

ALASKA DEPARTMENT OF LABOR
DIVISION OF LABOR STANDARDS AND SAFETY

DOSH Program Directive 88-5

June 24, 1988

To: All DOSH Staff

Subject: Adding Name of Owner to Alaska OSH Citations for
Sole Owner Companies

- A. Purpose: This program directive sets out the procedures the administrative staff will use to input information from the AK DOSH-1 to assure that the name of the sole owner appears on citations.
- B. Background: In order for the Attorney General to collect monies from sole owner companies which fail to pay their penalties, the legal complaint to collect such monies must be made out to the owner of the company and not the company's name. This can be accomplished by the administrative staff when they input the AK DOSH-1.
- C. Procedures: When Item 18 on the AK DOSH-1 shows that the establishment is a sole owner type company, as indicated in Box C, the data entry clerk will type the establishment name in Item 8 followed by a comma and then the name of the owner as indicated in Item 15. For example, if the establishment name in Item 8 is Pete's Pizza and the owner's name in Item 15 is Peter Smith, and Item 18 indicates it is a sole owner establishment, the data entry clerk will enter under Establishment Name "Pete's Pizza, Peter Smith." In those rare cases when the name is too long to include both the establishment name and the owner name, the Administrative Assistant will write in the name of the owner on the AK DOSH-2, Citation form. This procedure applies only to sole ownerships. All other AK DOSH-1 and citations will be completed in the normal manner.
- D. Chief's Responsibility: It is the chief's responsibility to assure that the AK DOSH-1 is properly completed and that the name of the establishment and owner are correct.

E. Effective Date: These procedures will be effective immediately.



Tom Stuart, Director

REVIEWED AND APPROVED:



Jim Sampson, Commissioner