

May 3, 2005

ALL ASSOCIATION MEMBERS

Circular Letter No. 05-1448

RE: NCCI Item B-1391 – Revision to Basic Manual Classifications

The Minnesota Department of Commerce has approved the above filing to become effective 12:01 a.m., January 1, 2006, for new and renewal business.

The purpose of the above filing item is to eliminate, clarify, and/or modernize certain classification codes and cross-references in the **Basic Manual** to better reflect current business operations within the following industries.

- **Canvas Goods, Awning, Tent, & Bag or Sack Mfg.**
- **Linotype Printing**
- **Ice Manufacturing & Ice Dealer**
- **Five & Ten Cent Stores**
- **Restaurants – Fast Food**
- **Real Estate Agencies & Appraisers**
- **Commercial Appliance Installation**
- **Automobile Dismantling Parts Store Sales**
- **Heating, Ventilation, Air Conditioning, & Refrigeration**

In examining the potential rate impact of Item B-1391, MWCIA's Actuarial Department determined that the experience of the eliminated codes in Minnesota are so insignificant that the impact of combining the experience of the codes in question will be negligible. A possible exception will be the change illustrated in Exhibit X. It is recommended that the rate for Code 5537 be derived by using a credibility weighted average of the indicated and present on rate level pure premiums for Code 5536 until Code 5537 is able to develop enough data to create its own rate. The rate impact for employers affected by Exhibit X, therefore, will depend on the contracting code they were previously classified under versus the current rate for Code 5537.

ADDENDUM TO B-1391:

After National Council released Item B-1391, they issued an addendum to correct omissions made in the preparation of their original filing exhibits. Minnesota's Addendum Exhibits XIV and XV illustrate the additional changes necessary to incorporate NCCI addendum information into Item B-1391. In cases where NCCI's Addendum exhibits are illustrating changes Minnesota already incorporated into our original filing materials, these changes are either omitted from Minnesota's Addendum exhibits or duplicated wherever additional Minnesota language is now needed. [NCCI's Addendum to Item B-1391 was released as an attachment to NCCI Item B-1394. It should be noted that Minnesota will respond to Item B-1394 at a later date as a separate filing.]

Exhibits I – VIII, X, Addendum Exhibit XIV, and Addendum Exhibit XV illustrate the changes to the **Basic Manual** necessary to implement Item B-1391. Exhibit XI illustrates the changes necessary to the *Table of Classifications by Hazard Group* contained in the **Basic Manual** and the **Retrospective Rating Plan Manual**. Strikethroughs represent deleted language and underlining represents added text. Minnesota deviations from NCCI's original filing exhibits are marked as "Minnesota Exceptions". A copy of National Council's original filing memorandum and addendum memo are included to provide additional background information on Item B-1391. [Please note: NCCI Exhibit 9 is omitted from the Minnesota filing of Item B-1391 as it has no impact in Minnesota. To be consistent with the numbering of NCCI's filing exhibits; therefore, Minnesota did not create an exhibit number IX.]

Please direct any questions you may have regarding this filing item to MWCIA's Member & Customer Services' staff at 952.897.1737 (Option 1) or via email at info@mwcia.org.

A NOTICE TO MEMBERSHIP:

The Minnesota Department of Commerce requests that MWCIA remind its members that the above filing only applies automatically to insurance companies who have filed a Limited Power of Attorney agreement with our Commerce Department. A properly executed Limited Power of Attorney authorizes MWCIA to make filings on behalf of individual insurance companies. Any insurance company who has not filed a Limited Power of Attorney must independently submit the changes represented in each filing item to the Minnesota Department of Commerce for their approval.



