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**INSTRUCTIONS FOR
INDUSTRY AND OCCUPATION CODING
FOR DEATH CERTIFICATES**
Census 2002 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 2002 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 with appropriate codes. It is updated periodically as new titles are accumulated from continuing surveys.

SECTION II – GENERAL CONCEPTS

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. Some of the kinds of goods producing industries are agricultural production, construction, and manufacturing. For manufacturing, classification is based on production processes such as bakery, oil refinery, and auto manufacturing. Some of the service production industries are barber shops, newspaper publishing, museums, and computer systems design.

The latest industrial classification (which is used to organize the industry section of the Alphabetical Index) contains 265 categories arranged into 20 major groups. The industrial classification also includes a special category for active duty military.

Occupation

“Occupation” is the kind of work a person performed at his or her place of work. These jobs are described in many ways. Some are bakers, bank tellers, civil engineers, and parking lot attendants. The occupational classification (which is used to organize the occupation section of the Alphabetical Index) has 509 categories, which are arranged into the 23 major groups of the Standard Occupational Classification System. Several additional categories have been added to cover entries such as volunteer, student, housewife, and “never worked” that are not in the Index.

Classification Systems

Industrial Classification System

The North American Industry Classification System (NAICS), prepared by the Office of Management and Budget and published in the *North American Industry Classification System (NAICS) Manual*¹, is the standard for industrial classification systems in the U.S. government. The Census 2002 industrial classification system was developed using the structure of the NAICS. The census system consists of 270 categories arranged into 20 sectors. The sectors are exactly the same as those found in the NAICS. The census industry codes are distinct from those used as occupation codes. The 2002 industry codes are 4 digits, ending in 0 except for new codes that end in 1, 2, 3, 4, or 5. The presentation of the census system on this website shows the equivalent NAICS code(s) for each census category.

Occupational Classification System

The Census Occupational Classification System was developed to be consistent with the Standard Occupational Classification (SOC) Manual: 2000. The census occupational classification system was developed to be consistent with the *Standard Occupational Classification (SOC) Manual: 2000*². It has 509 separate categories arranged into the 23 major groups of the SOC. The 2002 occupation codes are 4 digits, ending in 0. The first three digits are identical to the 2000 census occupation codes.

(NOTE: No industry and occupation codes are the same.)

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 (7570-7790)

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 (1600-1960)

COMMUNITY AND SOCIAL SERVICES (2000-2060)

LEGAL (2100-2150)

EDUCATION, TRAINING, AND LIBRARY (2200-2550)

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

HEALTHCARE PRACTITIONERS AND TECHNICAL (3000-3540)

HEALTHCARE SUPPORT (3600-3650)

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 (4700-4960)

OFFICE AND ADMINISTRATIVE SUPPORT (5000-5930)

FARMING, FORESTRY, AND FISHING (6000-6130)

CONSTRUCTION AND EXTRACTION (6200-6940)

INSTALLATION, REPAIR, AND MAINTENANCE (7000-7620)

PRODUCTION (7700-8960)

TRANSPORTATION AND MATERIAL MOVING (9000-9750)

MILITARY OCCUPATIONS (9800-9830)

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.** Sometimes the title being looked for is not listed in the Index because new industries and occupations are being developed constantly. These omissions may be attributed also to the assignment of new titles for existing industries and occupations. Use the Alphabetical Index for coding responses from the death certificates and other surveys or forms except when special cases are documented in the Instruction Manual.
2. The Index is divided into two parts: **Industry** and **Occupation**. The industry portion of the index has three columns. The first column shows the 2002 Census codes, the second column lists the industry titles, and the last column provides the appropriate NAICS codes. The occupation portion of the index has four columns. The first column shows the Census 2002 occupation codes, the second column lists the occupation titles, the third column lists the Bureau of Census industry restrictions (if appropriate), and the last column provides the SOC codes.

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

- Most titles listed in the Index contain two or more words. Multi-word titles can appear on the certificates 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, Agency
Advertising, Billboard
Advertising, Company
Advertising, Copy writers of
Advertising, Curtains (mfg.)

- If coders cannot find a particular order of words in the index, they should **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 entries 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. State procedures vary as to the method of handling these problem cases. In some instances they are referred to a supervisor or senior coder for final resolution. Problem cases may be referred to NIOSH for review.

1. Misspelled Words

Sometimes there will be misspelled words on the certificates. Try to determine the correct spelling before using the index since the Index does not take into account variations 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. Connecting words like “of” and “the” in the title.

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.

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 8 titles designated as “prime words” because they are used frequently. 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 and government – run industries.

B. Industry Titles

1. A typical (Simple) industry title

Ind Code	
9070	Dry cleaning

For an industry entry on the certificate of “Dry cleaning,” enter the code “9070” in the industry space.

2. Industry listings preceded by a general title

The following listings have a general title (Advertising) followed by a more specific category. These listings are called “runs”

Ind Code	
7470	Advertising aerial
7470	Advertising agency
7470	Advertising billboard

For specified industry titles not listed within a “run” look for the industry titles elsewhere in the industry listings. For example if you do not find “aerial advertising” look for “Advertising aerial.”

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	Building, excavating, home improvement, Remodeling
(Ext.)	Extraction	Mineral extracting, coal mine, oil well, rock quarry, mining
(Mfg.)	Manufacturing	Factory, mill, plant, processing
(Whsl.)	Wholesale	Wholesaling, wholesale company, wholesale store, warehouse
(Ret.)	Retail	Retailing, store, shop, selling

(Note: the Difference between retired and retail.)

Example:

Ind Code	
2290	Acetylene gas (mfg.)
4380	Acetylene gas (whsl.)

“Acetylene gas factory” and Acetylene gas plant” are coded “2290.” On the other hand, entries such as “Wholesale acetylene gas company” and Acetylene gas wholesaling” are coded “4380.”

