

**Instruction Manual for
Industry and Occupation Coding 2010**

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**INSTRUCTIONS FOR
INDUSTRY AND OCCUPATION CODING
FOR DEATH CERTIFICATES
Census 2010 Industry and Occupation Classification System**

SECTION I – INTRODUCTION

The following procedures were developed to provide State and Local health and vital statistics agencies with a uniform system for coding Industry and Occupation (I&O) entries reported on death certificates. An additional section has been added to cover coding industry and occupation responses from surveys. These procedures were adapted from the 2010 Census Industry and Occupation classification systems.

This manual is designed for use in conjunction with the Alphabetical Index of Industries and Occupations, U.S. Bureau of the Census. The Index contains a comprehensive list of over 21,000 industry and 31,000 occupation titles in alphabetical order. These are comprehensive lists of specific industries and occupations developed over time and continuously updated through review of census and survey responses.

Each title has been assigned a pair of numeric codes. One of these codes is the 4-digit Census industry or occupation code. The other is the 6-digit Federal standard code for industry (North American Industry Classification System (NAICS) or for occupation (Standard Occupational Classification (SOC)).

SECTION II – GENERAL CONCEPTS

Classification Systems

The Alphabetical Indexes list industry and occupation titles reported in earlier censuses and surveys, including titles often in the economy. Nevertheless, some titles are not listed because they are too new to be included in the indexes, or they are rarely used.

The Census classification indexes are organized to make understandable the many thousands of industries and occupations. The Index groups titles describing like industries or like occupations into similar categories and assign a unique Census code to each category.

Industrial Classification System

The *North American Industry Classification System (NAICS)* is the standard for industrial classification systems in the U.S. government. The 2010 census system consists of **269 industry categories** for employed people, including specific branches of the military, classified into **20 sectors NAICS Sector (2007)**.

Occupational Classification System

The *Standard Occupational Classification (SOC) Manual 2010* is the standard for occupational classification. It has **535 separate occupation categories** arranged into the **22 SOC major groups, (2010)**.

Note: Separate from Census, NIOSH has established “non-paid worker” industry and occupation codes. These codes are used to classify responses that indicate the person is not in the work force. Those responses include, homemaker, student, volunteer, retired, disabled/unable to work. Also, for military occupation responses, NIOSH has established 3 military occupation code which include, military rank not specified, commissioned officer and non-commissioned/enlisted.

Industry

“Industry” is defined as the kind of activity at a person’s place of work. Typical places of work are factories, shoe store, hotels, or banks. Industries are classified into activities such as goods production and service production industries. Activities for manufacturing industries are classified based on production processes such as bakery, oil refinery, and auto manufacturing. Service industries are barber shops, newspaper publishing, museums, and computer systems design.

Occupation

“Occupation” is the kind of work a person performed at his or her place of work. These jobs are described in many ways. Responses should mostly be job titles, such as baker, bank teller, civil engineer, teacher, and parking lot attendant.

Industrial Classification System

Summary Groupings and Major Sub-Groups

AGRICULTURE, FORESTRY, FISHING AND HUNTING **(0170-0290)**

MINING **(0370-0490)**

UTILITIES **(0570-0690)**

CONSTRUCTION **(0770)**

MANUFACTURING **(1070-3990)**

WHOLESALE TRADE **(4070-4590)**

RETAIL TRADE **(4670-5790)**

TRANSPORTATION AND WAREHOUSING **(6070-6390)**

INFORMATION **(6470-6780)**

FINANCE AND INSURANCE **(6870-6990)**

REAL ESTATE AND RENTAL AND LEASING **(7070-7190)**

PROFESSIONAL, SCIENTIFIC, AND TECHNICAL SERVICES **(7270-7490)**

MANAGEMENT OF COMPANIES AND ENTERPRISES **(7570)**

ADMINISTRATIVE AND SUPPORT & WASTE MANAGEMENT SERVICES **(7580-7790)**

EDUCATIONAL SERVICES **(7860-7890)**

HEALTH CARE AND SOCIAL ASSISTANCE **(7970-8470)**

ARTS, ENTERTAINMENT, AND RECREATION **(8560-8590)**

ACCOMMODATION AND FOOD SERVICES **(8660-8690)**

OTHER SERVICES (EXCEPT PUBLIC ADMINISTRATION) **(8770-9290)**

PUBLIC ADMINISTRATION AND ACTIVE DUTY MILITARY **(9370-9870)**

Occupational Classification System

Summary Groupings and Major Sub-Groups

MANAGEMENT **(0010-0430)**

BUSINESS AND FINANCIAL OPERATIONS **(0500-0950)**

COMPUTER AND MATHEMATICAL **(1000-1240)**

ARCHITECTURE AND ENGINEERING **(1300-1560)**

LIFE, PHYSICAL AND SOCIAL SERVICES **(1600-1965)**

COMMUNITY AND SOCIAL SERVICES **(2000-2060)**

LEGAL **(2100-2160)**

EDUCATION, TRAINING, AND LIBRARY **(2200-2550)**

ARTS, DESIGN, ENTERTAINMENT, SPORTS, AND MEDIA **(2600-2960)**

HEALTHCARE PRACTITIONERS AND TECHNICAL **(3000-3540)**

HEALTHCARE SUPPORT **(3600-3655)**

PROTECTIVE SERVICE **(3700-3950)**

FOOD PREPARATION AND SERVING RELATED **(4000-4160)**

BUILDING AND GROUNDS CLEANING AND MAINTENANCE **(4200-4250)**

PERSONAL CARE AND SERVICES **(4300-4650)**

SALES AND RELATED **(4700-4965)**

OFFICE AND ADMINISTRATIVE SUPPORT **(5000-5940)**

FARMING, FORESTRY, AND FISHING **(6005-6130)**

CONSTRUCTION AND EXTRACTION **(6200-6940)**

INSTALLATION, REPAIR, AND MAINTENANCE **(7000-7630)**

PRODUCTION **(7700-8965)**

TRANSPORTATION AND MATERIAL MOVING **(9000-9750)**

SECTION III – INTRODUCTION TO THE ALPHABETICAL INDEX

A. General Description

1. The Alphabetical Index of Industries and Occupations lists industry and occupation titles used most often in the economy. **The Index is the primary reference for code assignments.**
2. The Index is divided into two parts: **Industry** and **Occupation**. The industry portion of the index has three columns. The industry title, the 2010 Census industry code, and last column provides the 2007 NAICS code. The occupation portion of the index has four columns. The occupation title, the 2010 Census occupation code, industry restrictions to follow when deciding the occupation code and the last column provides the 2010 SOC code.

B. Alphabetization

The titles listed in the Alphabetical Index are arranged alphabetically following the “word system” used in telephone directories and encyclopedias. In the “word system,” the order of titles is based on the alphabetical order of one word at a time, without regard to the first letter of subsequent words. This is in contrast to the alphabetical letter system used in dictionaries where the first and second words, if any, are treated as one word. The following are selected titles from the Index with the same alphabetized titles using the letter system.

<u>Census Word System Used in Alpha Index</u>	<u>Letter System used in Dictionary</u>
Art dealer (ret.)	Art dealer (ret.)
Art exhibits	Artesian wells (const.)
Art institute	Art exhibits
Artesian wells (const.)	Artichokes, bottled (mfg.)
Artichokes, bottled (mfg.)	Art institute

C. Cross Indexing

1. Most titles listed in the Index contain two or more words. Multi-word titles can appear in various word orders, e.g., “canning vegetables” or “vegetable canning.” In most cases, the multi-word titles are listed in the Index in all possible orders. However, some multi-word titles are listed only once in the index. For example, the title “Frozen dinners, packaged (mfg.)” is not listed again as “Packaged frozen dinners (mfg).” Others are listed once as part of the “run” i.e., a succession of listings beginning with a common word. Below are examples from one of the industry runs:

Advertising, Aerial
Advertising, Agency
Advertising, Billboard
Advertising, Company
Advertising, Copy writers of

2. If a particular order of words in the index cannot be found, **try all combinations of the words or use words that have similar meanings** before deciding that the title is not listed.

D. Problem Cases

Some I/O responses require more detailed instructions than those included in this manual or the Alphabetical Index. These problem cases require additional research or referencing of other documents to determine the appropriate codes.

1. Misspelled Words

I/O responses will be misspelled. Try to determine the correct spelling the Index does not take into account variations of words due to spelling errors.

2. Reversed Entries

At times the I&O responses may be reversed. That is, an occupation response may be found in the industry question or an industry response in the occupation question. If this situation occurs, code as if the responses were in their correct location.

Always code industry first even if the industry response is entered in the occupation question. The same is true for occupation, code occupation even if the occupation response is entered in the industry question.

E. General Suggestions

1. Disregard connecting words like “the,” “of,” “for,” “in,” “on,” “with,” and “at.” For example, an occupation response of “Director, Public Safety” is coded the same as “Director of Public Safety.” Similarly, the industry response “Paper embossing” is coded the same as “Embossing on paper.”

2. Responses ending in “er”, “s,” or “ing”

Titles in the Index ending in “er” also cover responses which end in “s,” “es,” or “ing.” For example, use the Index entry “Plumbing” to code an industry response/entry of “Plumber.”

