the purpose of agriculture, horticulture, viticulture, dairying, or stock or poultry raising, as a business or commercial venture. A division of payroll may be allowed for each separate and distinct type of commercial farm operation as described by the classifications in this manual classifications described herein, provided that separate records of payroll records are maintained. In the event that if the payroll records do not reveal an accurate segregation in accordance with the manual classifications herein, the entire payroll of for the farm must be segregated on the basis of proportionate acreage.

Each classification includes (a) all employees, other than inside domestic workers, including drivers and (b) all normal repair and maintenance of buildings performed by the employees of the insured. Such activities such as the maintenance of maintaining cows, hogs, or chickens for family use; operating a family orchard or truck garden; and raising hay or grain crop raised for the purpose of to maintaining work animals on the farm must be considered usual and incidental to the operation of any type of farm.

A division of payroll is allowed for feed crop raising in conjunction with livestock raising provided separate and verifiable records are maintained. In the event that if the payroll records do not reveal an accurate segregation of payroll, the entire payroll of the livestock operation must be assigned to the highest rated classification.

0083■ Cattle or Livestock Raising NOC & Drivers: A division of payroll is allowed between Code 8288, 0083 and 0037 for firms that operate cattle ranching or crop raising in conjunction with feedlot operations provided verifiable records are maintained. In the event the payroll records do not reveal an accurate segregation of payroll, the entire payroll must be assigned to the highest rated classification.

0037■ Field Crops & Drivers: A division of payroll is allowed between Code 8288, 0083 and 0037 for firms that operate cattle ranching or crop raising in conjunction with feedlot operations provided verifiable records are maintained. In the event the payroll records do not reveal an accurate segregation of payroll, the entire payroll must be assigned to the highest rated classification.

0083■ Farm—Cattle or Livestock Raising NOC & Drivers
A division of payroll is allowed among Codes 8288, 0083, and 0037 for employers that perform cattle ranching or crop raising in conjunction with feedlot operations, provided verifiable records are maintained. If the payroll records do not reveal an accurate segregation of payroll, the entire payroll must be assigned to the highest rated classification.

0037■ Farm—Field Crops & Drivers
A division of payroll is allowed among Codes 8288, 0083, and 0037 for employers that perform cattle ranching or crop raising in conjunction with feedlot operations, provided verifiable records are maintained. If the payroll records do not reveal an accurate segregation of payroll, the entire payroll must be assigned to the highest rated classification.
Shipbuilding—Iron or Steel & Drivers
Applies to commercial hulls with engines of 3,000 horsepower or more, and barges not less than 190 feet in length. Includes fabrication or assembling of ship plates or frames, all yard operations, and shops directly connected with the construction of hulls. Subject to Rule 1-E, the following classes and no others are available for use in connection with this class:

6825F Coverage Under U.S. Act
6835 Coverage Under State Act Only
3620 Boilermaking
3081 Foundry—Ferrous—NOC
3085 Foundry—Nonferrous
3632 Machine Shop (other than maintenance machine shop)

Shipbuilding—Iron or Steel & Drivers—Coverage Under State Act Only
Applies to commercial hulls with engines of 3,000 horsepower or more, and barges not less than 190 feet in length. Includes fabrication or assembling of ship plates or frames, all yard operations, and shops directly connected with the construction of hulls. Subject to Rule 1-E, the following classifications and no others are available for use in connection with this classification:

3620 Boilermaking
3081 Foundry—Ferrous—NOC
3085 Foundry—Nonferrous
3632 Machine Shop—not applicable to maintenance machine shop

Shipbuilding—Iron or Steel & Drivers—Coverage Under US Act
Applies to commercial hulls with engines of 3,000 horsepower or more, and barges not less than 190 feet in length. Includes fabrication or assembling of ship plates or frames, all yard operations, and shops directly connected with the construction of hulls. Subject to Rule 1-E, the following classifications and no others are available for use in connection with this classification:

3620 Boilermaking
3081 Foundry—Ferrous—NOC
3085 Foundry—Nonferrous
3632 Machine Shop—not applicable to maintenance machine shop
EXHIBIT 4
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SPECIAL CLASSIFICATIONS
(Applies in: OR)

Air-Conditioning—Vehicles
See Automobile.