If you find one of the above abbreviations next to the industry description that you are looking up in the Index, look for words that match the description provided for that abbreviation. If any one of the responses match the Index, you may assign that code,

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	
8770	Inspection service automobile
6290	Inspection service transportation
7290	Inspection service any not listed

In the example above, “inspection service laundry” indicated in industry, you would use 7290 since inspection service laundry is not shown in any of the preceding lines.

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

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

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

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

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. When the industry response is not specific enough, use the residual line.

4. “**N.S.**” Some industry titles in the Index end with the letters “n.s.,” which stands for “not specified.” Use these codes when the industry is not specific.

Ind Code

2290	Aluminum chloride (mfg)
4770	Aluminum ware (ret)
2680	Aluminum/n.s. (mfg)

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

Industry – Able’s Aluminum Plant

In this example the kind of aluminum product is not specified. Assign code 2680 for the not specified aluminum manufacturing plant.

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

Ind Code

8170	Home care with medical care
8370	Home care without medical care

Ind Code

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

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

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

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

The industry section includes a series of lines for “**Self employed, with occ.**” To save time in coding, this listing includes two codes. The first code is the industry code and the second is the occupation code. By using the instructions in this paragraph and the “self employed with occ.” run, both the industry and occupation can be coded at the same time without referring to the occupation section of the Index. If the self employed occupation is not listed in this section of the Index, code the industry and occupation separately.

Example:

Ind.	Occ.	
7270	2150	Self employed, with occ. Abstracter
7280	080	Self employed, with occ Accountant
7390	1200	Self employed, with occ Actuary

If the industry entry is “Self employed” and the occupation is “Abstracter,” code “7270” for industry and “2150” for occupation. Self employed may be entered in the industry or occupation item with an occupation response. Code such entries using the industry Special Cases for “Self employed.”

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

Examples:

Industry – Self employed mechanic

In this example the decedent 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.

Industry – Home Business
Occupation – 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. The class of worker abbreviations used in the Index is as follows:

Abbreviation	Definition
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.)
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, the death certificate does not have a place for class of worker. Therefore, if the Index shows PR and GOV restrictions as in the following example, use these instructions to code the entry on the certificate.

Example:

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

Use the code for the “GOV” line only if the person appears to have worked for the Government. This assumption is based upon all of the I&O entries being considered. **Use the PR line if this assumption cannot be made since most workers are in private industry.** For Index listing of OBNI and OBI, **use the OBNI entry when there is no indication on the certificate whether the decedent owned an incorporated or unincorporated business.** An example of restrictions for OWN (OBNI or OBI) is covered on page 51.

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.

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 “5090.” 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.

H. Company Name Lists

Although death certificates usually do not ask for company names, sometime funeral directors will enter a company name instead of the kind of industry. If the type of industry cannot be determined from the company name or industry description, refer to the additional references listing company names. In some State, there will be lists of company names available with industry codes. Instructions for using these lists will vary by state.

I. Other Entries

Blanks, Military, Non-paid workers and non-workers are other important entries included as “**Special Cases**” in the instruction manual.

SECTION V – INSTRUCTIONS FOR CODING INDUSTRY ENTRIES

A. Basic Concepts.

Code industry first before coding occupation, even though occupation comes first on the death certificate. There are five (5) types of Industry entries. Refer to the following chart 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	Go to page 23.
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)	Go to pages 24-25.
Type 4	Single industry entry	Code using the Index and instruction D. on page 26.
Type 5	More than one industry entry	Use directions beginning on pages 49-51 to 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 decedent’s age or other indication that the decedent was “non-paid” (homemakers, volunteers, students) or “non-worker” (child, disabled, patient, etc.). See pages 24-25.

Type 2: Armed Forces

Use the following chart to code an “Armed Forces” entry.

Responses can be in either industry or occupation		Action
Industry	Occupation	Coding Instruction
“Armed Forces” or “AF,” “Military”	Blank	Code “9790” for industry and “9830” for occupation.
	Non-commissioned officer (NCO) and other enlisted personnel	Code “9790” for industry and “9850” for occupations
	Commissioned officers and warrant officers	Code “9790” for industry and “9840” for occupation.
Branch of Armed Forces Air Force Army Coast Guard Marines Navy	Blank	IND OCC
		Air Force 9680 9830
		Army 9670 9830
		Coast Guard 9780 9830
	Marines 9770 9830	
	Navy 9690 9830	
	Non-commissioned officer and other enlisted personnel (such as sergeant or private)	Air Force 9680 9850
		Army 9670 9850
		Coast Guard 9780 9850
		Marines 9770 9850
		Navy 9690 9850
	Commissioned officers and warrant officer (such as captain or major)	Air Force 9680 9840
		Army 9670 9840
		Coast Guard 9780 9840
		Marines 9770 9840
		Navy 9690 9840
	Unique military occupations with rank not specified such as gunner or tank driver (see note below)	Air Force 9680 9830
		Army 9670 9830
		Coast Guard 9780 9830
		Marines 9770 9830
		Navy 9690 9830
Disabled Veteran Unknown		9790 9100
		9990 9990
Department of Defense Branches of the Armed Forces	Occupations that could be either civilian or military, such as “cook,” “ payroll clerk,” “nurse,” etc.	Code industry “9590.” The Department of Defense employs many civilian workers. Code occupation according to regular instructions for occupation.
National Guard or Military Reserves, such as Army Reserve, Navy Reserve, etc.	Active Duty	Code industry “9870” and code occupation as described.
	If active duty and the military rank are the only occupation reported.	Code “9870” for the industry and code occupation by rank or “9830”

Note: If the specific branch of the military is not reported code “9790” for industry and code military occupation as indexed. If active military and both rank and duties are specified, code occupations as stated, ignore military rank.

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

Use the following situation/action chart to code entries that indicate homemakers, volunteer, students, retired, never worked, etc.

