

**State:** Indiana **Filing Company:** Indiana Compensation Rating Bureau  
**TOI/Sub-TOI:** 16.0 Workers Compensation/16.0002 Employers Liability WC  
**Product Name:** B-1440  
**Project Name/Number:** Revisions to the Basic Manual including Reformatting the Preface & Appendix G/B-1440

## Filing at a Glance

Company: Indiana Compensation Rating Bureau  
Product Name: B-1440  
State: Indiana  
TOI: 16.0 Workers Compensation  
Sub-TOI: 16.0002 Employers Liability WC  
Filing Type: Rule  
Date Submitted: 01/07/2020  
SERFF Tr Num: INCR-132212807  
SERFF Status: Closed-Filed  
State Tr Num: EFT OK /  
State Status:  
Co Tr Num: B-1440  
Co Status:  
Effective Date: 04/01/2020  
Requested (New):  
Effective Date: 04/01/2020  
Requested (Renewal):  
Author(s): Robin Eleson  
Reviewer(s): Jene' Bastian (primary), Kim Green  
Disposition Date: 01/09/2020  
Disposition Status: Filed  
Effective Date (New):  
Effective Date (Renewal):

**State:** Indiana **Filing Company:** Indiana Compensation Rating Bureau  
**TOI/Sub-TOI:** 16.0 Workers Compensation/16.0002 Employers Liability WC  
**Product Name:** B-1440  
**Project Name/Number:** Revisions to the Basic Manual including Reformatting the Preface & Appendix G/B-1440

## General Information

Project Name: Revisions to the Basic Manual including Reformatting the Preface & Appendix G	Status of Filing in Domicile: Pending
Project Number: B-1440	Domicile Status Comments:
Reference Organization:	Reference Number:
Reference Title:	Advisory Org. Circular: NCCI Circular CIF-2020-01
Filing Status Changed: 01/09/2020	Company Status Changed:
State Status Changed:	Deemer Date:
Created By: Robin Eleson	Submitted By: Robin Eleson
Corresponding Filing Tracking Number:	

### Filing Description:

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.

## Company and Contact

### Filing Contact Information

Duane Schroeder, Vice President	dschroeder@icrb.net
5920 Castleway W Dr	317-842-2800 [Phone] 308 [Ext]
Indianapolis, IN 46250	

### Filing Company Information

Indiana Compensation Rating Bureau	CoCode:	State of Domicile: Indiana
5920 Castleway W Dr	Group Code:	Company Type: Rating Organization
Indianapolis, IN 46250	Group Name: ICRB	State ID Number:
(317) 842-2800 ext. 301[Phone]	FEIN Number: 35-0837318	

## Filing Fees

Fee Required?	Yes
Fee Amount:	\$35.00
Retaliatory?	No
Fee Explanation:	
Per Company:	Yes

Company	Amount	Date Processed	Transaction #
Indiana Compensation Rating Bureau	\$35.00	01/07/2020	172114473

State: Indiana Filing Company: Indiana Compensation Rating Bureau  
TOI/Sub-TOI: 16.0 Workers Compensation/16.0002 Employers Liability WC  
Product Name: B-1440  
Project Name/Number: Revisions to the Basic Manual including Reformatting the Preface & Appendix G/B-1440

## Correspondence Summary

### Dispositions

Status	Created By	Created On	Date Submitted
Filed	Jene' Bastian	01/09/2020	01/09/2020

State: Indiana Filing Company: Indiana Compensation Rating Bureau  
TOI/Sub-TOI: 16.0 Workers Compensation/16.0002 Employers Liability WC  
Product Name: B-1440  
Project Name/Number: Revisions to the Basic Manual including Reformatting the Preface & Appendix G/B-1440

## Disposition

Disposition Date: 01/09/2020

Effective Date (New):

Effective Date (Renewal):

Status: Filed

Comment:

Rate data does NOT apply to filing.

Schedule	Schedule Item	Schedule Item Status	Public Access
Supporting Document	80 Filing Description/Cover Letter/NAIC Transmittal		Yes
Supporting Document	Third Party Filers		Yes
Supporting Document	B-1440 Filing Memorandum		Yes

SERFF Tracking #:

INCR-132212807

State Tracking #:

EFT OK /

Company Tracking #:

B-1440

State:

Indiana

Filing Company:

Indiana Compensation Rating Bureau

TOI/Sub-TOI:

16.0 Workers Compensation/16.0002 Employers Liability WC

Product Name:

B-1440

Project Name/Number:

Revisions to the Basic Manual including Reformatting the Preface & Appendix G/B-1440