3. Singular/Plural

Singular and plural forms of words that appear on the screen are interchangeable. For example, assign the response “Hotels” to the same code as “Hotel.”

4. The word “Private”

When the word “private” occurs as part of an industry entry, check the industry listing under the word “private” in the Index. If the industry entry you are looking for is not included in this listing, disregard the word “private” and code the industry information given.

5. Company, Corporation, Business, Industry

In general ignore the words “company,” “Co.,” “corporation,” “industry,” and “business” when they appear as part of an industry entry. There is one exception: If the word “business” is used as a description of the industry and is necessary in the title. For example: “Business machines (mfg.)”

SECTION IV – THE INDUSTRY SECTION OF THE ALPHABETICAL INDEX

Industry titles in the index are arranged alphabetically with corresponding codes.

A. Prime words

For industry, there are eight titles designated as “prime words” because they are used frequently. These prime words form the longest industry runs. The following titles form the longest industry runs:

Auto	Rental	State
City	Repair	U.S. (United States)
Electric	Self employed	

Industry titles listed as runs are usually listed only once under the title, but there are exceptions. For example, the title “State Department” will not be found under “Department of State” only under “State, Department of”; however, “Auto Muffler” will be found under “Mufflers, Auto”.

“**United States,**” “**State,**” and “**City**” are industry runs that simplify the coding of government agencies.

B. Industry Titles

1. A typical (simple) industry title

Ind Code	
9070	Dry cleaning

Assign code 9070 to a response of “dry cleaning”.

C. Abbreviations Following Industry Titles

The following abbreviations are used in the Index with certain industry titles and are considered an essential part of the title:

Abbreviation	Major Industry	Definitive word
(Const.)	Construction (0770)	Building, excavating, home improvement, remodeling
(Ext.)	Extraction (0370-0490)	Mineral extracting, coal mine, oil well, rock quarry, mining
(Mfg.)	Manufacturing (1070-3990)	Factory, mill, plant, processing
(Ret.)	Retail (4670-5790)	Retailing, store, shop, selling
(Whsl.)	Wholesale (4070-4590)	Wholesaling, wholesale company, wholesale store, warehouse

(Note: Ret. is not retired)

Example 1:

	Ind Code
Auto \ n.s.. (mfg)	3570
Auto \ n.s. (ret)	4670
Auto \ n.s (whsl)	4070

(Note n.s. stands for "not specified").

In this example, an "Automobile factory" would be coded to 3570, "Auto dealership" would be coded to 4670 and "Wholesale Auto Auction" would be coded to 4070.

D. Residual Lines for Industry Titles

Usually residual lines precede specified industry titles. Typical residual lines are:

1. **Any not listed** without a major industry abbreviation (i.e., const, ext., etc.) following the title is to be used for either specified or not specified industries not shown in the list and there is no indication of manufacturing.

	Ind Code
Garage equipment (whsl)	4070
Garage farm equipment	8870
Garage parking	9090
Garage\any not listed	8770

In this example, assign code 8770 to industry response of “Auto service garage,” which does not fit any of the preceding types of garages listed.

2. **Any not listed (mfg.)** sometimes appears following the industry title. The code for this line is for either specified or unspecified manufacturing industries not shown.

	Ind Code
Benches \ any not listed (mfg)	3890
Benches, laboratory (mfg)	3960
Benches, stone (mfg)	2590

In the example, the code for “Benches \ any not listed (mfg.)” would apply to a response of “wood benches, (mfg.)” or “metal benches factory,” since these are not listed separately.

BUT--The industry response must indicate manufacturing to use the residual line, “Any not listed (mfg.)”

3. **Exc.** which cover all the cases “except” the preceding titles

	Ind Code
Desk pads, exc., paper (mfg)	3980
Desk pads, paper (mfg)	1890

Code companies that manufacture desk pads other than paper, such as “desk pads, leather (mfg)” from the “exc.” Index line; assign code “3980” for the industry. Also, when the industry response is not specific enough, use the exc. residual line.

4. **N.S.** stands for a “not specified” industry. Also you may have a response with a specific information, but that cannot be found in the Index. Use n.s. codes when the industry is not listed.

	Ind Code
Aviation\ N.S.	6070
Aviation Club	8590
Aviation School	7880

When the industry entry is not specified, use the residual “n.s.” line. For example:

Industry – Able’s Aviation

In this example, the kind of aviation activity is not specified, assign code 6070.

5. **Without** follows the title in the Index with an activity description.

	Ind Code
Home care with medical care	8170
Home care without medical care	8370

	Ind Code
Institution, with medical or nursing care	8270
Institution, without medical or nursing care	8290

In the examples above, if unknown whether with medical care or without medical care, use “without medical care” as the not specified residual line.

6. **Any not listed, electric, exc. Retail or mfg.** This is to be used when a non-retailing and non-manufacturing, electric industry is not described in the following list or when the industry does not specify manufacturing.

	Ind Code
Any not listed, electric, exc. retail or mfg.	8790
Any not listed, exc. electric, retail or mfg.	8870

Similarly, use the residual line “Any not listed, exc. electric, retail or mfg.” for non-electric, non-retailing or non-manufacturing industries as well as not specified industries.

E. Self-Employed with Occupation

Self-employed, with occ. Individuals in business for themselves may respond with “self-employed”, “own business”, “own practice” without any description of the type of business. For many of these cases, the industry is determined from the occupation. In the self-employed listing the industry and occupation code are provided. The first code is the industry code and the second is the occupation code. If the self-employed occupation is not listed in this section, code the industry and occupation separately in the Alphabetical Index.

Example, the first three Index lines in this section are:

	Ind.	Occ.
Self-employed, with occ. Abstracter	7270	2160
Self-employed, with occ. Accountant	7280	0800
Self-employed, with occ. Actuary	7390	1200

If the industry entry is “Self-employed” and the occupation is “Abstracter,” code “7270” for industry and “2150” for occupation. Self-employed response may be found in the industry or occupation item.

“Self-employed” and “owner” are not always the same. If the respondent worked at the trade, code to the specified trade. If Self-employed and trade cannot be determined, code as owner.

Example 1: IND Self-employed mechanic

In this example the respondent worked at the trade, look up self employed with occ. mechanic n.s. and code to “Repair auto – 8770” for industry and “Mechanic auto, exc. body – 7200” for occupation.

Example 2: IND Owns Business
OCC Bagel Shop

In this example the trade cannot be determined, assign the industry code “8680 – Bagel Shop” and code “0310 – Owner” for occupation.

F. Class of Worker Restrictions

There are a few industry titles in the Index that have a “class of worker restriction.” Some of these titles are commonly found under the government (City, State, U.S.) runs.

Abbreviation	Definition
INDUSTRY INDEX	
PR PFT	worked for a <u>private company</u> , business or individual for wages, salary, or commission
PR NON	worked for a <u>private not-for-profit</u> , tax exempt, or charitable organization
GOV	worked for the <u>government</u> subcategories sometimes seen are: LGOV = local (city, county, etc.) SGOV = state FGOV = federal (U.S.)
OCCUPATION INDEX	
OWN	worked on <u>own</u> business, professional practice, or farm OBI = Own business incorporated OBNI = Own business not incorporated
WP	worked <u>without pay</u> in a family business or farm

Although the class of worker entry helps to determine the proper industry code, many times that information is not collected. Therefore, if the Index shows PR and GOV restriction, considering both I&O responses.

	Ind Code
City Urban Renewal Planning GOV	9490
City Urban Renewal Planning PR	7290

Choose **GOV** if the person indicates they worked for the Government.
Choose **PR for all other responses**, since most workers are in private industry.

For Index listing of OBNI and OBI, **use the OBNI** entry when there is no indication the business was incorporated or unincorporated.

G. Instruction Lines

There are several titles and lines in the industry section of the Index that do not have codes, but give instructions to look elsewhere in the Index for a specific code. These are instruction lines.

Always follow the instruction line.

Filling Station—See “Service Station”

If the industry entry is “Filling station,” the correct procedure would be to look for “Service station” and code the industry “509.” Another example is:

Municipal—See “City”

Municipal is local self-government; therefore, look under the “City” run for the type of government specified in the Industry question.

SECTION V – INSTRUCTIONS FOR CODING INDUSTRY ENTRIES

A. Basic Concepts

Remember, code industry first before coding occupation.

There are five (5) types of Industry entries. Refer to the following chart and the industry flow chart on page 37 for instructions on how to code each of the five types of entries.

	Industry Entry	Coding Instructions
Type 1	Blank “unknown” or “don’t know” “refused” “classified: “NA” (see note below)	Industry title listed in or can be determined from occupation question – code industry title. Industry Title not listed anywhere – code “9990” for industry
Type 2	Military-type entries such as “AF,” “Armed Forces,” or the name of a branch of the U.S. Armed Forces (Navy, Army, etc.), Department of Defense, National Guard, Reserves	Refer to Military chart in Instruction Manual.
Type 3	“Non-paid” or “non-worker” entries in industry and occupation such as: “own home,” “own housework,” “volunteer,” “student,” “retired,” never worked,” “none,” etc. (See note below)	Refer to Non-paid worker chart in Instruction Manual.
Type 4	Single industry entry	Code using the Index.
Type 5	More than one industry entry	Use directions from Instruction Manual to help choose one industry. Determine the correct code by considering industry and occupation entries together.