Responses can be in either industry or occupation			Action
Type	Industry	Occupation	Coding Instructions
Homemakers	Farm	Entries like "housewife and mother," taking care of family," "farm wife," etc.	Code "0170" or "0180" for industry (see Special Case #9 on page 35) occupation
	Entries like "own family," etc., with no indication of farm	Entries like "housewife and mother," taking care of family," etc.	Code "9890" for industry and "9010" for occupation.
	Note: 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.		
Volunteers	Entries like church, Red Cross, school, or other organization with volunteers	Indication of volunteer, including "Candy Striper," "Gray Ladies," etc.	Code "9890" for industry and "9020" for occupation.
	Note: (1) for VISTA volunteers, see Special Cases on page 45. (2) the Majority of volunteer fireman are paid workers. Follow index for fireman.		
Students	Any kind of school (including college and university) Note: Consider military cadet as "student." See "ROTC" on page 30.	"Student" or typical student's activities, with no other occupation entry.	Code "9890" for industry and "9050" for occupation.
	Any	"Student" with other occupation entry.	Code the non-student occupation entry.

Non-Paid Workers and Non-Workers (continued)

Situation - Continued			Action
Type	Industry	Occupation	Coding Instructions
Retired	"Retired" with no other industry entry	"Retired" with no other occupation entry	Code "9880" for industry and "9060" for occupation.
		Codable occupation entry or "Retired" with other occupation entry.	Code industry "9880" and code occupation according to description provided.
	Codable industry entry or "Retired" with other industry entry	"Retired" with no other occupation entry.	Code according to industry description and code occupation "9060."
Did not work	"Never worked," "none," "child," "infant," "inmate, n.s.," "patient," "disabled," ("retarded," "unable to work," etc.), or other indication that the person did not work		Code "9890" for industry and "9100" for occupation.

- Note:
- (1) Information on coding the entry of "disabled veteran" is located in Special Cases for occupation, page 64.
 - (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 "9990" for occupation. (Unknown if decedent has ever worked or temporarily out of work.)

D. Type 4: Single Entry

First look at the list of Special Cases on page 27. 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.

Step1. First try to use the industry entry or company name alone:

Examples:

Industry Repair and polish shoes	Industry JWD Brothers Shoes
Look up “Shoe Repair and shoeshine Parlor.” Code “8890.”	For company name you would need to know what the company does. Is it mfg, wholesale, retail?

Step2. If the industry entry or company name does not help by itself, then use both industry and occupation together:

Examples:

Industry <u>Retail Store</u>	Industry <u>Cannery</u>
Occupation Manager of <u>Hardware Store</u>	Occupation <u>Apple trimmer</u>
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

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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 codes	
	Industry	Occupation
Baker	1270	7800
Baker's helper	1270	8950
Bookkeeper	1270	5120
Cashier	1190	4720
Deliverer (with indication of retail business)	1190	9130
Deliverer (with indication of manufacturing)	1270	5510
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
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. 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.)”

5. 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, “Private family,” and other such entries are sometimes reported. For such persons the industry code “9290” is 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 on the person in these cases depends on the service that was rendered, rather than on the person 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).

6. Correctional Center (Prison)

If the industry entry is “prison” and the occupation entry is “inmate” with a specified job title (such as furniture sander), use code “9470 – Prison” and code occupation as stated, rather than the special category for “did not work,” which is “9890” for industry and “9100” for occupation.

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.”

7. 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	Assign these codes:	
	Industry	Occupation
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

8. Department Stores – Discount Stores – Variety Stores – Mail Order Chains

If the certificate contains the name of one of the following Department, General merchandise, mail order, or discount use industry code “5380.”

Abercrombie & Fitch	Bon Marche, Inc.	Fed. Employees Distbg. Co.
Abraham & Straus	Boston Stores	Federated Dept. Store
Ackermann Bros.	Bradlee, Inc.	Fields, J. M.
Acme Market	Brandies & Sons, J. L.	Filene’s
ADG	Broadway, The/ Emporium	Foley’s
AKD	Broadway Stores, Inc.	G. Fox
Alco	Buffums Dept. Store	Gaylords
Alexanders	Bullock’s	Gem
Allens of Hastings	Burdines	Gibson’s Discount
Allied Stores	Buttner	Gimbels Bros.
Ann & Hope	Carson Prairie Scott & Co.	Glass Block
Atlantic Thrift Center	Carter Hawley Hale	Goldblatts Dept. Store
Atlantic Zayre	Castner Knott Co.	Gold Circle
Ayres, L. S.	Chappello	Grand Central
Ayrway	Dayton-Hudson	Hahn Dept. Store
Bacon J. & Sons	Dayton’s	Harvard Corp.
Bambergers	DeLendrecie’s	Hecht’s
Barker Dept. Store	Dey Brothers, Inc.	Hennesey’s
Bergdorf Goodman	Dillard’s	Hills Dept. Store
Big Ben	Dunlap Co.	Hudson, J. L.
Big K	Family Bargain Center	Hypermart USA
Bloomingdale’s	Famous-Barr	I. Magnin & co.

Department, General merchandise, mail order, or discount (continued)“5380.”

Interstate	Macys, R. H.	Sage-Allen
J. Bacon & Sons	Magic Mart	Saks Fifth Ave.
J. Byrons, Inc.	Marshall Field & Co.	Sears
Jack's Discount Dept. Store	May Dept. Stores	Sibley
Jacob's Dept. Store	May, D & F	Sky City
Jamesway Store	Mayfair Stores	Steiger Albert
Jay Bee	Meier & Frank	Steketee, Paul & Sons
Jones Stores	Mervyn's	Sterns, Inc.
Jordan Marsh	Meyer Fred, Inc.	Stop & Shop
Joslins	Miller & Rhodes	Target/Dayton Hudson
Jupiter	M. M. Cohn, Inc.	Thalhimers
Kaufmann's	Montgomery Ward	The Fair
Kay Dept. Stores	Murphy's Mart	Twin Fair
Kerr-Mill	Neiman Marcus	Two Guys
Kings	Nichols Discount	Wal-Mart
Kmart	Nu-Star	Whites, J. B.
Kresco Dept. Store	Palace, The	Weiboldt
Kuhn's Big K Stores	Penn-Daniels	Yellow Front Stores
Lazarus F & R	Penney, J. C.	Zayre
Lion	Porteous Mitchell Braun	Zemsky Corp.
Lord & Taylor	Rich's/Goldsmith's Dept.	Zions Co-op Mercantile
Maas, Inc.	Richway	
McAlpins	Robinson's	½ Price Stores, Inc.