Alcohol Treatment Centers
See Hospitals.

Bar, Lounge or Tavern & Drivers
See Restaurant.

Bingo Parlors
See Casino: includes bingo parlors.

Cafeteria
See Hospitals; Hotel; Schools or Restaurant.

Caterer & Drivers
See Restaurant.

Concrete
See additional applications of Concrete in Part Two pages.

Concrete or Cement Distributing Tower—Installation, Repair or Removal
See Crane, Construction Elevator, and Cement Distributing Tower Erection: Includes Hoist Hoists.

Dance Hall—All Operations & Drivers
See Restaurant.

Feed, Fertilizer, Hay, or Grain Dealer
See Farm; Supply dealer.

Fertilizer, Feed, Hay, or Grain Dealer
See Farm; Supply dealer.

Florist & Drivers
See Greenhouse.
EXHIBIT 4 (CONT’D)
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SPECIAL CLASSIFICATIONS
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Fruit Packing
See Farm.-

Gaming Center
See Casino: includes bingo parlors.

Gardening
See Farm.-

Gasoline or Oil Dealer & Drivers
See Automobile Notes 5 and 6.-

Grain, Feed, Fertilizer or Hay Dealer
See Farm; Supply dealer.-

Halfway House
See Hospitals.-

Hay, Grain, Feed or Fertilizer Dealer
See Farm; Supply dealer.-

Heating Systems
See Air-conditioning.-

Hod Hoist—Installation, Repair or Removal
See Crane; construction elevator; and cement distributing tower erection: includes hod hoists.-

Homemaker Service
See Domestic.-

Molding or Planing Mill
See Lumber.-

Motel, Motor Court, Tourist Court, or Cabin—All Employees & Salespersons
See Hotel.-

Nursery & Drivers
See Greenhouse.-

Oil or Gasoline Dealer & Drivers
See Automobile Notes 5 and 6.-

Oyster Raising
See Farm.-
EXHIBIT 4 (CONT'D)
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SPECIAL CLASSIFICATIONS
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Packing House, Butchering or Slaughtering—All Operations
See Meat, fish or poultry.

Planing or Molding Mill
See Lumber.

Poultry Processors
See Meat, fish or poultry.

Refrigeration Systems
See Air-conditioning.

Rescue Mission
See Hospitals.

Rubber Tire Dealer—Retail & Drivers
See Automobile.

Sash, Door, or Assembled Millwork Dealer & Drivers
See Lumberyard—New or Used Materials.

Sawmill
See Lumber—Manufacturing.

Seafood Processors
See Meat, fish or poultry.

Seed Merchant
See Farm—Field crops.

Shelter—Temporary
See Hospitals.

Slash Piling or Burning & Drivers
See Logging and Reforestation.

Slaughtering
See Meat, fish or poultry.
EXHIBIT 4 (CONT’D)
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SPECIAL CLASSIFICATIONS
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State Agencies
See SAIF—Special Classifications.

Tire Dealer—Retail & Drivers
See Automobile—Rubber tire dealer—retail & drivers.

Towing Operation—Vehicles
See Automobile.

Veneer Manufacturing
See Plywood manufacturing.
EXHIBIT 4 (CONT’D)
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SPECIAL CLASSIFICATIONS
(Applies in: OR)

Stevedoring
See additional applications of Freight handling and Stevedoring in Part Two pages-

Automobile/Vehicle Loading or Unloading
Freight Handling NOC

7360 Coverage Under State Act Only.
Applies to contract handling of automobiles or vehicles outside of a longshore
dock area.

Applies to prior loading or unloading or subsequent handling of automobiles
or vehicles in the dock area.