Note: Before assigning the “9990” code to an industry entry which is blank, check for additional information related to the age or other indication that the response would be “non-paid” (homemakers, volunteers, students) or “non-worker” (child, disabled, patient).

Type 2: Armed Forces

Use the following chart to code an “Armed Forces” response. Look for response in both industry and occupation.

Industry response	Occupation response	Coding Action
1. Armed Forces, AF, Military, Federal Government, Defense	Blank, unknown, soldier, <i>veteran</i>	IND 9790 OCC 9830
Armed Forces, AF, Military, Federal Government, Defense	Non-commissioned officer (NCO) and other enlisted personnel, such as sergeant or private	IND 9790 OCC 9850
Armed Forces, AF, Military, Federal Government, Defense	Commissioned officers and warrant officer, such as captain or major	IND 9790 OCC 9840
2. Specific Branch of Military is given NOTE: If a specific branch of the military is not given, follow the guidelines in #1 above. *National Guard Active Duty	Blank, unknown, soldier	<u>IND</u> <u>OCC</u>
		Air Force 9680 9830
		Army 9670 9830
		Coast Guard 9780 9830
		Marines 9770 9830
		Navy 9690 9830
National Guard* 9870 9830		
	Non-commissioned officer (NCO) and other enlisted personnel, such as sergeant or private	<u>IND</u> <u>OCC</u>
		Air Force 9680 9850
		Army 9670 9850
		Coast Guard 9780 9850
		Marines 9770 9850
		Navy 9690 9850
National Guard* 9870 9850		
	Commissioned officers (CO) and warrant officer, such as captain or major	<u>IND</u> <u>OCC</u>
		Air Force 9680 9840
		Army 9670 9840
		Coast Guard 9780 9840
		Marines 9770 9840
		Navy 9690 9840
National Guard* 9870 9840		
	Unique military occupations with rank not specified such as gunner or tank driver. are occupations unique to the military, you would not code using the Alphabetical Index	<u>IND</u> <u>OCC</u>
		Air Force 9680 9830
		Army 9670 9830
		Coast Guard 9780 9830
		Marines 9770 9830
		Navy 9690 9830
National Guard* 9870 9830		

Industry response	Occupation response	Coding Action
3. U.S. Reserves (within specific branches of the military)	Active Duty and rank given Active Duty rank unknown	IND 9870 Code occupation same as #2 (Non-commissioned officer, commissioned officer, unique military occupation). IND 9870 OCC 9830
4. Department of Defense, specific military base name (Example: DOD or Ft. Campbell Army Base)	Because the Department of Defense employs many civilian workers, occupations that could be either civilian or military, such as secretary, mechanic, accountant	IND 9590 OCC Code occupation response from the Alphabetical Index.
5. Establishments on military bases, such as school, hospital, restaurant	Example: School teacher, waitress, medical records clerk	Code industry and occupation response from the Alphabetical Index
6. Disabled Veteran	Veteran or Blank	IND 9790 OCC 9100

Note: If it cannot be determined the response is for active duty military personnel, code industry to the **Department of Defense 9590** and the occupation from the **Alphabetical Index**.

C. Type 3: Non-Paid Workers and Non-Workers

Use the following situation/action chart to code responses of homemakers, volunteer, students, retired, never worked. These responses indicate the person did not have a job for pay or too young to be in the workforce. If any information is also given that indicates a job for pay, then code using the Alphabetical Index and do not use non-paid worker codes. **Responses can be in either industry or occupation**

	Type	Industry response	Occupation response	Coding Action	Notes
1.	Homemakers	Own family, own home, homemaker, with no indication of farm	Homemaker, housewife, Mother, taking care of family	IND 9890 OCC 9010	Look in both industry and occupation for these kinds of entries. Do not confuse this kind of work with housework for pay for other individuals.
2.	Homemakers	Farm	Housewife, mother, homemaker, taking care of family, farm wife	IND 0170 OCC 9010	n/a
3.	Homemakers	Ranch	Housewife, mother, homemaker, taking care of family, ranch wife	IND 0180 OCC 9010	n/a
4.	Volunteers	Church, Red Cross, school, or other organization with volunteers	Volunteer	IND 9890 OCC 9020 Do not code the industry from the Alphabetical Index	(1) for VISTA volunteers or Peace Corp see Special Cases (2) the Majority of volunteer fireman are paid workers. Follow index for fireman.
5.	Students	Any kind of school response (including college and university)	Student or typical student's activities, with no other occupation entry	IND 9890 OCC 9070	Student response with information that indicates employment code from the Alphabetical Index

Non-Paid Workers and Non-Workers (continued)

	Type	Industry response	Occupation response	Coding action	Notes
6.	Retired	Retired	Retired	IND 9880 OCC 9060	n/a
7.	Retired	Retired with no other industry response	Retired with other occupation response Example: Retired Accountant	IND 9880 Code occupation from Alphabetical Index	n/a
8.	Retired	Retired with industry response Example: Retired Auto Factory	Retired with no other occupation entry	IND Code industry from Alphabetical Index OCC 9060	n/a
9.	Did not work	Never worked, none, child, infant, inmate, prisoner, N/A, patient, disabled, unable to work	Never worked, none, child, infant, inmate, prisoner, N/A, patient, disabled, unable to work	IND 9890 OCC 9100	n/a

- 1) Non-Paid worker codes do not have a NAICS or SOC equivalent.
- 2) If industry and occupation items are blank, reference age. If 14 years and under, code as child using 9890 for industry and 9100 for occupation.
- 3) If unemployed is reported for industry and occupation use 9990 for industry and 9900 for occupation.

D. Type 4: Single Entry

First, look at the list of Special Cases starting on the next page. If the industry entry is one of the “Special Cases,” code according to the instructions. If the entry is not listed, use the Alphabetical Index. Most of the time industry can be coded from the industry entry alone. Other times industry and occupation entries will have to be combined in order to determine the industry code. The examples described below may help decide which combination of words to look up in the Alphabetical Index. If the industry is not one of the “Special Cases“ use the Alphabetical Index and follow the two steps listed below.

If the industry entry or company name does not help by itself, use both industry and occupation together:

Example 1:

Example 2:

<u>Industry</u> Retail Store	<u>Industry</u> Cannery
<u>Occupation</u> Manager of Hardware Store	<u>Occupation</u> Apple trimmer
Look up “hardware store” (ret.) Code “4880.”	Use occupation with industry because “cannery” alone is not sufficient to determine an industry Look up “Cannery, fruit or vegetable” Code “1090.”

E. Special Cases – Industry

1. Babysitting
2. Bakeries
3. Banks, Credit Unions and Savings and Loan Association
4. Construction, Craft & Repair Workers Working in Private Homes
5. Correctional Center (Prison)
6. Dairies (does not include dairy farms)
7. Department Stores – Discount Stores – Variety Stores, Mail Order Chains
8. Entertainers in Hotels, Restaurants, etc.
9. Farms
10. Federal Agencies
11. Government Titles
12. Industry Combinations
13. Job Corps
14. Labor Union
15. Military or Base Exchange
16. Peace Corps
17. Research and Development Centers
18. ROTC (Reserve Officers' Training Corp)
19. State Board of Education
20. Store, Own Store
21. Stores operated by Schools
22. VISTA
23. Manufacturing or Selling Multiple Products

1. **Babysitting**

Babysitting can be found in many industries. Those that work for schools, churches, and any business or government organization that may provide babysitting services should be coded to the industry reported. It may be more difficult to distinguish between babysitters who take children into their own home, and those who sit in the home of other. **If person’s “own home” is reported, code to “8470.” If work for others (in their home) is reported, assign code “9290.” If place of work is not reported, code to “9290” if the age stated on the certificate is 24 or less. Code the person to “8470” if age 25 or over.**

2. **Bakeries**

The major industry grouping (that is, manufacturing, wholesale trade, or retail trade) for bakeries is often not reported or reported in error. When there is an industry entry of “bakery” and the major industry grouping is not reported, use the following list:

For an industry of bakery, with an occupation of:

Occupation	Use these industry codes	Use these occupation codes
Baker	1270	7800
Baker’s helper	1270	8950
Bookkeeper	1270	5120
Cashier	1190	4720
Deliverer (with indication of retail business)	1190	9130
Dough machine operator	1270	7840
Driver salesperson	1270	9130
Janitor	1270	4220
Manager or proprietor	1190	4700
Route salesperson – “See driver sales person”		
Salesperson	1190	9130
Waiter	1190	4110
All other occupations (Retail industry indicated)	1190	Code using Index
All other occupations (exc. Retail or Wholesale)	1270	

3. **Banks, Credit Unions and Savings and Loan Associations**

Responses for money institutions such as Savings and Loan Associations, Banks and Credit Unions are often similar. In these cases, code industry using the following examples:

Industry Response	Code
National Bank	6870
Federal savings and loan	6880
Federal credit union	6880
Federal bank or Federal savings bank (FSB)	6880
Finance Company	6890
Federal home loan bank (FHLB)	6890
Federal Reserve bank	6870
Savings and loan (federal or national, n.s.)	6880
Building and loan (federal or national, n.s.)	6880
Credit union	6880
Bank, any not listed	6870

4. **Construction, Craft and Repair Workers Working in Private Homes**

For certain construction, craft and repair workers (such as carpenters or plumbers) who work in private homes every day the industry code “9290 Private Home” would be wrong since they were not actually in the “Private household” industry. The proper industry code in these cases depends on the service that was rendered, rather than for whom the work is being done. Treat these cases as “self-employed” persons and look up the industry and occupation codes in the “self-employed with occ” section of the Index.