The following Variety stores, Dollar stores and General stores code to “5390” even if the entry specifies department store in the industry question:

A & P Outlet Discount	McCrory
Alco Discount	Murphy, G. C.
Almy Stores	Newberry, J. J.
Archer Discount	Ocean State Job Lot
Ben Franklin	Paperama
Big Blue	Reny, R. H.
Big Lot	Roses Stores
Blue Hill	Sid’s Get It For Less
Cheever, John S. & Co.	Store 24
D & K Stores	Tuesday Morning
Dollar General	V & S
Family Dollar	Value House
Grants	Venture Stores/May
Heart of Texas Goodwill	Woolworth, F. W.
Indus.	
Kresge	Zaks Stores
Laytons Outlet	Zimmerman, Jacob & Sons
Lil White	Zandbroz (Fargo, ND)

For other department, discount, mail order, general merchandise, or variety stores not on the list, code using the Alphabetical Index.

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>Code</u>	<u>Department</u>	<u>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.”

9. Entertainers in Hotels, Restaurants, etc

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” or “Performing Arts.”

10. Farms

Most farms are coded to one of two industry categories. One of these is “**agricultural production, crops**” which gets code “**0170**.” Crops include field crops such as corn, wheat, rice, and other field grains, vegetables, melons, fruits, flowers, shrubbery, and sod. The second industry is “**agricultural production, livestock**” which gets 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. If a certificate reports 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.

11. 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.

12. Government Titles

When using the Index, disregard a city or State name or words like “U. S.,” “Federal,” or “National” in the title unless it is clear that the industry is a government agency. For example, code a response of “New York Casket Co. Mfg.” as “casket (mfg.)” but code “New York City Fire Department” from the Index listing “City - Fire Department.” Likewise, “U.S. Steel,” “Federal National Bank,” or “U.S. Chamber of Commerce” are NOT Federal agencies and should be coded to the appropriate private industry. Consider “Board,” “Bureau,” “Commission,” “Department,” “Office,” and the like as interchangeable.

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 for whom the deceased worked 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.

Example 1:

IND	City Government
OCC	Tax assessor

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

Example 2:

IND	State
OCC	Policeman

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

Example 3:

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**.

13. Grocery Stores

Assign industry code “4970” to all stores listed below

7 – 11	Buy-Low	Grand Union
A & J Quick Stop	Bormans, Inc./Farmer Jack	Handee Mart
A & P Food Mkt.	Butt, H. E.	Handy Dandy
A & N Food	Casey’s	Hop-In Food Stores
Abbott Road Supermkt.	Circle K	Hudson Food
Acme Mkt.	Clark, J. Thomas	Hyde Park Co-op
Adham Mkt., Inc.	Colonial Stores	IGA
Adlers Food Town	Community Cash	Jack & Jill
Adry-Mart	Consolidated	Jay C
Albertson’s Inc.	Convenient Food Mart	Jewel Food Stores
Alexanders Mkt.	Dairy Mart	Jiffy Food Stores
Alhambra Food	Davis Food City	Key Food
All American Quality Food	Discount Foods	Key Market
Allens Cash Stores	Farmer Jack	King Kullen
Allens & Hastings	Fast Fare, Inc.	Kresse Supermkt.
Allied Supermarket	Fisher Foods, Inc.	Kroger
Alpha Beta Co./Amer. Stores	Food Fair	Kwik Shop, Inc.
Arden Mayfair, Inc.	Foods, Inc.	Lawson Dairy Mart
Big Bear	Front Street Dev.	Lil Champ
B-Kwik Mkt.	Garden State	Lil Thrift
Bi-lo, Inc.	Gateway Supermkt.	Lucky Stores, Inc.
Buy For Less	Giant Family Ctr.	M & E Supermkt.
Majik Markets	Plaid Pantry	Super Value
Market Basket	Public Food/Publix	T & J Groceries
Marsh Supermkt.	Quick Stop Mkt.	Tejas Country Store
Mayfair	Ralph’s Grocery Co.	Tooties Farmers Mkt.
Meyers Super Food	Safeway	Tops Friendly Mkt.
National Tea Co.	Save A Lot	U-Save Foods
Olsons Food	Shop ‘N Save	Von’s Grocery
PSL	Shoppers Discount	Waldbaum, Inc.
PW Food	Shop-Rite Food Ctr.	Weis Market, Inc.
Pacemaker Food	Short Stop	White Hen Pantry
Pacific Crest Equities	Simons Mkt.	Wilson Farms Finer Foods
Pak-A-Sak	Southland	Winn-Dixie
Pattons Sparkle	Stanley Stores	Woody’s Market
Pay & Save	Stop & Shop	Zoppas/IGA
Piggly Wiggly	Supermkt. General	

14. Industry Combinations

Certain industries that occur frequently with other industries have been combined into one code and are found in the index. The following obsolete industry combinations maybe reported on death certificates and other survey documents.

	CODE
Bar and liquor store (ret.)	8690
Garage and filling station (ret.)	8770
Grocery and service station, grocery sales occupations (ret.) <u>1/</u>	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	6990
Insurance, loans, and real estate	
Insurance, real estate, and law office	7070
Law firm and real estate	
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	
Loans, real estate, insurance, and law office	
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.) <u>1/</u>	8680
Motel and restaurant, other occupations	8660
Pool Room and Beer Parlor PR	8690
Real estate and insurance agency	
Real estate and law firm	
Real estate and loan agency	
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.) <u>1/</u>	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	5390
(ret.)	
Service station and grocery store, grocery store type occupations	4970
(ret.)	
Service station and grocery store, other occupations (ret.) <u>1/</u>	5090
Service station and lunchroom	5090
Service station and tourist cabins, motel occupations <u>1/</u>	8660
Service station and tourist cabins, other occupations <u>1/</u>	5090

1/ Sometimes, you will need occupation to code industry. In such cases, look at the occupation response before determining the industry code.