BASIC MANUAL

PART TWO — CLASSIFICATIONS

Effective January 1, 2006

CURRENT PHRASEOLOGY:		PROPOSED PHRASEOLOGY:	
Code No.	Classification	Code No.	Classification
	AWNING MFG. AND ERECTION—METAL		AWNING MFG. AND ERECTION—METAL
3076	MANUFACTURE BY AN INSURED ENGAGED IN THE MANUFACTURE OF CANVAS PRODUCTS	3076	SAME
	MN EXCEPTION:		MN EXCEPTION:
2576	MANUFACTURE BY AN INSURED ENGAGED IN THE MANUFACTURE OF CANVAS PRODUCTS	2501	<u>MANUFACTURE BY AN INSURED ENGAGED IN THE MANUFACTURE OF CANVAS PRODUCTS</u>
2576	AWNING OR TENT MFG. —SHOP	2501	AWNING OR TENT MFG. —SHOP
	The installation, removal, or repair of awnings or tents away from the shop shall be classified as Code 5102—Awning Erection. Unless payroll records are accurately maintained showing the amount of payroll expended for shop work, the entire payroll shall be assigned to Code 5102—Awning Erection.		SAME
	MN EXCEPTION:		ADD MN EXCEPTION:
NONE	NONE	2501	<u>AWNING OR TENT MFG.—SHOP. The installation, removal, or repair of awnings, tents, or other canvas products away from the shop shall be classified as Code 9539—Awning erection. Unless payroll records are accurately maintained showing the amount of payroll expended for shop work, the entire payroll shall be assigned to Code 9539—Awning erection.</u>
	BAG		BAG
2578	RENOVATING. Applies to the renovating or repairing of cotton, burlap, or gunny bags or sacks and includes sewing.	2501	SAME
2578	BAG OR SACK MFG.—CLOTH	2501	BAG OR SACK MFG.—CLOTH
	Applies to the mfr. of cotton, burlap, or gunny bags or sacks.		Applies to the <u>manufacture</u> of cotton, burlap, or gunny bags or sacks.
2576	CANVAS GOODS MFG.—SHOP. The installation, removal, or repair of awnings, tents, or other canvas products away from the shop shall be classified as Code 5102—	2501	<u>CLOTH, CANVAS & RELATED PRODUCTS MFG. NOC.</u> The installation, removal, or repair of awnings, tents, or other canvas products away from the shop shall be

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CURRENT PHRASEOLOGY:		PROPOSED PHRASEOLOGY:	
Code No.	Classification	Code No.	Classification
	Canvas goods erection. Unless payroll records are accurately maintained showing the amount of payroll expended for shop work, the entire payroll shall be assigned to Code 5102—Canvas goods erection.		classified as Code 5102—Canvas goods erection. Unless payroll records are accurately maintained showing the amount of payroll expended for shop work, the entire payroll shall be assigned to Code 5102—Canvas goods erection
	MN EXCEPTION:		MN EXCEPTION:
2576	CANVAS GOODS MFG.—SHOP. The installation, removal, or repair of awnings, tents, or other canvas products away from the shop shall be classified as Code 9539—Canvas goods erection. Unless payroll records are accurately maintained showing the amount of payroll expended for shop work, the entire payroll shall be assigned to Code 9539—Canvas goods erection.	2501	CLOTH, CANVAS & RELATED PRODUCTS MFG. NOC. The installation, removal, or repair of awnings, tents, or other canvas products away from the shop shall be classified as Code 9539—Canvas goods erection. Unless payroll records are accurately maintained showing the amount of payroll expended for shop work, the entire payroll shall be assigned to Code 9539—Canvas goods erection.
2576	SAILMAKING. Applies to shop operations.	2501	SAILMAKING. Applies to shop operations.
2576	TENT OR AWNING MFG. —SHOP. The installation, removal, or repair of awnings or tents away from the shop shall be classified as Code 5102—Awning Erection. Unless payroll records are accurately maintained showing the amount of payroll expended for shop work, the entire payroll shall be assigned to Code 5102—Awning Erection.	2501	TENT OR AWNING MFG. —SHOP. The installation, removal, or repair of awnings or tents away from the shop shall be classified as Code 5102—Awning Erection. Unless payroll records are accurately maintained showing the amount of payroll expended for shop work, the entire payroll shall be assigned to Code 5102—Awning Erection
	MN EXCEPTION:		ADD MN EXCEPTION:
NONE	NONE	2501	TENT OR AWNING MFG.—SHOP. The installation, removal, or repair of awnings, tents, or other canvas products away from the shop shall be classified as Code 9539—Awning erection. Unless payroll records are accurately maintained showing the amount of payroll expended for shop work, the entire payroll shall be assigned to Code 9539—Awning erection.

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CURRENT PHRASEOLOGY:		PROPOSED PHRASEOLOGY:	
Code No.	Classification	Code No.	Classification

4308	LINOTYPE OR HAND COMPOSITION. Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to Code 4308 are conducted as a separate and distinct business.	NONE	NONE

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CURRENT PHRASEOLOGY:		PROPOSED PHRASEOLOGY:	
Code No.	Classification	Code No.	Classification
	ICE		ICE
2150	MFG. Drivers to be separately rated under Code 8203—Ice Dealer.	NONE	NONE
8203 ⬆	DEALER & DRIVERS	8203	<u>MFG. OR DISTRIBUTION</u> & DRIVERS
8203 ⬆	HARVESTING & STORING, DRIVERS		NONE