For example, code an entry of **Private home carpenter as 0770 for industry and 6230 for occupation (self-employed carpenter).**

5. **Correctional Center (Prison)**

If the industry response is “prison” and the occupation entry is “inmate” with a specified job title (such as furniture sander), code **9470, Prison** and code occupation as stated, rather than the special category for did not work.

Note: If the industry entry is “Prison n.s.” or “Correctional center n.s.” use the Government run to determine the code for prison rather than “Prison PR.”

6. **Dairies** (does not include dairy farms)

The primary activity (that is, manufacturing, wholesale trade, or retail trade) for dairies is often not reported or reported in error. When there is an industry entry of “Dairy” and the major industry grouping is not reported, use the following chart.

For an industry entry of dairy, with an occupation entry of:

Occupation	Use these industry codes	Use these occupation codes
Bookkeeper	1170	5120
Bottling machine operator	1170	8800
Cashier	4980	4720
Deliverer	1170	9130
Driver salesperson	1170	9130
Manager or proprietor	4980	4700
Milkman	1170	9130
Route salesperson	1170	9130
Sales	4980	4760
Truck driver	1170	9130
Waiter	8680 ^{1/}	4110
All other occupations (Retail industry indicated)	4980	Code using index
All other occupations (Wholesale industry indicated)	4470	Code using index
All other occupations (exc. Retail and Wholesale)	1170	Code using index

^{1/} Indicates Dairy Bar

7. **Department stores and Membership warehouse clubs –**

For an industry response of a specific department store (i.e., Wal-Mart, Target), mail order, or discount store **code industry to 5380**.

For an industry response of Dollar Stores, General Stores and membership warehouse clubs **code industry to 5390**.

Department Stores with leased departments

If the industry is reported as a “department store” and there is an indication that the person worked in any of the departments listed below, code the following departments to the industry code of the activity

<u>Department</u>	<u>IND Code</u>	<u>Department</u>	<u>IND Code</u>
Beauty Shop	8980	Real Estate	7070
Optical Dept.	5080	Financial Service	6970
Optician’s Office	5080	Insurance	6990
Photographic Studio	7490	Auto Services	8770
Bank	5070	Cellular Phones	4790
Restaurant/fast food	8680	Cosmetics	5080

All other departments should be coded to “5380 – Department store.”

8. **Entertainers in Hotels, Restaurants, Casinos**

If the industry reported is hotel, motel, restaurant, bar, or lounge and the occupation is entertainer or musician, **code the industry 8560 for “Entertainment services”**.

9. **Farms**

Most farms are coded to one of two industry categories.

- 1) **Agricultural production, crops** code **0170**. Crops include field crops such as corn, wheat, rice, and other field grains, vegetables, melons, fruits, flowers, shrubbery, and sod.
- 2) **Agricultural production, livestock** code **0180**. Livestock includes dairy and beef cattle, hogs, chicken, turkey and other poultry (including eggs), horses, mules, donkeys, sheep, goats, rabbits, mink and other fur bearing animals, bees and fish farms.
- 3) If it is reported that the farm **raised both livestock and crops, code 0180** for livestock.

If the entry is not clearly crop or livestock, look up the entry in the Index.

10. **Federal Agencies**

Most of the Federal Government agencies are listed in the industry section of the Index under “U. S.” for “United States.” These listings cover agencies which are clearly Federal even though the certificate may not include the words “Federal,” “National,” or “United States” (for example, “Post Office” or “Customs”). If the agency cannot be determined as “Federal,” do not use the “U. S.” list, but look elsewhere in the Index.

11. **Government Titles**

The agencies which are clearly government (even though the entry may not include the words “City,” “Federal,” “State,” or “United States”) are listed in the industry section of the Index under one of the government runs (City, State, or United States). For example: the Post Office is listed “United States – Post Office...6370.”

If level of government cannot be determined, look under the “City” run first. If the agency is listed there, use the code; if not, go to the “State” run, then the “United States” run. For agencies listed under more than one run, the lower level of government has priority. For example: the Welfare Dept. is listed under the City and State runs; use the “City” code if there is no clear indication about the level of government.

For an agency that is n.s., without a clear industry description use the occupation to help code the industry

<i>Example 1:</i>	IND	City Government
	OCC	Tax assessor

In this example, the type of agency is not specified in the industry response. The occupation gives a clue and the example can be coded “City-Tax Assessor’s Office, code **9380**.”

<i>Example 2:</i>	IND	State
	OCC	Policeman

Code to “State Police Department” code **9470**.

<i>Example 3:</i>	IND	State Government
	OCC	Security guard

This example shows a government agency that is n.s. but the occupation does not provide a clue as to the type of agency. Therefore, you would code this example **9370**.

12. Industry Combinations

Certain industries that occur frequently with other industries have been combined into one code and are found in the index.

Industry Response	Coding Action
Bar and liquor store (ret.)	8690
Garage and filling station (ret.)	8770
Grocery and service station, grocery sales occupations (ret.)*	4970
Grocery and service station, other occupations (ret.)	5090
Hardware and lumber (ret.)	4870
Hardware and paint store (ret.)	4880
Insurance and real estate	7070
Insurance and Mortgage and Title company	6990
Insurance, loans, and real estate	7070
Insurance, real estate, and law office	7070
Law firm and real estate	7070
Light and water utilities combined	0590
Light, water, and gas utilities combined	0590
Liquor store, bar, and restaurant (ret.)	8680
Loan co. and pawn shop (ret.)	6890
Loans and real estate	7070
Loans, real estate, insurance, and law office	7070
Lumber camp and sawmill (mfg.)	0270
Lunchroom and delicatessen (ret.)	8680
Lunchroom and service station (ret.)	5090
Mortgage and title company, and insurance	6990
Motel and restaurant, restaurant type occupations (ret.) *	8680
Motel and restaurant, other occupations	8660

Industry Combinations (continued)

Industry Response	Coding Action
Pool Room and Beer Parlor PR	8690
Real estate and insurance agency	7070
Real estate and law firm	7070
Real estate and loan agency	7070
Real estate, insurance, loans, and law office	7070
Restaurant and food store, grocery sales occupations (ret.)	4970
Restaurant and food store, restaurant type occupations (ret.)	8680
Restaurant and food store, service station sales occupations (ret.)*	5090
Restaurant and service station, restaurant type occupations (ret.)	8680
Restaurant and service station, other occupations (ret.)	5090
Restaurant, hotel	8660
Service station and carwash	5090
Service station and garage	8770
Service station and general store, general store sales occupations (ret.)	5390
Service station and grocery store, grocery store type occupations (ret.)	4970
Service station and grocery store, other occupations (ret.)*	5090
Service station and lunchroom	5090
Service station and tourist cabins, motel occupations*	8660
Service station and tourist cabins, other occupations	5090

*NOTE: Sometimes, you will need occupation to code industry.

In such cases, look at the occupation response before determining the industry code

13. **Job Corps**

Job Corps participants are persons who are trainees in work-related, academic, vocational, or job-counseling programs at Job Corps Centers. These trainees are not in the labor force, **code the industry “9890” and occupation “9050.”**

Code Job Corps personnel, such as, the instructors and other working personnel, code o industry 8390.

14. **Labor Union**

Union is not an industry when the occupation indicates they worked at a trade. Use chart below for industry codes.

Industry response	Occupation response	Code
Union Hiring Hall or Specific Union is given	Carpenters, Sheet metal workers, Plumbers, Iron Workers	0770 Construction Trade Industry
	Longshoreman, Stevedore	6090 Water Transportation Industry
	Auto Mechanics	8770
	Motion Picture Actors	6570
	Aircraft mechanics	6290
	Truck Drivers	6170

15. **Military or Base Exchange**

For an industry response of military or base exchange (sometimes reported as post exchange, PX or BX), military commissary or a non-commissioned or commissioned officers club, **code the industry “5390”** and the occupation as reported. If a military rank is the only occupation reported, code the branch of service for industry and code the specified rank for occupation using the Armed Forces chart.