15. 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 and are to be coded to industry “9890” and occupation “9050.”

Code Job Corps personnel, that is, the instructors and other working personnel, to industry “8390.”

16. Labor Union

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

Industry-	Occupation	Code
Union Hiring Hall	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

17. Manufacturing or Selling Multiple Products

When the certificate lists multiple products being 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.

Example 1:

Industry –	Makes copper and nickel pipes
------------	-------------------------------

Both copper and nickel have the same code of 2690, therefore code industry **2690**.

Industry	Makes copper and nickel pipes
Occupation	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, code iron pipes **2670**.

18. 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 situation action chart on page 19.

19. 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."

20. 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	
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	2290
Knolis Atomic Power Lab.	7460	River Plant – mfg.	
Lawrence Berkeley Lab	7460	(1) Education Service	7890
Lawrence Livermore Lab	7460	(2) Medical Labs/Outpatient Fac	8180
Lincoln Laboratory	7460	(3) Museums/Art Galleries	8570
Liquid Metal Engr. Ctr.	3590	(4)Other activities, use standard coding procedures	

21. Restaurants, Fast Food

Assign industry code "8680" to the restaurants listed below

A & W	Fifth Quarter	Pizza King
Abdow	Friday's	Po Folks
Acapulco	Frisch's	Ponderosa
ACC (Captain's)	Genellee	Popeye's
Angilo's	Hardees	Rally's
Applebees	Hasenours	Rax
Applegate Landing	Hickory House	Red Lobster
Annabelles/HT Rest.	Hungry Pelican	R T Fast Food
Arbys	Jack-in-the-Box	Ruby Tuesday
Arnies	Jerry's	Ryan's
Arthur Treacher	Kaelins	Shoney's
B & K Root Beer	KFC/Kentucky Fried Chicken	Sizzler
Banquet Table	King Fish	Sky Chefs, Inc.
Big Top	King's Table	Subway
Blue Boar	Krystal Co.	Taco Bell
Bob Evans	Kunz's	Taco Tico
Bonanza	Little Foods, Inc.	Tommy Lancaster
Branded Beef	Lobster Trap	Trader Vic
Brennan, J. G. & Sons	Long John Silver	Tumbleweed
Burger Chef	Longport Inn	Village Pantry
Burger King	Lotus	Waffle House
Captain D's	Mario's	Wendy's
Captain Quarters	Mastersons	Western Sizzler
Chi Chi's	McDonalds	What-A-Burger
Chic-Fil-A	Mid Atlantic	White Castle
Church's Fried Chicken	Mie Hospitality	Yams of Winchester
Clark's Steakhouse	Mike Linning's	Yankee Doodle
Cliff Hagan's	Moby Dick	1 Potato, 2 Potato
Consul Restaurants	Mr. Gatti's	10 th St. Reef & Beef
Cow Palace	Ollie's Trolley	
Dairy Queen	Oriental House	
Darryl's	Pagliarulo Pasquale	
Dock Seafood	Palm One	
Dominos	Palmers Seafood	
Druther's	Papa John's Pizza	
Duffy's/Gray Harbor	Pasquale's	
Fast Food Operators, Inc.	Pizza Hut	

22. “Retired” in Industry Description

Disregard the word “retired” when it is included as part of the industry entry along with another industry description, like “retired – Furniture sales.” In this example, code “Furniture (ret.)” If only the word “retired” is entered in the industry question, use code “9880.” See situation action chart page 22.

23. 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, page 19 if a military rank is given. If no rank or military status is given, code the industry as “High school or college” and code occupation as “Secondary or college teacher.”

24. Self employed with Occupation

For industry entries of “own account” “own business,” “self, own practice” and the like, use the “self employed with occ.” Listing in the industry section of the index.

Remember: This section provides both the industry and occupation codes and is to be used only if there is no other industry description. If an industry description can be determined, disregard “self-employed” and code the industry description.

Example:

Industry – Self employed house painter

Code the industry “0770 – House painting” and occupation “6420 – House painter.”

25. State Board of Education

Persons who worked in public schools (elementary or secondary) should be coded “7860” even if the certificate has reported “State Board of Education,” “State Department of Education,” or “State School Board” in the industry question.

26. Store, Own Store

For an industry entry of “store” or “own store,” code “5790 – Not specified retail store,” unless there is some indication of the merchandise being sold. For example, when the certificate shows 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.

27. Stores Operated by Schools

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

28. VISTA - Volunteers in Service to America

VISTA volunteers are classified as employed. Code industry “9480 – Administration of Human Resources.”

29. WIN – Work Incentive Program

This program provides training for employment, primarily through private employers. Persons who were placed in a regular job or were receiving on-the-job training through WIN should be assigned the industry code of their place of employment. If just WIN is reported and there is no employing company reported, code “9480 – Administration of Human Resources Program,” if the occupation entry indicates the person was involved with the program.

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 codes as appropriate.

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) or is reported in error. 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

Example 1:

Industry	Office supplies
Occupation	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**.

Example 2:

Industry	Retail Store
Occupation	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.

