INSTRUCTIONS FOR REPORT PREPARATION-FORM OSHA NO. 102FF

A reportable occupational property damage incident for OSHA Form No. 102FF is any accidental occurrence (a) in which Federal Government property is involved and/or a Federal employee is involved while on official Government business and (b) where property damage (including both Federal and private) results in a total of $100 or more.

The Summary Form OSHA No. 102FF shall be completed as follows:

A. A summary of occupational property damage incidents which conform to the definition stated above shall be separated and entered under one of the categories listed below. Count the number of occurrences which fit into each category and record that total on the line designated by Code 8.0 (Total Property Damage Incidents) of the OSHA No. 102FF.

1.1 Government Automobile Property Damage Incident: Occurrence involving a car, bus, truck, or motorcycle which is (a) owned, leased, or rented by the Federal Government and (b) used for official Government business at the time of occurrence.

1.2 Private Automobile Property Damage Incident: Occurrence involving a car, bus, truck, or motorcycle which is (a) not owned by the Federal Government but is authorized by the Federal Government for travel and (b) used for official Government business at the time of occurrence.

NOTE: When a single occupational property damage incident involves both a Government and private automobile, report as one incident under the column which reflects the responsibility for the occurrence.

2.0 Crane, Lift, Etc., Property Damage Incident: Occurrence involving construction, warehouse, supply room, or yard "Cranes, Lifts, Etc." (as defined by the safety and health standards promulgated under Section 6 of the Occupational Safety and Health Act of 1970) which is (a) operated by a Federal employee and (b) used for official Government business at the time of occurrence.

3.0 Marine Property Damage Incident: Occurrence involving a water-borne craft (motorized, non-motorized, steam, sail, towed, etc.) which is capable of being used as a means of transportation on water, including special purpose floating structures not primarily designed for or used as a means of transportation on water.

4.0 Aircraft Property Damage Incident: Occurrence involving airborne craft (powered, towed, or free flying).

5.0 Property Damage Incidents other than Vehicles: Occurrence involving Government and/or private material, equipment, or machinery which is not classified as a vehicle. This includes accidental occurrences due to use or misuse of the material, equipment, or machinery. Examples include: (a) dropping a typewriter which damages either the typewriter or the material that it drops on or hits; (b) accidental bursting of a pipe which damages the nearby supplies; (c) falling material, equipment, or machinery from a scaffold, shelf, or top of building.

6.0 Fire: Occurrence involving accidental burning or smoldering. This also includes damage caused as a result of (a) by-products of such an occurrence (smoke, etc.) and (b) extinguishment or control of such an occurrence.

B. A summary of vehicle usage shall be recorded on the line designated by Code 9.0 on the OSHA No. 102FF as follows:

1.1. Government Automobiles - total number of miles agency owned, leased, or rented vehicles were driven for this reporting period.

1.2 Private Automobiles - total number of miles an agency reimbursed its employees for authorized travel for this reporting period.

1.0, 3.0, 4.0 Total Hours Operated - total (approximate if exact records are not available) number of hours the agency vehicles were operated for this reporting period.

C. A summary of the costs of repair and/or replacement of property (dollar amount) regardless of what property (Government and/or private) which was damaged as a result of the occupational property damage incident reported for Code 8.0 of the OSHA No. 102FF shall be entered on the line designated by Code 10.0 of the OSHA No. 102FF. Add the costs associated with each occurrence, and enter the total of this addition under the appropriate category.

D. A summary of tort claims (dollar amount) which result from the occupational property damage incidents other than breach of contract shall be entered on the line designated by Code 10.0 of the OSHA No. 102FF under the category 7.0. Report only those tort claims paid out for that reporting period, regardless of when the incident occurred.

NOTE: Entries on line 10.0 must be rounded off to the nearest dollar. Do not report cents. Example: Do not report $1,257.75, but report $1258 as the amount.

OSHA No. 102FF

SUMMARY REPORT OF FEDERAL OCCUPATIONAL PROPERTY DAMAGE INCIDENTS

	1.0 Automobiles		2.0 Cranes, Lifts, Etc.	3.0 Marine	4.0 Aircraft	5.0 Incidents Other Than Vehicles	6.0 Fire	7.0 Tort Claims (Dollars)
	1.1 Gov't	1.2 Private						
8.0 Total Incidents								
9.0 *Vehicle Usage:* 9.1 - Total Miles Traveled								
9.2 - Total Hours Operated								
10.0 Cost of Repair and/or Replacement - Direct Dollars								