7317F Stevedoring by Hand or Hand Trucks Exclusively.
Also applies to loading or unloading of vehicles to and from shipboard.

7249 Trucking—NOC—All Employees & Drivers.
Applies to contract hauling of automobiles or vehicles on public roads.

7360 Automobile or Vehicle Loading or Unloading—Coverage Under State Act Only
Applies to contract handling of automobiles or vehicles outside of a longshore dock area.

7350F Automobile or Vehicle Loading or Unloading—Coverage Under US Act
Applies to prior loading or unloading or subsequent handling of automobiles or vehicles in the
dock area.

7317F Stevedoring by Hand or Hand Trucks Exclusively
Also applies to loading or unloading of vehicles to and from shipboard.

7219 Trucking—NOC—All Employees & Drivers
Applies to contract hauling of automobiles or vehicles on public roads.
EXHIBIT EXHIBIT 4 (CONT’D)
BASIC MANUAL—2001 EDITION
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NATIONAL CLASSIFICATIONS TO BE APPLICABLE
(Applies in: OR)

7360  Freight Handling NOC—Coverage Under State Act Only
Code 7350F and Code 7360 include freight checkers. Stevedoring to be separately rated. Drivers to be separately rated to the appropriate trucking classification.

7350F  Freight Handling NOC—Coverage Under U.S. Act
Code 7350F and Code 7360 include freight checkers. Stevedoring to be separately rated. Drivers to be separately rated to the appropriate trucking classification.
EXHIBIT 4 (CONT'D)
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SPECIAL CLASSIFICATIONS
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Store
See Meat, fish or poultry; and for additional applications for store operations, see Part Two pages.

8047♦ Book, Record, Compact Disc, Software, Video or Audio Cassette—Retail
8047♦ Drug—Retail
8048♦ Vegetable or Fruit—Wholesale. See Code 6504 for risks processing fresh fruit and vegetables by cleaning, sorting, peeling, slicing, dicing, chopping, grating, and packaging, and selling to others on a wholesale basis.

8017♦ Store—Book, Record, Compact Disc, Software, Video, or Audio Cassette—Retail
8017♦ Store—Drug—Retail
8018♦ Store—Vegetable or Fruit—Wholesale
See Code 6504 for employers processing fresh fruit and vegetables by cleaning, sorting, peeling, slicing, dicing, chopping, grating, and packaging, and selling to others on a wholesale basis.
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Chemical Plants
See “Petrochemical Plants.”

Clearing Existing Right-of-Way
See “Transmission Line Clearing.”

Demolition of Buildings or Structures
See “Wrecking or Demolition.”

Diving—Submarine—Not Marine Wrecking
Refer to Basic Manual Rules.

Gas Pipeline Construction
See “Oil or Gas Pipeline Construction.”

Golf Course—Not Miniature—Public or Private
See “Club—Country.”

House Moving
See “Building Raising or Moving.”

Package or Parcel Delivery
See “Trucking.”

Parcel or Package Delivery
See “Trucking.”

Piano Stores
See “Store—Furniture.”

Soundproofing
See “Insulation Work NOC.”

Steel Mfg.- Fabrication or Erection
See “Iron or Steel.”

Subway Construction
Assign appropriate construction or erection classifications.

Tar
See “Asphalt or Tar.”

Tube Mfg.
See “Pipe or Tube.”
EXHIBIT 4 (CONT’D)
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**Underpinning Buildings or Structures**
See “Building Raising or Moving.”

**Vegetable Oil Mfg.**
See “Oil Mfg.—Vegetable.”

**Wrecking—Marine**
Refer to Vessels.
A. ORGANIZATION OF MANUAL

This manual has three parts:

Part One—Rules
Part Two—Classifications
Part Three—Loss Costs, Rates and State Exceptions

Refer to Part Three for Rates, State Special Rules, and Special Classifications in conjunction with applying Parts One and Two in a specific state.