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

When A Product Is Listed In Industry

Situation		Action
Industry	Occupation	
<p>Commercial or Industrial products such as:</p> <p>Copper rods Printers' ink Turbo-generators Vaults Barbershop equipment</p>	<p>Selling or distribution such as: cashier delivery person stock handler warehouse worker Mfg., representative</p>	Code using the wholesale industry line in the Index
	<p>Production, such as: assembler machine operator machinist Production machinery such as: Metal working machinery Grain cleaning machinery Farm machinery Gas turbine generators Textile machinery</p>	Code using the manufacturing line in the Index
	<p>Repairer or serviceman exc. production machinery such as: general auto furnace cleaning and repair surveying instruments</p>	Code industry to a more general business listing, look in the "repair" run or look for a title in combination with the word "service" in the Index
<p>Consumer products, such as:</p> <p>furniture groceries shoes toys watches</p>	<p>Selling, such as: Cashier Delivery person Stock handler</p>	Code to retail industry line in the Index
	<p>Production, such as assembler machine operator machinist any repairer or servicer of production machinery</p>	Code using manufacturing line in the Index
	<p>Repairer or serviceman exc. production machinery such as: lawn mover and garden equipment household appliances office machines</p>	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 which you can code. A respondent may report two industries because he/she had to 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.

Example:

Industry – Food service, Security service
Occupation – 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:

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

Industry – Make and sell leather gloves
Occupation – Sales representative

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.

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

Industry – Make and sell leather gloves
Occupation – Fork lift truck operator

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.

Example:

Industry – ABC Auto Parts
Occupations – Salesman

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.

Example:

Industry – Bookkeeping Service, real estate office,
Occupation – 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.

Example:

Industry – Al's Service Station and soft water service
Occupation – 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.

The key words are:

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 code in the center column.

Occ Code	
5120	Bookkeeper

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	
2600	Painter, animated cartoons
6420	Painter, house or other bldgs

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 “animated cartoons” painter.

- b. Occupation titles that are followed by an education level

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

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 codes are in the left column, then occupation titles, followed by the industry and/or class of worker restriction in the center column, and SOC codes in the right column.

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

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

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

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

Occ Code		Ind Restrict
1920	Color tester	2270
8740	Color tester	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 Restrict
8320	Cap Maker	1670-1690

Assign an occupation code “8320” to the entry of “Cap maker” only if the industry code falls within the range of “1670-1690”. If the industry code does not fall within this range of codes in the middle column, code “8320” **should not** be used for occupation.

d. Titles with multiple industry restriction codes

Occ Code		Ind Restrict
6050	Fence Rider	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 restriction entry

Occ Code		Ind Restrict
0560	Payroll examiner	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 Restrict
0530	Log buyer	PR

(1) As pointed out in the industry section, “Class of worker” does not appear on the death certificate. However, if a determination can be made from the entries that are provided whether the person worked for government, private industry, etc., 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 that the decedent worked in his own business or farm:

Occ Code		Ind Restrict
6050	Farmer, n.s.	GOV or PR 0180, 0290
0210	Farmer, n.s.	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 Restrict
6050	Digger	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 Restrict
9130	Mail carrier	OWN 6170
5550	Mail carrier	6370
5510	Mail carrier	\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., exc..”

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.” The code for these lines are for either specified or unspecified occupations not listed in the index.

Example 1:

The Index lists “Laborer” with the descriptions “construction,” “laundry,” and “warehouse.” These lists are preceded by several “n.s.” lines with different industry codes.

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

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

Example 2:

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

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

Example 3:

Occ Code		Ind Restrict
8800	Production worker	1090-1180, 1280, 1370
7750	Production worker	2970, 3070-3690, 3960-3990
8960	Production worker	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) other than those previously 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 middle entry restrictions apply. If the specific industry restrictions do not apply, however, look for a residual line with a industry restriction like “any not listed.”

Occ Code		Ind Restrict
0540	Investigator, n.s.	6990
3910	Investigator, n.s.	\ Any not listed
5330	Investigator, n.s.	Credit bureau 7590
8890	Investigator, n.s.	2510, 4000

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

There are a few lines in the occupation section of the Index that provide instructions to look elsewhere in the Index for an alternate title and code.

Example:

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, exc. 8170-8270, 8290—see "Official"

If the industry is coded anything other than "8170-8270," or "8290" look for "Official" and use the industry code to determine the correct "Official" line to use. With an industry code of "9570" code occupation "0430" from the "Official" run shown below.

Occ Cocde		Ind Restrict
0950	Official	6870-6890
0230	Official	7870, 7880
0430	Official	9370-9390, 9480-9590
0230	Official	7860

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.

Example:

Occ Code		Ind Restrict
3910	Private eye	(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.

Example:

Occ Code		Ind Restrict
4600	Foster Mother	#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 Restrict
5560	L.S.M. Operator	6390

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

1. 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 "9990" for occupation
Type 2	Single Occupation Entry	Code using the Alphabetical Index and instruction B on page 48.
Type 3	Multiple Occupation Entries	Use instructions on pages 53 and 54 to choose the correct occupation to code.

2. For persons in the Armed Forces or for non-paid and non-workers, see the instructions for Industry on pages 23-25.

3. 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:

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

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

“Pony breeder” is not listed in the Index. Look up “Horse breeder” to get an occupation code of “6020.”
4. If the occupation entry on the certificate is not specific, use both industry and occupation together to obtain a more specific code before using an n.s. code.

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 occupation which are listed on page 64. 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. In other cases, the industry code must be changed to be consistent with the occupation entry. For example, if the occupation is “Dress store salesman” and the industry is blank, the code for the occupation entry would be “4760” and the code of “5170-Clothing and accessories, except shoe, stores” may be used for the industry. On the other hand, if the occupation is “Gospel worker,” the only allowable industry code is “9160-Religious organizations” because “9160” is a numeric sign (#) industry center restriction for this occupation title.

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.

	Page
1. Camp Counselors.....	64
2. Craft Occupations.....	64
3. Disable Veterans.....	64
4. Education Sensitive Occupations (“accounting work, exc. Accountant,” “engineer,” and “nurse”).....	65
5. Farm Occupations	65
6. Prison and Jail Inmates.....	67
7. Private Duty Nurse.....	67
8. Religious Denominations.....	67
9. Retired	67
10. Teachers	68

1. Camp Counselors

Code industry entries 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. Disabled Veterans

Code entries of “Disabled Veterans” (DAV) with no other codable industry or occupation to “9790” for industry and “9100” for occupation.