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CURRENT PHRASEOLOGY:		PROPOSED PHRASEOLOGY:	
Code No.	Classification	Code No.	Classification
	STORE		STORE
8050◆	FIVE AND TEN CENT. Applicable to store locations at which are sold a variety of small wares such as stationery, giftware, toilet articles, light hardware, toys, housewares, confectionery, ready-to-wear clothing and accessories, etc. Sales are usually cash without delivery service. Stores are sometimes distinguished by advertising price ranges of "5¢ & 10¢" or "5¢ to \$1.00".	8017◆	SAME
	MN EXCEPTION:		ADD MN EXCEPTION:
NONE	NONE	8017◆	<u>DOLLAR OR VARIETY. Applicable to store locations at which are sold a variety of small wares such as stationery, giftware, toilet articles, light hardware, toys, housewares, confectionery, ready-to-wear clothing and accessories, etc. Sales are usually cash without delivery service. Stores are sometimes distinguished by advertising price ranges of "Dollar or less or "\$1.00 or less".</u>

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CURRENT PHRASEOLOGY:		PROPOSED PHRASEOLOGY:	
Code No.	Classification	Code No.	Classification
	RESTAURANT		RESTAURANT
9083	<p>FAST FOOD. Applicable to risks that prepare and serve food and nonalcoholic beverages for on or off premises consumption. Shall not be assigned to a risk that sells alcoholic beverages or employs wait staff.</p> <p>Includes musicians or entertainers. Restaurants operated by a hotel or motel to be separately rated as Code 9058. Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to Code 9083 are conducted as a separate and distinct business.</p>	9083	<p>FAST FOOD. <u>Assigned</u> to risks that prepare and serve food and beverages for on or off premises consumption. Shall not be assigned to a risk that employs wait staff.</p> <p>Includes musicians or entertainers. Restaurants operated by a hotel or motel to be separately rated as Code 9058. Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to Code 9083 are conducted as a separate and distinct business.</p>
	MN EXCEPTION:		MN EXCEPTION:
9083	RESTAURANT	9083	RESTAURANT
	<p>FAST FOOD. Applicable to risks that prepare and serve food and nonalcoholic beverages for on or off premises consumption. Shall not be assigned to a risk that sells alcoholic beverages or employs wait staff.</p> <p>Restaurants operated by a hotel or motel to be separately rated as Code 9058. Musicians or entertainers to be separately rated under Code 9156.</p>		<p>FAST FOOD. <u>Applicable</u> to risks that prepare and serve food and beverages for on or off premises consumption. Shall not be assigned to a risk that employs wait staff. <u>Risks whose sale of alcohol is greater than 50% of total sales to be classified as Code 9084 - Bar or Tavern.</u></p> <p><u>Restaurants operated by a hotel or motel to be separately rated as Code 9058. Musicians or entertainers to be separately rated under Code 9156. Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to Code 9083 are conducted as a separate and distinct business.</u></p>

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CURRENT PHRASEOLOGY:		PROPOSED PHRASEOLOGY:	
Code No.	Classification	Code No.	Classification

	NONE		REAL ESTATE
8742	REAL ESTATE AGENCY — OUTSIDE EMPLOYEES & COLLECTORS. Care, custody, and maintenance or construction work to be separately rated.	8721	AGENCY — OUTSIDE EMPLOYEES & COLLECTORS. Care, custody, and maintenance or construction work to be separately rated.
8721	REAL ESTATE APPRAISAL COMPANY — OUTSIDE EMPLOYEES	8721	APPRAISAL COMPANY — OUTSIDE EMPLOYEES

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CURRENT PHRASEOLOGY:		PROPOSED PHRASEOLOGY:	
Code No.	Classification	Code No.	Classification
	HOUSEHOLD		NONE
9519	APPLIANCES—ELECTRICAL—INSTALLATION, SERVICE, OR REPAIR & DRIVERS. Includes shop or outside employees and incidental parts department employees. Electrical wiring to be separately classified to Code 5190. Television, radio, video, and audio equipment installation, service, or repair to be separately classified to Code 9516.	9519	HOUSEHOLD AND COMMERCIAL APPLIANCES—ELECTRICAL—INSTALLATION, SERVICE, OR REPAIR & DRIVERS. Includes shop or outside employees and incidental parts department employees. Electrical wiring to be separately classified to Code 5190. Television, radio, video, and audio equipment installation, service, or repair to be separately classified to Code 9516.
5191	OFFICE MACHINE OR APPLIANCE INSTALLATION, INSPECTION, ADJUSTMENT, OR REPAIR. Includes shop. Mfg. operations to be separately rated.	5191	OFFICE MACHINE INSTALLATION, INSPECTION, ADJUSTMENT, OR REPAIR. Includes shop. Mfg. operations to be separately rated.