16. **Peace Corps**

Volunteers in the Peace Corps are considered employed by the United States Government even if they work in other countries. **Code industry “9590 – National Security and International Affairs.”**

17. Research and Development Centers

Research and development centers are classified as commercial or noncommercial which are defined by activity (7460). For research labs, use the following list

Aerospace Corp.	7460	Los Alamos Scientific Lab	7460
Ames Laboratory	7460	MITRE Corp. (CQ Div. only)	7460
Argonne Nat'l. Lab.	7460	Mound Laboratory	2970
Battelle Mem. Institute	7460	Nat'l Ctr for Atmospheric Research	7460
Bettis Atomic Power Lab.	7460	National Radio Astronomy Observ	7460
Brookhaven Nat'l. Lab.	7460	Oak Ridge Assn. Universities Dept	7460
Center for Naval Analyses	7460	Pacific NW Laboratory	7460
E G & G Rock Flats – mfg.	2970	Plasma Physics Laboratory	7460
E. O. Lawrence Berkeley Lab.	7460	Project Air Force	7460
E.O. Lawrence Livermore Lab.	7460	Rocky Flats Plant – mfg.	2970
Fermi Lab.	7460	Sacramento Peak Observatory	7460
Frederick Cancer Res. Lab.	7460	Sandia Laboratory	7460
Hanford Engr. Dev. Lab.	7460	Savannah River Laboratory	2290
Idaho Nat'l Engr. Lab.	7460	Solar Energy Res. Inst.	7460
Inst. For Defense Analyses	7460	Space Radiation Effects Lab.	7460
Jet Propulsion Lab. (JPL)	7460	Stanford Linear Accelerator CTR	7460
Kitt Peak Nat'l Observatory	7460	Westinghouse Savannah River Plant – mfg.	2290
Knolis Atomic Power Lab.	7460	(1) Education Service	7890
Lawrence Berkeley Lab	7460	(2) Medical Labs/Outpatient Fac	8180
Lawrence Livermore Lab	7460	(3) Museums/Art Galleries	8570
Lincoln Laboratory	7460	(4)Other activities, use standard coding procedures	
Liquid Metal Engr. Ctr.	3590		

18. **ROTC** (Reserve Officers' Training Corps)

Cadets and Students ROTC candidates are high school or college students who are enrolled in a military training program preparatory to active military officers duty. Code ROTC **students 9890** for industry and **9050** for occupation.

Instructors in ROTC are usually military personnel and should be coded using the specific branch of armed forces (see the situation chart for armed forces). If no rank or military status is given, code the industry as "High school or college" and code occupation as "Secondary or college teacher."

19. **State Board of Education**

For industry response of "State Board of Education," "State Department of Education," or "State School Board" **code industry to 7860**, public schools.

20. **Store, Own Store**

For an industry response of "store" or "own store," code "**5790 – Not specified retail store,**" unless there is some indication of the merchandise being sold. For example, an occupation entry of "grocery salesperson" and an industry entry of "store" assume that the "store" is a "grocery store" and code the industry accordingly.

21. **Stores Operated by Schools**

Code stores operated by secondary schools or colleges to the retail trade by type of merchandise sold; e.g., Book stores, 5370 or Candy stores, 4980.

22. **VISTA** - Volunteers in Service to America

VISTA volunteers are classified as employed, **code industry 9480, Administration of Human Resources.**

17. **Manufacturing or Selling Multiple Products**

Multiple products may be made or sold by a company and the products go to different industry categories, assign the code for the first product that is more closely related to the occupation. If the occupation is appropriate for either product, code the first product listed.

<i>Example 1:</i>	IND	Makes nickel and iron pipes
	OCC	Iron Melter

Manufacturing nickel pipes code to 2690. Manufacturing iron pipes code to 2670. Nickel and iron pipes code to separate codes, but the occupation “Iron Melter” is more closely related to iron than nickel. Therefore, industry to code iron pipes **2670**.

F. General Non-Specified Codes (n.s.)

If only the industry information provided is the major group, (const, mfg, ret, whsle), and there is no employer name, and you cannot determine from the occupation question the type of product made or sold you may assign the following industry.

Not Specified (NS)	Code
Construction	0770
Food Industry	1290
Metal Industry	2990
Machinery	3290
Manufacturing Industries	3990
Mining	0480
Utilities	0690
Wholesale trade	4590
Retail trade	5790

G. When a Product is Listed

Often the major industry group is not reported (such as manufacturing, wholesale trade, retail trade). For these entries, use the occupation entry to determine the correct industry code – **refer to the chart on the next page.**

If a product has an indication of sales are reported in the response, but you cannot determine whether the industry is wholes or retail, use the retail trade code for the product

<i>Example 1:</i>	IND	Office supplies
	OCC	Salesperson

Since the salesperson could have been employed by a wholesale office supply outlet or a retail office supply store, use the retail code **5480**.

<i>Example 2:</i>	IND	Retail Store
	OCC	Manager

In this example a product is not reported by the major industry “retail” is provided. Therefore, code the industry 5790.

If no major group or product is reported in industry, look at the occupation.

NOTE: For occupations such as Accountant; Auditor; Electrician, Mechanic, Plumber, etc., code to the service rendered.

When a Product Is Listed In Industry

Situation: Industry	Situation: Occupation	Action
Commercial or Industrial products, such as: <ul style="list-style-type: none"> • Copper rods • Printers' ink • Turbo-generators • Vaults • Barbershop equipment 	Selling or distribution , such as: <ul style="list-style-type: none"> • cashier • delivery person • stock handler • warehouse worker • Mfg., representative 	Code using the wholesale industry line in the Index
Commercial or Industrial products, such as: <ul style="list-style-type: none"> • Copper rods • Printers' ink • Turbo-generators • Vaults • Barbershop equipment 	Production , such as: <ul style="list-style-type: none"> • assembler • machine operator • machinist Production machinery, such as: <ul style="list-style-type: none"> • Metal working machinery • Grain cleaning machinery • Farm machinery • Gas turbine generators • Textile machinery 	Code using the manufacturing line in the Index
Commercial or Industrial products, such as: <ul style="list-style-type: none"> • Copper rods • Printers' ink • Turbo-generators • Vaults • Barbershop equipment 	Repairer or serviceman exc. production machinery such as: <ul style="list-style-type: none"> • general auto • furnace cleaning and repair • surveying instruments 	Code industry to a more general business listing, look in "repair" run or for a title in combination with "service" in the Index
Consumer products, such as: <ul style="list-style-type: none"> • furniture • groceries • shoes • toys • watches 	Selling , such as: <ul style="list-style-type: none"> • Cashier • Delivery person • Stock handler 	Code to retail industry line in the Index
Consumer products, such as: <ul style="list-style-type: none"> • furniture • groceries • shoes • toys • watches 	Production , such as: <ul style="list-style-type: none"> • assembler • machine operator • machinist • any repairer or servicer of production machinery 	Code using manufacturing line in the Index
Consumer products, such as: <ul style="list-style-type: none"> • furniture • groceries • shoes • toys • watches 	Repairer or serviceman <u>exc.</u> production machinery such as: <ul style="list-style-type: none"> • lawn mower and garden equipment • household appliances • office machines 	Code industry to business and repair service

H. Type 5: Multiple Industry Entries

To determine the industry code when two or more industries are reported, the general rule is to reduce the two industries to one that you can code. A respondent may report two industries because he/she had two different jobs, or he/she had one job but the company has more than one activity.

The following are five rules in order to determine the industry code when two industries are given.

1. If two industries are reported and only one occupation is reported, code the industry that seems most appropriate for the occupation entry.

<i>Example 1:</i>	IND	Food service, Security service
	OCC	Security Guard

In this example, the appropriate industry code is 7680, Security guard service,” because it matches the occupation “Security guard.”

2. If an entry indicates both manufacturing and wholesale trade, proceed as follows:

<i>Example 1:</i>	IND	Makes and sells leather gloves
	OCC	Sales representative

If the occupation is a sales occupation, code wholesale trade.

In this example, the appropriate industry code is 4580, leather goods (whsl), because it matches the occupation “Sales representative.” If the occupation is not a sales occupation, code manufacturing.

<i>Example 2:</i>	IND	Make and sells leather gloves
	OCC	Fork lift truck operator

If the occupation is a production type trade, code to manufacturing.

In this example, the appropriate industry code is 1680, for mfg leather gloves, because “Fork lift truck operator” is not a sales occupation.

3. If an entry indicates both retail and wholesale trade, code retail.

<i>Example 1:</i>	IND	ABC Auto parts
	OCC	Salesperson

In this example, the appropriate industry code is 4690, Auto parts (ret.).” Since both retail and wholesale trade is indicated, select retail.

4. If there are two industries reported and only one occupation entry and both industries seem equally appropriate to the occupation (and instruction 2 or 3 does not apply), code the first industry description reported.

<i>Example 1:</i>	IND	Bookkeeping service, real estate office
	OCC	Receptionist

In this example, both industries are appropriate for the one occupation given; therefore, code the first industry reported.

5. If there are two industries and two occupations entries reported, code the first industry described.

<i>Example 1:</i>	IND	Al's Service Station and soft water service
	OCC	Delivery man and mechanic

The correct industry to code would be Al's Service Station because it was listed first.

SECTION VI – THE OCCUPATION SECTION OF THE ALPHABETICAL INDEX

To determine the correct occupation code for a particular entry, look at the combination of the occupation entry with the classification of the industry. Occupational titles with these relationships are listed in several ways.