## Supporting Document Schedules

<b>Satisfied - Item:</b>	80 Filing Description/Cover Letter/NAIC Transmittal
<b>Comments:</b>	Item B-1440 - Revisions to the Basic Manual, included Reformatting the Preface & Appendix G
<b>Attachment(s):</b>	
<b>Item Status:</b>	
<b>Status Date:</b>	

<b>Satisfied - Item:</b>	Third Party Filers
<b>Comments:</b>	Per IC 27-7-2-3 through IC 27-7-2-4 the Bureau has statutory authority to file rates, rules, plans & forms on behalf of all workers compensation insurance companies in Indiana.
<b>Attachment(s):</b>	
<b>Item Status:</b>	
<b>Status Date:</b>	

<b>Satisfied - Item:</b>	B-1440 Filing Memorandum
<b>Comments:</b>	
<b>Attachment(s):</b>	B-1440--REVISIONS TO THE BASIC MANUAL INCLUDING REFORMATTING THE PREFACE AND APPENDIX G_INDIANA.pdf
<b>Item Status:</b>	
<b>Status Date:</b>	

## FILING MEMORANDUM

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

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#### 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**

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

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FILING MEMORANDUM

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

Exhibit	Fact Sheet	Exhibit #	Proposal Applicable in:	Implementation Summary
<b>Classifications to Be Reformatted</b>	2	2A	All states	To become effective for new and renewal voluntary and assigned risk policies, effective on and after 12:01 a.m. on April 1, 2020.
		2B	All states except TX, VA	
		2C	All states except TX	
		2D	All states except FL, TX	
		2E	All states except TX	
		2F	All states	
		2G	All states except OR, TX	
		2H	All states except TX	
		2I	All states except TX	
		2J	All states except TX	
		2K	All states except OR, TX	
		2L	All states except TX	
		2M	All states except HI, TX	
		2N	All states except TX	
		2O	All states	
		2P	All states except TX	
2Q	All states except OR, TX			
2R	All states except FL, TX			
<b>Part Four— Classifications Pending</b>	3	3A	All states	
		3B		
<b>State -Specific Exhibits</b>	1 and 2	4	AK, AZ, FL, HI, ID, MO, OR, TX, VA	

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

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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**

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

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**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.

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

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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

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

**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–4-I are applicable. Rules 4-A–4-I are only applicable in residual market states where NGCI 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 (**VGAP**® Service)
- Rule 4-E—Assigned 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

	<b>Rule 4-A <del>1/1/ 2006</del></b>	<b>Rule 4-B <del>1/1/ 2006</del></b>	<b>Rule 4-C 5/1/2006</b>	<b>Rule 4-D <del>7/1/ 2006</del></b>	<b>Rule 4-E <del>1/1/ 2010</del></b>	<b>Rule 4-F <del>1/1/ 2010</del></b>	<b>Rule 4-G <del>1/1/ 2012</del></b>	<b>Rule 4-H <del>1/1/ 2012</del></b>	<b>Rule 4-I <del>1/1/ 2013</del></b>
AK	A <sup>1</sup>	N/A	N/A	A <sup>1</sup>	N/A	A	A <sup>2</sup>	A <sup>2</sup>	A <sup>3</sup>
AL	A	A	A <sup>4</sup>	A	A	A	A	A	A
AR	A	A	N/A	A <sup>5</sup>	N/A	A	A	A	A
AZ	S <sup>6</sup>	S	A <sup>7</sup>	A	A <sup>7</sup>	A <sup>7</sup>	A	A	A
CT	A	S	A <sup>4</sup>	A	A	A	A	A	A
DC	A	A	A	A	A	A	A	A	A
GA	A	A <sup>8</sup>	A	A <sup>9</sup>	N/A	A	A	A	A
IA	A	A	N/A	N/A	A	A	A	A	A
ID	A	A	A	A	A	N/A	A	A	A
IL	A	A <sup>10</sup>	A <sup>11</sup>	A	A	A	A	A	A
<b>IN</b>	S	A	A <sup>12</sup>	N/A	N/A	A	A	A	A
KS	A	A	A <sup>13</sup>	A	A	A	A	A	A
MS	S <sup>6</sup>	A	A	A <sup>14</sup>	N/A	A <sup>15</sup>	A	A	A

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

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)