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CURRENT PHRASEOLOGY:		PROPOSED PHRASEOLOGY:	
Code No.	Classification	Code No.	Classification
	AUTOMOBILE		AUTOMOBILE
3821♦	DISMANTLING & DRIVERS. Includes store operations and the salvage or junking of parts.	3821	<u>RECYCLING & DRIVERS.</u> Includes the dismantling, salvaging, or junking of parts. <u>Store employees who do not engage in other operations and have no yard exposure are assigned to Code 8046.</u>
NONE	NONE	8046♦	<u>RECYCLING.</u> Store employees who do not engage in other operations and have no yard exposure.
	MN EXCEPTION:		ADD MN EXCEPTION:
NONE	NONE	3821	<u>RECYCLING & DRIVERS.</u> Includes the dismantling, salvaging, or junking of parts. <u>Store employees who do not engage in other operations and have no yard exposure are assigned to Code 8036 or Code 8029 based on the type of sales conducted at each location.</u>
NONE	NONE	8036♦	<u>RECYCLING—RETAIL EXCLUSIVELY & DRIVERS.</u> Store employees who do not engage in other operations and have no yard exposure.
NONE	NONE	8029♦	<u>RECYCLING—WHOLESALE OR COMBINED RETAIL & DRIVERS.</u> Store employees who do not engage in other operations and have no yard exposure.
	NONE		ADD MN EXCEPTION:
NONE	NONE		STORE
NONE	NONE	8036♦	<u>AUTOMOBILE PARTS RECYCLING—RETAIL EXCLUSIVELY & DRIVERS.</u> Applicable to store employees of parts recycling businesses who do not engage in other operations and have no yard exposure.
	NONE		ADD MN EXCEPTION:
NONE	NONE		STORE
NONE	NONE	8029♦	<u>AUTOMOBILE PARTS RECYCLING—WHOLESALE OR COMBINED RETAIL & DRIVERS.</u> Applicable to store employees of parts recycling businesses who do not engage in other operations and have no yard exposure.

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CURRENT PHRASEOLOGY:		PROPOSED PHRASEOLOGY:	
Code No.	Classification	Code No.	Classification
	AIR-CONDITIONING SYSTEMS		AIR-CONDITIONING SYSTEMS
	NON-PORTABLE:		NON-PORTABLE:
8601	AIRFLOW TESTING AND VALANCING EXCLUSIVELY	8601	SAME
5190•	CLEANING, OILING, OR ADJUSTING & DRIVERS. Installation, dismantling, or overhauling of compressors to be separately rated.	NONE	NONE
5536•	DUCTWORK—SHOP AND OUTSIDE & DRIVERS. Applies to fabrication, erection, installation, or repair operations. Shall not be assigned to the same job or location to which Code 5538 applies.	NONE	NONE
3724•	MACHINERY INSTALLATION OR REPAIR OF COMPRESSORS, MOTORS, OR OTHER MACHINERY & DRIVERS	NONE	NONE
5183•	PLUMBING & DRIVERS	NONE	NONE
5538•	SHEET METAL & DRIVERS	NONE	NONE
NONE	NONE	5537•	HEATING, VENTILLATION, AIR-CONDITIONING, AND REFRIGERATION SYSTEMS—INSTALLATION, SERVICE, AND REPAIR & DRIVERS. Applicable to installation, service, and repair including residential and commercial. Division of payroll between Code 5537 and any other contracting classification is not permitted when all or a majority portion of the work for an HVAC contract is performed by a single contractor. Separately rate portable air-conditioning units to Code 9519.
	NONE		ADD MN EXCEPTION:
NONE	NONE	5537•	HEATING, VENTILLATION, AIR-CONDITIONING, AND REFRIGERATION SYSTEMS—INSTALLATION, SERVICE, AND REPAIR & DRIVERS. Applicable to installation, service, and repair including residential and commercial. Separately rate portable air-conditioning units to Code 9519.
5536•	HEATING—AND—AIR-CONDITIONING DUCTWORK—SHOP & DRIVERS. Applies to fabrication, erection, installation, or repair operations. Shall not be assigned to the same job or locations to which Code 5538 applies.	NONE	NONE

*Effective 1-1-2006***BASIC MANUAL****Deductible Insurance****Table of Classifications by Hazard Group**

Code No.	Hazard Group
2150	II
2576	II
2578	II
4308	II
5536	III
5537	III
8050	II

RETROSPECTIVE RATING PLAN MANUAL**Part Four F****Table of Classifications by Hazard Group**

Code No.	Hazard Group
2150	II
2576	II
2578	II
4308	II
5536	III
5537	III
8050	II

EXHIBIT XII
BASIC MANUAL
RULES AND PROCEDURES

PROPOSED MN EXCEPTION:

III. POLICY WRITING PROCEDURE

C. Classification Codes and Statistical Codes

The following code numbers are applicable for use in Minnesota:

0005	1803	2683	3307	4130	4828	6233	7327F	8044	8748	9154	9827
0006	1852	2686	3315	4131	4829	6235	7327S	8045	8800	9156	9828
0008	1853	2688	3334	4133	4902	6236	7333	8047	8803	9178	9829
0016	1860	2702	3341	4150	4923	6237	7335	8048	8805	9179	9830
0034	1924	2710	3365	4206	5000	6248	7337	8050	8810	9180	9831
0035	1925	2714	3372	4207	5020	6251	7350F	8052	8814	9182	9832
0042	2001	2729	3373	4239	5022	6252	7360	8058	8815	9186	9833
0050	2002	2731	3382	4240	5037	6260	7370	8072	8820	9220	9834
0059	2003	2735	3383	4243	5040	6306	7380	8102	8824	9402	9835
0063	2014	2759	3385	4244	5057	6319	7382	8103	8825	9403	9836
0064	2016	2790	3400	4250	5059	6325	7390	8106	8826	9410	9837
0065	2021	2802	3507	4251	5102	6400	7394	8107	8828	9501	9840
0066	2039	2812	3515	4263	5146	6504	7395	8111	8829	9516	9846
0067	2041	2881	3548	4273	5160	6702	7398	8116	8830	9519	9848
0076	2065	2883	3559	4279	5183	6703	7403	8203	8831	9521	9849
0079	2070	2915	3571	4283	5188	6704	7405	8204	8832	9522	9874
0106	2081	2916	3574	4299	5190	6801F	7409	8209	8833	9534	9879
0113	2089	2923	3612	4304	5191	6811	7420	8215	8835	9539	9880
0133	2095	2960	3620	4307	5192	6824F	7421	8227	8842	9554	9885
0147	2105	3004	3629	4308	5213	6826F	7422	8232	8844	9586	9886
0148	2111	3018	3632	4314	5215	6834	7423	8233	8845	9600	9887
0170	2121	3022	3634	4351	5221	6836	7425	8235	8864	9620	9889
0174	2130	3027	3635	4352	5222	6843F	7431	8263	8868	9663	9985
0179	2131	3028	3638	4361	5348	6845F	7502	8264	8869	9664	
0251	2150	3030	3642	4410	5403	6845S	7515	8265	8901	9680	
0400	2157	3040	3643	4420	5437	6854	7520	8279	9012	9721	
0401	2172	3042	3647	4432	5445	6872F	7529	8280	9014	9722	
0900	2174	3064	3648	4452	5462	6874F	7538	8284	9015	9723	
0908	2211	3066	3681	4459	5472	6882	7539	8285	9016	9724	
0909	2220	3076	3685	4470	5473	6884	7540	8286	9033	9740	
0912	2286	3081	3719	4484	5474	7016	7580	8291	9034	9742	
0913	2288	3082	3724	4493	5478	7024	7590	8292	9036	9743	
0917	2302	3085	3726	4511	5479	7038	7600	8293	9037	9803	
0930	2305	3110	3803	4557	5480	7046	7601	8304	9039	9804	
0931	2361	3111	3807	4558	5491	7047	7605	8350	9040	9805	
0990	2362	3113	3808	4568	5506	7050	7610	8353	9044	9806	
0994	2380	3114	3821	4581	5507	7090	7706	8380	9046	9807	
0998	2388	3126	3822	4583	5508	7098	7708	8381	9052	9808	
1111	2402	3131	3824	4611	5536	7099	7720	8385	9054	9809	
1164	2413	3132	3826	4635	5537	7151	7855	8392	9058	9810	
1165	2416	3145	3827	4653	5538	7152	8001	8393	9059	9811	
1320	2417	3146	3830	4665	5551	7153	8002	8395	9060	9812	
1322	2501	3169	3851	4670	5606	7201	8006	8500	9061	9813	
1430	2503	3175	3881	4683	5645	7207	8008	8601	9062	9814	
1438	2534	3179	4000	4686	5649	7222	8013	8606	9063	9815	
1452	2570	3180	4021	4692	5651	7228	8015	8709F	9077F	9816	
1463	2576	3188	4024	4693	5703	7229	8017	8719	9077S	9817	
1472	2578	3220	4034	4703	5705	7230	8018	8720	9082	9818	
1624	2585	3223	4036	4720	5951	7231	8021	8721	9083	9819	
1642	2586	3224	4038	4740	6003	7232	8029	8726F	9084	9820	
1654	2587	3227	4053	4741	6017	7309F	8031	8726S	9088	9821	
1655	2623	3241	4061	4751	6204	7309S	8032	8734	9093	9822	
1699	2640	3255	4062	4767	6213	7313F	8033	8737	9101	9823	
1701	2651	3257	4101	4771	6216	7313S	8034	8738	9102	9824	
1710	2660	3300	4112	4777	6217	7317F	8036	8742	9108	9825	
1747	2670	3303	4114	4825	6229	7317S	8039	8745	9149	9826	