4. “Education” Sensitive Occupations

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

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

It is necessary to **reference the “decedent’s education” and “age”** items on the death certificate.

5. Farm Occupations

Correct coding of farm entries depends upon the combination of industry and occupation. Remember to reference the following pages 65-66 before going to the Alphabetical Index to code any farm occupations. Farm occupations are classified into seven categories as follows:

- 0210 Farmers and Ranchers (owners and tenants)
- 0200 Managers, farms, ranches and other agricultural
- 6000 Supervisors, farm workers
- 6050 Farm workers
- 6010 Agricultural Inspectors
- 6020 Animal breeders
- 6040 Graders and sorts, agricultural products

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

- a. Farmers (0210)—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,” etc., with industry stating “self,” “own farm,” etc., should be coded as a farmer.

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

- b. Farm managers (0200)-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.

Farm supervisors (6000)-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.”

- c. 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: farm hand, farm laborers, farm worker, helper on farm, hired-hand, and laborer. If “Class of Worker” is reported with farm worker see Index, otherwise use code “6050.”

- d. Other workers on farm—There are other occupations found on farms that get codes other than those listed above. These can be grouped into two types.

(1) The first type is other agricultural related jobs.

Example:

“6040” Graders and sorters, agricultural products

Some entries that are included in these occupations are green house worker, potato grader, and tobacco sorter. Use the Index to code these and similar entries.

(2) The second type includes generic occupations that are not primarily agricultural, but may be found working in agricultural settings.

Examples:

Bookkeepers, carpenters, horse trainers, mechanics, secretaries and truck drivers.

These occupations should be coded directly from the Index.

6. 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 accordingly.

7. Private Duty Nurses

Code Nurses who report themselves as “Private-Duty Nurses” either registered or practical, to industry “7580”. Code their occupation “3130” if they reported “Registered” or “3500” if they reported “Licensed practical nurse.” If they type of nurse is not specified code “3130”.

8. 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.”

9. “Retired” in Occupation Description

Disregard the word “retired” when included as part of the occupation entry along with other descriptions, such as “retired plumber.” In this example code “plumber.” If only the word “retired” is entered in the occupation question, code occupation as “9060.”

10. 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.
- 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 (ex: 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 which 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	*
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
Nurse receptionist (Ind 7970)	3130
Waiter and cook (Ind 8680)	4050

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:

Supply clerk and dispatcher

Code the first entry, "5620– Supply clerk."

Bartender and waiter

Code "4040 – Bartender."

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

If a certificate describes two or more clearly distinct jobs, that is, jobs for two or more different employers, use the following instructions:

a. Two or More Occupations Given—**One** Related to Industry:

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

For example:

Industry – Garage, Bookkeeping Service
Occupation – Bookkeeper, Auto body mechanic

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

- (2) If multiple occupations are equally appropriate, code the first occupation reported.

For example:

Industry – Credit union, Accounting service
Occupation – 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.

Note: Refer to page 64 to determine if the first occupation is a Special Case. If it is a Special Case follow the specific instructions. If it is not a Special Case, use the Index to code the first occupation.

SECTION VIII – SUGGESTED CODE FOR INADEQUATELY REPORTED INDUSTRY AND OCCUPATION ENTRIES

A. 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

B. 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	3130
Health Care	Registered Nurse	8090	3130
Health Care	Office Manager	8090	5000
Medical	Nurse	8190	3130
Medical	Blank	8190	9990

Nurses

For “nurses n.s.” and the industry listed as blank, age and/or education should be referenced.

- If age is under 21 and education is 13 years or less code occupation to “3500 – LPN.”
- If age is less than 75 and education is 13 years code industry to “8190 – Hospital” and occupation to “3500 – LPN.”
- If age is over 75 and education is not specified code industry to “8190 – Hospital” and occupation to “3130 - RN.”
- If nurse n.s. and industry is blank, use age and education to select industry code. If age and education are not available use “9990” – Unknown” for industry.
- If private duty nurse n.s. and age is over 75 and education is listed as unknown, code industry to “7580 – Employment services” and occupation to “3130 – RN.”

Nurses Aide

- If industry is blank and age is over 75 code industry to “8190 – Hospital.”
- If industry is blank and age is under 75 and education is 12 years or above code industry to “8190 – Hospital.”
- If industry is blank and age is under 75 and education is less than 12 years code industry to “8270 – Nursing home.”
- If industry is blank and age is under 75 and education is unknown code industry to “8270 – Nursing home.”

C. Seamstress

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

D. Electrical/Electronics

<u>Industry</u>	<u>Occupation</u>	<u>Ind. Code</u>	<u>Occ. Code</u>
Electrical ^{1/}	Electrician	0770	6350
Power	Electrician	0570	6350
Electrician	Electrician	0770	6350
Electric Co.	Blank	0570	9990
Electronics, n.s.	Blank	3390	7720

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

E. Miscellaneous Industry and Occupations

<u>Industry</u>	<u>Occupation</u>	<u>Ind. Code</u>	<u>Occ. Code</u>
Blank ^{1/}	Bookkeeper	7280	5120
Blank ^{1/}	Carpenter	0770	6230
Blank ^{1/}	Secretary	7590	5700
Civil Service ^{2/}	Civil Service Worker	9390	5860
Depot	Employee or Blank	9590	5860
Diet Center	Blank	8180	9990
Lumber ^{3/}	Logger	0270	6130
Manufacturing	Tool & Die Maker	3990	8130
Office	Office Worker	7780	5860
Office, n.s.		7780	
Self-employed Engineer	Engineer, n.s.	7290	1530
Engineering or Blank	Engineer n.s. (educ. 13+)	7290	1530
Tool Mfg.	Machinist	3990	8030
Wire, n.s. (Mfg)			3000 ^{4/}
RR	RR Engineer	6080	9200
Any	Office Manager	Any	5000

-
- ^{1/} Major industry groupings for some industry & occupation responses can be determined by the occupation. If industry is blank and no additional information is listed on the certificate regarding the industry activity or company name and the occupation is listed as “bookkeeper, secretary, carpenter, etc.” code the industry to the service rendered.
- ^{2/} If additional information indicates personnel type duties (such as personnel clerk, human resource assistant, etc.) use occupation code “5360” for “civil service worker.”
- ^{3/} Use the occupation of “logger” to determine “lumber camp” or “lumbering” for industry.
- ^{4/} If specific type wire can be determined use a more specific industry code.