	<del>Rule 4-A</del> <del>1/1/2006</del>	<del>Rule 4-B</del> <del>1/1/2006</del>	<del>Rule 4-C</del> <del>5/1/2006</del>	<del>Rule 4-D</del> <del>7/1/2006</del>	<del>Rule 4-E</del> <del>1/1/2010</del>	<del>Rule 4-F</del> <del>1/1/2010</del>	<del>Rule 4-G</del> <del>1/1/2012</del>	<del>Rule 4-H</del> <del>1/1/2012</del>	<del>Rule 4-I</del> <del>1/1/2013</del>
NH	A	A	A	A	N/A <sup>16</sup>	A	A	A	A
NM	S <sup>17</sup>	S <sup>17</sup>	N/A	S <sup>17</sup>	S <sup>17</sup>	S <sup>17</sup>	S	S <sup>17</sup>	A
NV	A <sup>18</sup>	S	A	A	A	N/A	A	A	A
OR	S	S	A <sup>11</sup>	A <sup>15</sup>	A <sup>19</sup>	A	A	A	A
SC	A	A	A	A	A	A	A	A	A
SD	A	A	A <sup>4</sup>	A	A	A	A	A	A
TN	A <sup>20</sup>	A <sup>20</sup>	A <sup>20</sup>	A <sup>20</sup>	A <sup>21</sup>	A <sup>20</sup>	A <sup>20</sup>	A <sup>20</sup>	A <sup>20</sup>
VA	A <sup>15</sup>	S	N/A	N/A	A	A	A	A	A
VT	A	A	A	A	N/A <sup>22</sup>	A	A	A	A
WV	A <sup>15</sup>	A <sup>15</sup>	A <sup>15</sup>	A <sup>15</sup>	A	A	A	A	A

1 ~~Effective 10/1/2006 in AK.~~  
 2 ~~Effective 3/1/2012 in AK.~~  
 3 ~~Effective 9/1/2013 in AK.~~  
 4 ~~Effective 4/1/2006 in AL, CT, SD.~~  
 5 ~~Effective 10/1/2008 in AR.~~  
 6 ~~Effective 1/1/2018 in AZ, MS.~~  
 7 ~~Effective 1/1/2013 in AZ.~~  
 8 ~~Effective 1/1/2016 in GA.~~  
 9 ~~Effective 2/1/2006 in GA.~~  
 10 ~~Effective 1/1/2017 in IL.~~  
 11 ~~Effective 1/1/2007 in IL, OR.~~  
 12 ~~Effective 7/1/2006 in IN.~~  
 13 ~~Effective 6/1/2006 in KS.~~  
 14 ~~Effective 5/7/2007 in MS.~~  
 15 ~~Effective 1/1/2009 in MS, OR, VA, WV.~~  
 16 ~~Effective 1/1/2019 in NH.~~  
 17 ~~Effective 7/1/2011, refer to NCCI's *New Mexico Workers' Compensation Assigned Risk Pool Manual.*~~  
 18 ~~Effective 7/1/2007 in NV.~~  
 19 ~~Effective 1/1/2011 in OR.~~  
 20 ~~Effective 7/1/2015 in TN.~~

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

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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  
(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)

<sup>21</sup> Effective 3/1/2017 in TN.

<sup>22</sup> Effective 4/1/2018 in VT.

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

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EXHIBIT 1C  
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)

~~E. OFFICES OF THE NATIONAL COUNCIL ON COMPENSATION INSURANCE, INC.  
(RESERVED FOR FUTURE USE)~~

~~1. LOCATION OF OFFICES~~

~~Headquarters~~

~~904 Peninsula Corporate Circle  
Boca Raton, FL 33487  
Phone: 561-893-1000~~

~~2. LOCATION OF CUSTOMER SERVICE CENTERS~~

~~All states in B. of this preface, except:~~

~~FLORIDA SERVICE CENTER~~

~~904 Peninsula Corporate Circle  
Boca Raton, FL 33487  
Phone: 800-NCCL-123  
Phone: 800-622-4123~~

- ~~• Arkansas (Assigned Risk Only)~~
- ~~• Independent Bureau States~~

~~ARKANSAS SERVICE CENTER~~

~~2400 Grestwood, Suite 207  
North Little Rock, AR 72116  
Phone: 501-753-5180~~

- ~~• Arkansas (Assigned Risk Only)~~

~~NEW MEXICO OFFICE~~

~~The Citadel  
6304 Indian School Road N.E., Suite 990  
Albuquerque, NM 87110  
Phone: 505-242-1330  
Fax: 505-242-1032~~

- ~~• New Mexico (Assigned Risk Only)~~

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

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EXHIBIT 1D  
BASIC MANUAL—2001 EDITION  
FACT SHEET 1—PREFACE AND APPENDIX G  
APPENDIX G

DISPUTE RESOLUTION PROCESS

(Applies 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](mailto: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.