For further details and complete phraseologies, please refer to the *Classification Codes and Statistical Codes for Workers Compensation and Employers Liability Insurance Manual* or visit MWCIA's website @ www.mwcia.org.

EXHIBIT XIII
BASIC MANUAL
RULES AND PROCEDURES

PROPOSED MN EXCEPTION

III. POLICY WRITING PROCEDURES

C. Classification Codes and Statistical Codes

Classification code numbers applicable for use in Minnesota:

PHRASEOLOGY	CLASSIFICATION CODE
ABRASIVE PAPER OR CLOTH PREPARATION	1860
ACOUSTICAL CEILING TILE INSTALL - SUSPENDED GRIDTYPE	5020
AGATE OR ENAMEL WARE MFG	3224
AGRICULTURAL OR CONSTRUCTION MACHINERY MFG	3507
AIR CARRIER - COMMUTER: FLYING CREW	7431
AIR CARRIER - SCHED OR SUPPL - ALL OTHER EMPL & D	7403
AIR CARRIER - SCHED OR SUPPL - FLYING CREW	7405
AIR CONDITIONING SYSTEMS - NON-PORTABLE: DUCTWORK - SHOP & OUTSIDE & DRIVERS	6536
AIRCRAFT ENGINE MFG	3826
AIRCRAFT OPERATION NOC: HELICOPTERS - FLYING CREW	7425
AIRCRAFT OR HELICOPTER OPER: ALL OTHER EMPL & D	7423
AIRCRAFT/HELICOPTER OPER: SALES,SERVICE AGENCY - FLY CREW	7422
AIRCRAFT/HELICOPTER OPER: TRANSPORT PERSONNEL - FLY CREW	7421
AIRCRAFT/HELICOPTER OPER: AERIAL APPL - FLYING CREW	7409
AIRCRAFT/HELICOPTER OPER: PUBLIC EXHIB - FLYING CREW	7420
AIRPLANE MFG	3830
ALUMINUM WARE MFG	3227
AMUSEMENT DEVICE OPERATION NOC - NOT TRAVELING - & D	9180
AMUSEMENT DEVICE OPERATOR - TRAVELING - ALL EMPL & D	9186
AMUSEMENT PARK OR EXHIBITION: OPERATION & DRIVERS	9016
ANALYTICAL CHEMIST - INCL LAB & OUTSIDE EMPL	4511
ARTIFICIAL INSEMINATION OF CATTLE: PROF EMPL	5951
ASBESTOS CONTRACTOR NOC	5473
ASBESTOS CONTRACTOR-PIPE & BOILER WORK EXCLUSIVELY	5472
ASBESTOS GOODS MFG	1852
ASPHALT OR TAR DISTILLING OR REFINING & D	4741
ASPHALT WORKS & D	1463
ATHLETIC TEAM OR PARK: CONTACT SPORTS	9179
ATHLETIC TEAM OR PARK: NON-CONTACT SPORTS	9178
ATHLETIC TEAM OR PARK: OPERATION & D	9182
ATTORNEY - ALL EMPLOYEES & CLERICAL, MESSENGERS, D	8820
AUDITORS/ACCTS/COMPUTER PROGRAMMER-TRAVELING	8803
AUTO BODY REPAIR/METAL/FIBERGLASS/INCL PAINT/UPHOL	8393
AUTO LIGHTING,IGNITION,STARTING APPARATUS MFG NOC	3648
AUTO RENTAL CO: ALL OTHER EMPL & COUNTERHELP, D	8002
AUTO SALES, SERVICE OR REPAIR CTR & D (INCL PARTS)	8380
AUTO,BUS,TRUCK OR TRAILER BODY MFG NOC	3824
AUTO,BUS,TRUCK OR TRAILER BODY MFG - DIE PRESS STEEL	3822
AUTOMATIC SPRINKLER INSTALLATION & D	5188
AUTOMOBILE DISMANTLING & D - INCL STORE OPER	3821
AUTOMOBILE ENGINE MFG	3827
AUTOMOBILE MFG OR ASSEMBLY	3808
AUTOMOBILE RADIATOR MFG	3807
AUTOMOBILE SALESPERSONS	8748
AUTOMOBILE STORAGE GARAGE OR PARKING STATION & D	8392
AUTOMOBILE WHEEL MFG - NOT CAST	3803
AWNING OR TENT MFG - SHOP	2576
BAG OR SACK MFG - CLOTH	2578
BAKERY & DRIVERS,ROUTE SUPERVISORS	2003
BALL OR ROLLER BEARING MFG	3638