A. Key Words

There are **13** words used in the Index designated as “key words.” These key words form the primary occupation runs. Occupation titles containing these key words are listed only once in the Index. For example, the occupation title of “Auto salesman” will not be found under “auto.” Look for “Sales” first, and then look for “Auto” among the kinds of sales listed.

Apprentice	Helper	Repairer	Technician
Assembler	Inspector	Sales	
Assistant	Manager	Supervisor	
Engineer	Mechanic	Teacher	

For other multi-word occupation titles, if a particular order of words cannot be found in the Index, it may be listed in another way. Thus, it is necessary to try all possible orders of words before deciding that the title is not listed.

B. Types of Occupational Titles

1. Occupation Titles With No Industry Restrictions

A few occupation titles in the Index can occur in any type of industry and, therefore, are not restricted to a particular industry. These titles do not have an industry restriction.

	Occ Code
Bookkeeper	5120

Assign code 5120, Bookkeeper, because bookkeepers can work in any industry.

2. Occupation Titles with Activities or Other Descriptions

a. Occupation titles in the Index will be followed by a specific activity

	Occ Code
Painter, animated cartoons	2600
Painter, house or other bldgs.	6420

Each activity following the title “Painter” describes a particular type of painter. The Specific activity will help determine the correct occupation code to use. For example, only use code 2600 for an animated cartoon painter.

b. Occupation titles that are followed by an education level

	Occ Code
Accounting work, (exc. accountant), less than associate degree	5120
Accounting work, associate degree or higher	0800

Persons who report the activity “Accounting work,” but do not report whether they are an accountant or bookkeeper, are classified according to their education level. Use the residual line **Accounting work, (exc. Accountant), less than associate degree, 5120** for all entries of “Accounting work” where no education information is available.

3. Occupation Titles with Industry Restrictions and/or Class of Worker Relationships

The following is a list of the types of occupation titles with industry restrictions found in the Index. In all cases the occupation titles are followed by the Census code, next column, industry and/or class of worker restriction and last column the SOC.

a. Titles with one industry code restriction, listed one time

	Occ code	Ind Restriction	SOC code
General contractor	0220	0770	11-9021

Assign code occupation code 0220 to a response of General contractor when the industry is “0770,” “blank,” “unknown,” “refused” or if the only response for industry is “retired.”

b. Titles with one industry code restriction, listed more than once

	Occ Code	Ind Restriction
Color tester	1920	2270
Color tester	8740	2690

This means the occupation code 1920 can be assigned to the entry “Color tester” only when the industry has been assigned the code 2270.

Similarly, occupation code 8740 can be used only when industry is coded 2690. Either of these lines can be used for a specified or not specified “Color tester” with the appropriate industry code.

c. Titles with a range of industry restriction codes

	Occ Code	Ind Restriction
Shingle Cutter	8530	3770-3890

Assign an occupation code 8530 only if the industry code falls within the range of 3770-3890. If the industry code does not fall within this range of codes then, 8530 **should not** be used for occupation.

d. Titles with multiple industry restriction codes

	Occ Code	Ind Restriction
Fence Rider	6050	0170, 0180, 0290

As with the industry range, assign the occupation code 6050 only if the industry restriction are the same.

e. Title with specific industry description entry

	Occ Code	Ind Restriction
Payroll examiner	0560	Dept. of Labor 9570

Code the occupation entry 0560 to an entry of “Payroll examiner” only if the industry entry is “Department of Labor” which is coded to 9570.

f. Titles with class of worker description

	Occ Code	Ind Restriction
Log buyer	0530	PR

(1) As pointed out in the industry section (See page 15 for abbreviations), you may not have the Class of worker information. However, if a determination can be made from the response whether the person worked for government, private industry, then use the appropriate line in the Index. In the example above, the line shown could be used as long as there was a clear indication that the person had worked for a private company or business.

(2) Another class of worker entry described previously mentioned, "OWN" (OBI or OBNI). Use this kind of line in the Index if the response indicates they worked in his/her own business or farm:

	Occ Code	Ind Restriction
Farmer, n.s.	6050	GOV or PR 0180, 0290
Farmer, n.s.	0205	OBNI 0170, 0180, 0290

In the above example, use the OBNI line if there is no indication that the farm was incorporated.

g. Titles with a class of worker and industry code(s)

	Occ Code	Ind Restriction
Digger	6050	GOV or PR 0170, 0290

This line is for workers of private companies or government (Federal, State, or Local). The person cannot be self-employed or an unpaid family worker. In addition, the industry code must be "0170" or "0290".

4. Occupation Titles with Residual Relationship

a. Titles with industry residual restrictions

	Occ Code	Ind Restriction
Mail carrier	9130	OWN 6170
Mail carrier	5550	6370
Mail carrier	5510	\Any not Listed

This title completes a listing of similar occupation titles and is used when none of the preceding industry restrictions apply, or where industry is blank. If the industry code is not “OWN 6170, or “6370” assign occupation code “5510”, Any not Listed. Other instructions similar to this are “mfg., not listed above,” “exc,” and “mfg.”

If industry cannot be determined, code industry “**9990**” and use the residual line to code occupation.

b. Titles with “n.s.” and industry restrictions:

Some occupation lines in the Index end with the letters “n.s., “exc.,” or “n.e.c.” The letter “n.s.” stand for “not specified,” “exc.” Stands for “except,” and “n.e.c.” stand for “not elsewhere classified.” These listing are used for specified or unspecified occupations not listed in the index.

- **\ n.s. (Not Specified)**

The Index lists many “Laborer \ n.s.” with different occupation codes. They are unique by the industry restriction or sometimes a specific type of laborer may be indicated, such as construction laborer.

	Occ Code	Ind Restriction
Laborer\n.s.	6050	0180
Laborer\n.s.	6120	0190
Laborer\n.s.	7610	5090, 8770, 8780
Laborer, construction	6260	0770

If the occupation response is “Laborer” without any other descriptive information, and the industry code is “0190,” assign the occupation code “6120.”

- **Exc. (Except)**

	Occ Code
Mechanic, service auto, body	7150
Mechanic, service, auto, exc. Body	7200

Code any occupation of "Auto Body Mechanic" to "7150", other types of Mechanics would be coded to "7200".

- **Mfg. Not Listed Above**

	Occ Code	Ind Restriction
Production worker	8800	1090-1180, 1280, 1370
Production worker	7750	2970, 3070-3690, 3960-3990
Production worker	8965	Mfg. not listed above

The residual line "mfg. not listed above" must be used when an unspecified or a specified type of production worker is entered in the occupation question, but it is not listed in the preceding occupation lines. The production worker must have a manufacturing industry code (1070-3990).

- **Any Not Listed**

Occasionally residual "n.s." occupation lines will be restricted to one or more industries. Use these codes when the job activities are not specific and the industry restrictions apply. If the specific industry restrictions do not apply, however, look for a residual line with an industry restriction like "any not listed."

	Occ Code	Ind Restriction
Investigator, n.s.	0540	6990
Investigator, n.s.	3910	\ Any not listed
Investigator, n.s.	5330	Credit bureau 7590

Use the residual line for an entry of "Investigator" in any industry other than those listed above (i.e., 6990, 7590, 2510, and 4000). The occupation code for this example is "3910."

5. Instruction Lines

As in the Industry Index, you will find Instruction lines which may instruct you to look elsewhere in the Index for an alternate occupation title. Always remember to follow the Instruction lines.

Blower man----See "Blower Operator"

This is a typical occupation instruction line. For occupation entries of "Blower man" lookup "Blower Operator" and assign the occupation code with the appropriate industry restriction.

Administrator-- see "Official" Ind restriction, 8170-8190, 8270-8290
--

If the industry code is anything other than "8170-8190," or "8270-8290" follow the Instruction and go to "Official" and use the industry code to determine the correct "Official" line to use.

C. Using Occupation Responses to Code Industry

Since, in some cases, there is a fixed or almost fixed relationship between industry and occupation, some blank industry questions can be coded from the occupation entry. In other cases, industry codes must be changed to be consistent with the occupation entry. The following are typical examples of three situations that are found in the occupation section of the Index.

1. Titles with industry code in parentheses

If the industry question is blank or has an entry such "unknown," "NA," "refused," "retired," etc., then code the industry based on the occupation; use the suggested industry code in parentheses.

	Occ Code	Ind Restriction
Private eye	3910	(7680)

If the industry question is blank and the occupation is "Private eye," then code industry "7680" and occupation "3910."

If the industry question was not blank and an industry code was assigned other than the suggested code, **DO NOT** change the industry code.

If the industry was coded “7270” for “Attorney’s office” and the occupation was “Private eye,” code the occupation “3910.” **DO NOT** change the industry to “7680.”

2. Titles with industry code preceded by a number sign (#)

If an occupation title has a center industry code preceded by a number sign (#), this occupation can occur only in the industry listed. If an industry code was assigned other than the one preceded by the number sign (#), change it to match the center industry code listed.

	Occ Code	Ind Restriction
Foster Mother	4600	#8290

Here, if industry was anything but “8290” and the occupation was “Foster Mother,” then change the industry code to “8290”. Of course, if industry is blank, also use code “8290.”