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

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**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

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**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](http://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.
- Reformat 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:**

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**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:**

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**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](http://ncci.com) for classification and all related filed content.*

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EXHIBIT 2B  
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)

**Apiary-**

See **Farm-**

**Boarding Houses-**

See **Rooming houses-**

**Ganning or Bottling Carbonated Beverages-**

See **Carbonated Beverage Mfg-** or **Bottling-**

**Cartridge Mfg- or Loading-**

See **Explosives-**

**County Employees NOG-**

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.

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EXHIBIT 2B (CONT'D)  
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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-**

**Lock or Dam Construction-**

See Dam or **Lock 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-**

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EXHIBIT 2B (CONT'D)  
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PART TWO—CLASSIFICATIONS

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MS, MT, NE, NH, NM, NV, OK, OR, RI, SC, SD, TN, UT, VT, WV)

~~Paving-~~

See ~~Street or Road-~~

~~Pipeline or Gas Well-~~

See ~~Oil or Gas-~~

~~Poultry or Egg Producer-~~

See ~~Farm-~~

~~Private Estate-~~

See ~~Rule 3-C-~~

~~Projectile or Shell Mfg-~~

See ~~Explosives-~~

~~Residence—Private-~~

See ~~Domestic Workers—Residences~~ and ~~Rule 3-C-~~

~~Rolling Mill—Iron or Steel-~~

See ~~Iron or Steel-~~

~~Shell or Projectile Mfg-~~

See ~~Explosives-~~

~~Soundproofing-~~

See ~~Insulation Work NOG-~~

~~State Employees NOG-~~

See ~~Municipal-~~

~~Steel Mfg., 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-~~



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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 NOC-~~

~~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.~~

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EXHIBIT 2C  
BASIC MANUAL—2001 EDITION  
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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.

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EXHIBIT 2D  
BASIC MANUAL—2001 EDITION  
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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.

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EXHIBIT 2E  
BASIC MANUAL—2001 EDITION  
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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 45 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.

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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 Decks 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~~

~~8749 Coverage Under State Act only~~

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EXHIBIT 2G  
BASIC MANUAL—2001 EDITION  
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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)

**2915** ~~Plywood Mfg.~~  
~~Includes veneer mfg.~~

**2916** ~~No Veneer Mfg.~~

2915 Plywood Mfg.  
Includes veneer manufacturing.

2916 Plywood Mfg.—No Veneer Mfg.

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EXHIBIT 2H  
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(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**

**7398** **Salvage Operations—Marine—Coverage Under Admiralty Law—Program II—USL&HW Act Benefits**

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EXHIBIT 2I  
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**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 Sealing—Coverage Under US Act**

**6884**      **Ship Sealing—Coverage Under State Act Only**



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EXHIBIT 2J  
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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 4-E.

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

**7232 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.

**7222 Oil Field Equipment—All Employees & Drivers**

**7230 Parcel or Package Delivery—All Employees & Drivers.** Applies to risks engaged exclusively in delivery from retail stores under term contracts.

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EXHIBIT 2K  
BASIC MANUAL—2001 EDITION  
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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)

**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.

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EXHIBIT 2L  
BASIC MANUAL—2001 EDITION  
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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)

**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.

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EXHIBIT 2M  
BASIC MANUAL—2001 EDITION  
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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.

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EXHIBIT 2N  
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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.

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

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EXHIBIT 20  
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 Decks 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**~~

~~**8749 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.

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

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EXHIBIT 2P  
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)

**6319• 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.)

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

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EXHIBIT 2Q  
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)

**8046◆ Automobile—Recycling\***

Applies to ~~S~~store 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.)



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

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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.)

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

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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](http://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](http://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.

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

**EXHIBIT 3A**  
**BASIC MANUAL—2001 EDITION**  
**FACT SHEET 3—PART FOUR—CLASSIFICATIONS PENDING**  
 (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. 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.
- 4744 Flint or Spar Grinding & Drivers.**  
 Digging, mining, or quarrying to be separately rated.
- 2534 Flower or Feather Mfg.—Artificial**
- 4443 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**

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

**EXHIBIT 3A (CONT'D)**  
**BASIC MANUAL—2001 EDITION**  
**FACT SHEET 3—PART FOUR—CLASSIFICATIONS PENDING**  
 (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)

- 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.
- 4655 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 4624—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.
- 4744 Silica Grinding & Drivers—**  
Digging, mining, or quarrying to be separately rated.
- 4744 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.

**EXHIBIT 3B**  
**BASIC MANUAL—2001 EDITION**  
**FACT SHEET 3—PART FOUR—CLASSIFICATIONS PENDING**  
(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)

**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.*