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BAR,DISCOTHEQUE,LOUNGE,NIGHT CLUB OR TAVERN	9084
BARBER SHOP OR BEAUTY PARLOR/HAIR STYLING SALON	9586
BATTERY MFG - DRY	3642
BATTERY MFG - STORAGE	3647
BED SPRING OR WIRE MATTRESS MFG	3300
BEER OR ALE DEALERS - WHOLESALE & DRIVERS	7390
BLACKSMITHING	3111
BOAT BUILDING OR REPAIR & D (STATE ACT)	6834
BOAT BUILDING OR REPAIR & D (US ACT)	6824F
BOAT BUILDING - WOOD - NOC & D, INCL SHOP & YARD(STATE	6811
BOAT BUILDING - WOOD - NOC & D, INCL SHOP & YARD(US ACT)	6801F
BOAT LIVERY - BOATS UNDER 15 TONS (US ACT)	7050
BOILER INSTALLATION OR REPAIR	3726
BOILERMAKING	3620
BOOK, RECORD, CD, VIDEO OR AUDIO STORE - RETAIL	8072
BOOKBINDING	4307
BOOT OR SHOE MFG	2660
BOTTLING NOC & ROUTE SUPERVISORS, D	2157
BOWLING LANE	9093
BOX MFG - FOLDING PAPER NOC	4243
BOX MFG - SET UP PAPER	4240
BOX OR BOX SHOOK MFG	2759
BRASS OR COPPER GOODS MFG	3315
BREAKFAST FOOD MFG	2016
BREWERY & D	2121
BRICK OR CLAY PRODUCTS MFG NOC & D	4021
BUILDING MATERIAL DEALER - NEW MAT ONLY: STORE EMPL	8058
BUILDING MATERIAL DEALER - NEW - ALL OTHER EMPL & YD, D	8232
BUILDING MATERIAL YARD - USED - & LOCAL MGRS, D	8204
BUILDING RAISING OR MOVING & D	5703
BUILDINGS - OPERATION BY CONTRACTORS	9014
BUILDINGS - OPERATION BY OWNER OR LESSEE	9015
BUILDINGS - OPER BY OWNER, MGMT FIRM: PROF EMPL & C, S	9012
BURGLAR, FIRE, INTERCOMM, SOUND INSTALL OR REPAIR & D	7605
BUS CO: GARAGE EMPLOYEES	8385
BUS CO: ALL OTHER EMPL & D	7382
BUTCHERING	2081
BUTTON OR FASTENER MFG METAL	3131
CABINET WORKS WITH POWER MACHINERY	2812
CABLE MFG - INSULATED ELECTRICAL	4470
CAN MFG	3220
CANNERY NOC	2111
CANVAS GOODS, AWNING & TENT ERECTION, REMOVAL, REPAIR	9539
CAR MFG - RAILROAD & D	3881
CARPENTRY - DWELLINGS NOT > 3 STORIES	5651
CARPENTRY - IN CONSTRUCTION OF DETACHED DWELLINGS	5645
CARPENTRY - NOC	5403
CARPENTRY SHOP ONLY & D	2802
CARPENTRY - INSTALL OF CABINET WORK OR INTERIOR TRIM	5437
CARPET OR RUG MFG NOC	2402
CARPET, LINOLEUM, ASPHALT & RUBBER FLOOR TILE INSTAL	5478
CARTRIDGE MFG, CHARGING OR LOADING & D	4767
CASINO GAMBLING - ALL EMPL & C,S,D	9062
CASINO GAMBLING - HOTEL - ALL EMPL & C,S,D	9044
CASTINGS MFG - METAL - LOST WAX METHOD	3341
CATTLE DEALER & D (NO STOCKYARD OPER)	8286
CEMENT MFG	1701
CEMETERY OPERATION & D	9220
CHEMICAL BLENDING OR MIXING NOC ALL OP & DRIVERS	4828
CHEMICAL MFG NOC ALL OPERATIONS & DRIVERS	4829
CHILD DAY CARE PROFESSIONAL EMPL & C, S	8869
CHILD DAY CARE: ALL OTHER EMPL & D	9059
CHIMNEY CONSTRUCTION - NOT METAL - INCL FOUNDATIONS	5000
CHURCH OR SCHOOL: ALL OTHER EMPLOYEES	9101