3. Title with one industry restriction, one listing

	Occ Code	Ind Restriction
L.S.M. Operator	5560	6370

As mentioned earlier, when there is only one listing of an occupation title with one center industry restriction, that industry code can be assigned to a blank, “unknown,” “refused” or “retired” industry entry.

SECTION VII – INSTRUCTIONS FOR CODING OCCUPATION ENTRIES

A. Basic Concepts

- After the industry question has been coded, review the entries in the occupation question to determine the appropriate occupation code. There are three types of occupation situations. Entries in the industry and occupation questions may have to be considered together in order to assign consistent codes to a person’s job or profession. There are various occupations in the Alphabetical Index that are restricted by the industry and there are some occupations that can help determine a code for industry.

Type	Occupation Entry	Coding Instructions
Type 1	Blank, Unknown, Don’t Know, Refused, Classified, or NA	Check to see if occupation is listed in, or can be determined from, industry entry. Code occupation. If occupation is not listed anywhere, code “9900” for occupation
Type 2	Single Occupation Entry	Code using the Alphabetical Index or Instruction Manual
Type 3	Multiple Occupation Entries	.Code using the Alphabetical Index or Instruction Manual

- Use Armed Forces or for non-paid/non-workers charts.
- When a specific occupation description on the certificate is not in the Index, look up a more general term with the same meaning. See the following examples:

Example 1: “Peach canner” is not listed in the Index. Look up “Fruit canner” to get an occupation code of “8800.”

Example 2: “Chicken cutter” is not listed in the Index. Look up “Poultry cutter” to get an occupation code of “7810.”

Example 3: “Pony breeder” is not listed in the Index. Look up “Horse breeder” to get an occupation code of “6020.”

4. If the occupation response is not specific, use both industry and occupation together to obtain a more specific code before using an n.s. code.

For example: Industry = Hotel
Occupation = Night Manager

Look up “Hotel manager” in the Index to get an occupation code of “0340.”

B. Type 2: Single Entry

First, determine if the entry is one of the Special Cases for industry or occupation. If the entry is a Special Case code directly from the Special Cases segment without using the Index. If the entry is not a Special Case, use the Alphabetical Index.

Remember that in some cases a blank industry question can be coded from the occupation entry by using the suggested code (). In other cases, the industry code must be changed if the # is indicated in the industry restriction.

C. Special Cases – Occupation

As mentioned above, if the occupation entry is one of the Special Cases included in the following list, code following the instructions without using the Index.

Special Cases – Occupation

1. Camp Counselors
2. Craft Occupations
3. Education Sensitive Occupations (“Accounting work, exc. Accountant,” “Engineer,” and “nurse”)
4. Farm Occupations
5. Prison and Jail Inmates
6. Private Duty Nurse
7. Religious Denominations
8. Teachers

1. **Camp Counselors**

Code industry responses of “camp” or similar occupations such as “camp counselor,” “counselor,” “junior counselor,” or “senior counselor” only after checking the age on the certificate. For ages 17 and younger, code these entries “4430 – Miscellaneous entertainment attendants.” For ages 18 and over, assign code “4620 – Recreation and fitness workers.”

2. **Craft Occupations**

Craft occupations with mention of “self-employed” are assigned the craft occupation code rather than the managers Code. A response of Self-employed Wallpaper Hanger **would be coded “0770” for industry** and “6430” occupation code for wallpaper hanger.

3. **“Education” Sensitive Occupations**

In order to assign the correct code to these three occupations:

1. Accounting work, exc. Accountant
2. Account or Accountant Bookkeeper
3. Engineer, n.s.
4. Nurse, other specified or n.s.

It is necessary to **reference the education and age** if information is available.

4. **Farm Occupations**

Correct coding of farm entries depends upon the combination of industry and occupation. Farm occupations are classified into seven categories as follows:

- 0205 Farmers and Ranchers (owners and tenants)
- 0205 Managers, farms, ranches and other agricultural
- 6005 Supervisors, farm workers
- 6050 Farm workers
- 6010 Agricultural Inspectors
- 6020 Animal breeders
- 6040 Graders and sorts, agricultural products

Farm occupations continued

The following are descriptions of these occupations as background information to help decide which words to look up in the Index.

Farmers and Farm manager (0205)—A farmer is one who operates a farm as an own business. He or she may own the land or rent it from others, or be a sharecropper. Occupation entries describing some sort of farming such as “farming,” “farm chores,” “plowing,”. Industry response may have “self,” “own farm,” code as a farmer. A farm manager manages the whole operation of a farm but does not own it. He or she is like a farmer, but is paid a salary. Usually farm managers include occupation entries like “managers” or “superintendents” in any variation.

Note: For Index listings of OBNI and OBI regarding farmers and farm managers, use the OBNI entry when there is no indication of incorporated or unincorporated business.

Farm supervisors (6005)-A farm supervisor supervises farm laborers but does not manage other aspects of a farm operation. Farm supervisors include such occupation entries as “boss,” “chief,” “foreman,” or “supervisor.”

Farm workers (6050)-This group includes most other farm laborers who do not own a farm, do not manage a farm, or do not supervise farm employees. Common titles used for these people are: migrant laborer, farm hand, ranch hand, wrangler, cowboy, farm laborers, farm worker, helper on farm, hired-hand, and laborer.

Other workers on farm—there are other occupations found on farms that are coded using the Alphabetical Index.

- (1) Some entries that are included in these occupations are green house worker, potato grader, and tobacco sorter. They may perform a specialized or seasonal job on the farm.
- (2) Generic occupations that are not primarily agricultural, but may be found working in agricultural settings. Such as bookkeepers, carpenters, horse trainers, mechanics, secretaries and truck drivers.

5. **Prison and Jail Inmates**

Code entries of “prison” or “jail inmates” with no other industry or occupation entry to **industry “9890” and occupation “9100.”** If a codable occupation is given, code the occupations as described and **code industry to “9470 – Prison.”** However, some prisons have work contracts with other establishments. If such information is indicated, code industry and occupation from the Alphabetical Index.

6. **Private Duty Nurses**

Code Nurses who report themselves as “Private-Duty Nurses” either registered or practical, **code industry to 7580.** Code occupation 3255 for “Registered” or “3500” if “Licensed practical nurse.” **If the type of nurse is not specified code 3255.**

7. **Religious Denominations**

Disregard denominational designations given to members of the clergy. For example, “Methodist minister,” “Jewish rabbi,” and “Catholic priest” are all coded **2040, Clergy.**

Note: Remember, if industry is not reported use suggested code “9160 – Religious Organizations.”

8. **Teachers – Elementary and Secondary School**

Apply the following rules to distinguish between elementary and secondary school teachers:

- a. Always assign code **2310 – Elementary school teacher** to terms such as “elementary school teacher,” “grade school teacher,” or “middle school teacher,” or a grade description of 1 through 6.
- b. Always assign code **2320 – Secondary school teacher** to terms such as “high school teacher,” “secondary school teacher,” or “junior high school teacher,” or a grade description of 9 through 12.

Teachers – Elementary and Secondary School – continued

- c. Teachers of grades 7 and 8 may be coded as either elementary or secondary teachers. If teaching grades 7 or 8 is reported with no additional information or with “middle school” reported, code “2310 – Elementary school teacher.” If teaching grades 7 or 8 is reported with a subject designated (e.g. 8th grade English teacher) or with “junior high” reported, code “2320 – Secondary school teacher.”

If industry is not reported but the occupation of “teacher” with a specific subject is listed, i.e., math teacher, code industry “7860” and occupation “2320”.

If neither subject nor level is specified, code industry “7860” and occupation “2310”.

D. Type 3: Multiple Entries

1. There are some occupations that are considered job combinations in the Index. These combinations may be reported in many ways. If reversed, assign the same codes. Filing and typing is also coded 5820.

Occupation	Code
Bookkeeper and clerk	5120
Bookkeeper and typist	5120
Cashier and salesperson (listed more than one time in the Index, follow the industry restrictions.	4720 or 4760*
Cashier and waiter/waitress	4110
Cook and waiter/waitress	4050
Receptionist secretary (Ind 8680)	5700
Receptionist-telephone operator	5400
Typing and bookkeeper	5120
Typing and filing	5820
Waiter and cook (Ind 8680)	4050

*depending on the industry restriction

2. **When multiple entries in occupation field and all entries are related to the same job.** If the occupation field has two or more entries, code the first occupation given, as long as all the occupations seem to be related to the same job.

Example 1: OCC Supply clerk and dispatcher
Code the first entry, "5620– Supply clerk."

Example 2: OCC Bartender and waiter
Code "4040 – Bartender."

3. Multiple entries in occupation field and **two or more distinct jobs listed**:

If two or more clearly distinct jobs are given, use the following instructions:

a. Two or more occupations given—**One** related to the industry:

If two or more occupations are given, try to determine which occupation is most appropriate to the industry that has already been coded and assign the proper code for that entry.

<i>Example 1:</i> IND Garage, Bookkeeping Service OCC Bookkeeper, Auto body mechanic

Assign the code “7150”, auto body mechanic because it is consistent with the first industry coded.