F. 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

G. 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

H. Non-Store Sellers and Vendors

Non-Store Sellers or Vendors—When an entry on a certificate indicates that 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 “Miscellaneous professional and related services – 7490” 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. – 8960.” If there is no indication that they are making these articles, code occupation to “Salesperson – 4950.”
3. Persons reported themselves as “Teaching and selling” jewelry, ceramics, pottery, leather goods, and other arts and crafts, code industry to “Miscellaneous professional and related services – 7490” and occupation to “Teachers, n.e.c. – 2340.”

Door to Door Vendors, Industry Code "5690"

Act II	Christmas Around the World	Grolier
Adventure	Colony House	Hanover Shoe
Aloe Vera	Community World	Hat Box
Aloette Cosmetics	Con-Stan Industries	Health-Mor
American Color	Concept Now	Herb-A-Life
American Mail	Coppercraft Guild	Highlights for Children
Amtec Ind.	Cordon Bleu	Hilcon
Amway	Country Beautiful	Holidair, Ltd.
Anna Elizabeth Wade	Creative Circle	Holiday Magic
Annette Hamilton	Creative Expression	Home Decorating Gifts
Cosmetiques		
Artex Hobby/Liquid Embroidery	Creative Memories	Home Interiors
Artcraft Concepts	Cyclo Mfg. Co.	Homemakers Guild of America
		Hope Check
Atlantick Portrait Plan	Dawn Skin Care & Cosmetics	
	Deco Plants Co.	House of Lloyd
Ava Cosmetics	Denise	House of Pindor
Avon Products, Inc.	Discovery Toys	Hy Cite Corp.
Beauty Counselors	Doncaster, Inc.	Hydro-Air
Bee-Line Fashions	Dudley Products	I.A.P. Industries
Bel-Kraft	Dutch Maid	Interplanetary
Bestline Products	Dynamics, Inc.	Jafra Cosmetics
Blair Products	Eaton Collections	Jene Corp
Brandeis Décor Boutique	Electrolux	Jewell T
Bryna Cosmetics	Emmons	John W. Lewis Enterprises
CIC (Cosmetics Int'l Corp.)		
	Empress Pearls	Joya Fashions
Cambridge Diet	Encyclopedia Britannica	Kirby Vacuum Cleaner
Cameo Coutures	Espreo Cosmetics	Kitchen Craft
Cameo World	Family Record Plan	Kos-Cot
Candle Concepts	Fashion 220	Lady Desiree Lingerie
Care Free International	Fashion Frocks	Lady Love Cosmetics
Carline Emmons	Fashion Wagon	Leiter's Designer Fabrics
Carte Cosmetics		
	Field Enterprises Educational	Lisa Jewels Co.
Cattani of California	Figuettes	Longaberger Co.
	Fuller Brush	Lucky Heart Cosmetics
Celebrity Fashion Jewels		
Century Metalcraft	Future Enterprises	Luzier, Inc.
	Gateway Home Interiors	Martin Research
Chambre Cosmetics		
Children's Records		

Door to Door Vendors, Industry Code "5690" (Continued)

Mark Five Limited	Rena-Ware Distributors	Vollrath Co.Sovereign House Ltd.
Mary Kay Cosmetics	Revere Ware Plan	Vorwerk, U.S.A.
Mason Shoe Mfg. Co.	Rexair, Inc.	Watkins Products
Masterguard Corp.	Rich Plan	Wear Ever Aluminum
Mattline, Inc.	Rubbermaid Parties	Weight Reducing
McCannon & Co.	Rubber Sales Corp.	Wellington Laboratories
McNess Products	Salad Master	West Bend Co.
Meredith Corp.	Sarah Coventry, Inc.	Wheatonware
Miracle Maid	Sasco	Wicker Interior
Milkmaid Cosmetics	Shaklee Corp.	World Book Encyclopedia
Moorman Mfg. Co.	Sherman Clay & Co.	World Gift Co., Inc.
National Photographers Album Co.	Society Corp.	Zondervan Book of Life
Naturalife International	Southwestern Co.	
Neo-Life Co. of America	Stamey National Sales	
Nobility-Prestige Co.	Stanley Home Products	
Olde World Products	Star Laboratories	
Oriflame Corp.	Studio Girl Cosmetics	
Ovation Cosmetics, Inc.	Stuart McGuire	
Owen Industries	Stuart, C. H. & Co.	
Pampered Chef	Sunasu International	
Park Lane	Symbraette	
Party Lite Gifts	Table Craft	
Passport	Tammey Jewels	
Penny Rich Bras	Teleprompter Corp.	
Petro Fashions	Tiara Exclusives (Indiana Glass)	
Play House Toys	Time Life Libraries	
Pola, U.S.A., Inc.	Tri-Chem	
Process Corp.	Tupperware	
Queen's Way to Fashion	Undercoverwear	
Rainbow	United Consumers Club	
Raleigh Products	United Laboratories of America	
Rawleigh, W.T. Co.	Vanda Beauty Counselor	
Realsilk	Vita Craft	
Regal Ware	Vivianne Woodward Corp.	

GLOSSARY

Alphabetical Index

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

Central Administrative Office (CAO)

An establishment primarily engaged in management and general administrative functions performed centrally for other establishments of the same company. Generally, the CAO does not produce any products nor provide any services for the general public or other companies or government.

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 19.

Company Name List

A list of major employers in a specific geographic area with a corresponding industry code. Only some States will use these lists.

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 which 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

Below is a list of commonly used abbreviations and their meanings.

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.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