5. If multiple occupations are equally appropriate, code the first occupation reported.

<i>Example 1:</i> IND Credit union, accounting service OCC Financial manager, Accountant

Code the occupation “0120”, financial manager, rather than accountant, because financial manager is described first and either occupation is appropriate for Credit union.

b. Two or more occupations given—**None** relates to industry

If none of the occupations relates to the industry, code the first occupation listed.

SECTION VIII – SUGGESTED CODE FOR INDUSTRY USED BY NCHS and NIOSH

1. Homemakers

<u>Industry</u>	<u>Occupation</u>	<u>Ind. Code</u>	<u>Occ. Code</u>
“None” or “No”	Domestic	9290	4230
Domestic	Blank	9290	4230
Domestic	Domestic	9290	4230
Self-employed	Domestic	9290	4230
Domestic	Homemaker	9890	9010
Blank	Homemaker	9890	9010
Homemaker	Homemaker	9890	9010
Self-employed	Homemaker	9890	9010
Home	Homemaker	9890	9010
Domestic	Housewife or works in own home	9890	9010
Homemaker	Housewife	9890	9010
Blank	Housewife	9890	9010

2. Health Care Industry and Occupation

Healthcare n.s. “8180 – All Other Ambulatory Health Care Services” as listed in the Alphabetical Index does not represent many of the healthcare n.s. responses reported on the death certificate. The category “8090 – Other Outpatient Care Centers” comprises many establishments engaged in providing general or specialized out patient care.

- Ambulatory healthcare services exclude several healthcare facilities such as physician's office, outpatient care centers, and home health care providers, etc.
- Outpatient care centers is a more inclusive “catch-all” category for non-specified healthcare entries.

<u>Industry</u>	<u>Occupation</u>	<u>Ind. Code</u>	<u>Occ. Code</u>
Health Care	Doctor	8090	3060
Health Care	Nurse	8090	3255
Health Care	Registered Nurse	8090	3255
Health Care	Office Manager	8090	5000
Medical	Nurse	8190	3255
Medical	Blank	8190	9990

3. Seamstress

<u>Industry</u>	<u>Occupation</u>	<u>Ind. Code</u>	<u>Occ. Code</u>
Sewing (Dressmaking at home)	Seamstress	8880	1680

4. Electrical/Electrician

<u>Industry</u>	<u>Occupation</u>	<u>Ind. Code</u>	<u>Occ. Code</u>
Electrical ^{1/}	Electrician	0770	6355
Power	Electrician	0570	6355
Electrician ^{1/}	Electrician	0770	6355
Electric Co.	Blank	0570	9990

^{1/} Use the occupation response of “electrician” to determine electrical construction for industry.

6. Manufacturing Arsenals

Industry State	County	City	Installations	Code	COW
Alabama	Madison	Huntsville	Redstone Arsenal	3590	GOV
Arkansas	Jefferson	Pine Bluff	Pine Bluff Arsenal	2970	GOV
Colorado	Adams	Denver	Rocky Mountain Arsenal	2970	GOV
Illinois	Rock Island	Rock Island	Rock Island Arsenal	2290	GOV
Indiana	Clark	Charlestown	Indiana Army Ammo Plant	2970	PR
Iowa	Des Moines	Burlington	Iowa Ordnance Plant	2970	
Kansas	Labette	Parsons	USA Kansas Ammo Plant	2970	PR
Louisiana	Caddo	Shreveport	Louisiana Army Ammo	2970	PR
Maryland	Hartford	Edgewood	Edgewood	2970	GOV
Missouri	Jackson	Independence	Lake City Army Ammo	2970	PR
Nevada	Mineral	Hawthorne	Hawthorne Army Ammo	2970	
New York	Albany	Watervliet	Watervliet	2970	GOV
Oklahoma	Pittsburg	McAlester	McAlester Army Ammo	2970	GOV
Pennsylvania	Lackawanna	Scranton	Scranton Army Ammo	2970	PR
Pennsylvania	Philadelphia	Philadelphia	Frankford Arsenal	2970	GOV
Tennessee	Gibson	Milan	Milan Army Ammo Plant	2970	PR
Tennessee	Hawkins	Kingsport	Holston Army Ammo	2970	GOV
Texas	Harrison	Marshall	Longhorn Army Ammo	2970	PR

SOURCE: Duty Stations of Civilian Personnel – Department of the Army State Directories

7. Port Authority

The correct procedure for coding problem cases of the maintenance and operation of Port Authority can be determined by the activity recorded on the death certificate. Use the following industry description and industry codes to solve these problem cases:

<u>Industry Description</u>	<u>Industry Code</u>
Boat Terminal	6290
Bridges	6290
Grain Terminal	6390
Tunnels	6290
Not Specified	6290
Ports	6290

8. Non-Store Sellers and Vendors

Non-Store Sellers or Vendors—When a person is selling goods from a temporary location, other than a store with a fixed location, use the following rules:

NOTE: Usually these people will be self-employed, but not always. Refer to the list below for companies that are door to door.

1. Artists, sculptors, etc., who paint or produce and sell their works of art are to be coded to the industry of “Independent artists, performing arts, spectator sports, and related industries”– 8560” and the occupation to “Painters and sculptors – 2600.” If there is no evidence that the deceased produced the works of art he/she is selling, code industry to “Direct selling – 5690” and occupation to “Salesperson – 4950.”
2. Persons making and selling jewelry, ceramics, pottery, leather goods, and other arts and crafts should be coded to the industry of “Direct selling – 5690” and the occupation to “Production workers, n.e.c. – 8965.” If there is no indication that they are making these articles, code occupation to “Salesperson – 4950.”

Glossary

Alphabetical Index

A list of industry and occupational titles used most often in the economy; commonly referred to as the Index. See page 7 for details.

Class of Worker

Class of worker refers to the classification of the worker as private wage or salary worker, or government worker (Federal, State, or Local), self-employed worker or unpaid family worker in a family farm or business. The abbreviations designating class of worker used in the Index and in this manual are included on page 15.

Establishment

A single physical location where business is conducted or where services or industrial operations are performed. A company may have more than one establishment if it is engaged in more than one major activity. For example, an automobile manufacturing company may have an engine plant, sheet metal stamping plant, and assembly plant. Each is a different establishment and has a distinct industry code. In addition, the company may have sales offices that are also establishments and are coded to wholesale trade. Another example would be a retail grocery chain that operates its own bakery plant for its stores. The bakery would be coded to manufacturing.

Index

“Index” used by itself refers to the Alphabetical Index.

Industry

Major activity at a person’s place of work. Examples are coal mining, metal stamping, retail hardware store, hospitals, etc.

Key Words

Thirteen types of frequently reported occupations that are grouped together and listed once in the Alphabetical Index:

Apprentice	Engineer	Manager	Sales	Technician
Assembler	Helper	Mechanic	Supervisor	
Assistant	Inspector	Repairer	Teacher	

Manufacturing

Making or processing of products.

Multi-Establishment Companies

A company with more than one establishment. When the establishments are in different industries, there will be more than one industry code.

Occupation

Activity that a person does to earn a living. Examples are file clerk, machinist, medical doctor, judge, taxi driver, coder, etc.

Prime Words

Eight common words frequently used in industry titles usually listed only once in the Alphabetical Index:

Auto	Rental	State
City	Repair	U.S. (United States)
Electric	Self employed	

Retail Trade

Selling products primarily to individual consumers. A retailer may buy goods from a manufacturer or wholesaler.

Run

Succession of industry or occupation listings in the Index beginning with a common word, such as:

Advertising		Educational film production
Aerial		Educational insurance
Agency	or	Educational motion pictures
Billboard		Educational research agency
Company		Educational services

Service Establishments

Companies that render services to individuals and organizations. Examples are hotels, laundries, advertising agencies, and automobile repair shops.

Wholesale Trade

Buying (not making) of products in large quantities for resale to retailers, industrial users or to other wholesalers.

Abbreviations

Agr	Agriculture, Forestry, Fishing and Hunting
Asst.	Assistant
CPA	Certified Public Accountant
Const.	Construction as used in the Index; e.g., building, excavating, erecting, etc.
Dept. Store	Department store
Exc.	“except” as used in the Index
Ext.	Extraction, mining as used in the Index; e.g., coal mine, oil well, rock quarry, ground removal of minerals, etc.
F.B.I.	Federal Bureau of Investigation
GOV (Govt)	Government LGOV = Local Government (City, County, Township, etc.) SGOV = State Government FGOV = Federal Government NOTE: In the Index, the class of worker restriction for occupation is abbreviated “GOV” to include all categories of government.
Hwy	Highway
Index	Alphabetical Index of Industries and Occupations (Part 19B manual) which is based on the 2000 Census of Population and Housing.
I/O	Industry and occupation
I.R.S.	Internal Revenue Service
Mfg.	Manufacturing; e.g., mill, plant, etc.
Mgr.	Manager
n.e.c.	“not elsewhere classified” as used in the Index

n.s.	“not specified” as used in the Index
OBNI	Own Business Not Incorporated
OBI	Own Business Incorporated
Oper.	Operator
OWN	Self-employed business as used in the Index
PR	Employee of a private company, business, or individual for wages, salary, or commissions.
Ret.	Retail trade
Supt.	Superintendent
Whsl.	Wholesale trade
WP	Working without pay