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CIGARETTE MFG	2172
CLEANING OR DYEING & ROUTE SUPERVISORS, D	2586
CLERICAL OFFICE EMPLOYEES NOC	8810
CLOCK MFG	3382
CLOTH PRINTING	2417
CLOTHING MFG	2501
CLOTHING STORE - RETAIL	8008
CLOTHING STORE: WHOLESALE	8032
CLUB - COUNTRY, GOLF, FISHING OR YACHTING & C	9060
CLUBS NOC & C	9061
COAL DOCK OPERATION - BY MEANS OF MECH APPARATUS	7313F
COAL DOCK OPERATION - BY MEANS OF MECH APPARATUS	7313S
COAL MERCHANTS - INCL. LOCAL MANAGERS, DRIVERS	8233
COMPUTING, RECORDING OR OFFICE MACHINE NOC	3574
CONCRETE CONSTRUCTION IN CONNECT W/BRIDGES, CULVERT	5222
CONCRETE CONSTRUCTION NOC	5213
CONCRETE PRODUCTS MFG & D	4034
CONCRETE WORK - INCID TO CONSTR OF RESIDENCE	5215
CONCRETE/CEMENT WORK - FLOORS, DRIVES, YARDS, WALKS & D	5221
CONDUIT CONSTRUCTION - FOR CABLES OR WIRES & D	6325
CONFECTION MACHINE MFG	3559
CONFECTION MFG	2041
CONTRACTORS - EXECUTIVE SUPERVISOR	5606
CONTRACTORS' PERMANENT YARD	8227
COPYING OR DUPL SERVICE - ALL EMPL, CLERICAL, SALES & D	8015
CORE DRILLING - EXPLORATORY	6248
CORN PRODUCTS MFG	4703
CORRUGATED OR FIBER BOARD CONTAINER MFG	4244
COTTON BATTING, WADDING OR WASTE MFG	2211
COTTON COMPRESSING & D	0400
COTTON GIN OPERATION, LOCAL MANAGERS & D	0401
COTTONSEED OIL MFG - BY MECHANICAL EXTRACTION & D	4670
CRACKER MFG	2001
CREAMERY & ROUTE SUPERVISORS & D	2070
DAM OR LOCK CONSTRUCTION: CONCRETE WORK - ALL OPER	6017
DENTAL LABORATORIES	4692
DEPARTMENT STORE - RETAIL	8039
DIE CASTINGS MFG	1925
DISTILLATION - WOOD - & D	1472
DIVING, SALVAGE, WRECKING - MARINE (PROG I)	7394
DIVING, SALVAGE, WRECKING - MARINE (STATE ACT)	7395
DIVING, SALVAGE, WRECKING - MARINE (US ACT)	7398
DOMESTIC SERVICE CONTRACTORS	0917
DOOR, DOOR FRAME OR SASH ERECTION - METAL	5102
DREDGING - ALL TYPES (US ACT)	7337
DREDGING - ALL TYPES (PROG I)	7333
DREDGING - ALL TYPES (STATE ACT)	7335
DRILLING NOC & D	6204
DRIVERS, CHAUFFEURS & HELPERS NOC - COMMERCIAL	7380
DRUG STORE - RETAIL	8045
DRUG STORES - WHOLESALE	8047
DRUG, MEDICINE OR PHARMACEUTICAL PREP, COMPOUNDING OR BLENDING - NO MFG INGRED	4611
DRUG, MEDICINE, PHARM PREP MFG & INCL MFG OF INGRED	4825
ELECTRIC LIGHT OR POWER COMPANY - NOC - ALL OPER	7539
ELECTRIC LIGHT OR POWER COOPERATIVE - REA PROJECTS	7540
ELECTRIC LIGHT OR POWER LINE CONSTRUCTION & D	7538
ELECTRIC LIGHT/POWER LINE CONSTR: REA PROJECT & D	7529
ELECTRIC OR GAS LIGHTING FIXTURES MFG	3180
ELECTRIC POWER OR TRANSMISSION EQUIPMENT MFG	3643
ELECTRICAL APPARATUS MFG NOC	3179
ELECTRICAL HARNESS ASSEMBLY/TV, RADIO, TELE DEVICE M	3681
ELECTRICAL WIRING - WITHIN BLDGS & D	5190
ELECTROPLATING	3372
ELEVATOR ERECTION OR REPAIR	5160

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ELEVATOR OR ESCALATOR MFG	3042
EMBROIDERY MFG	2388
EMERY WORKS & D	1747
ENGINEER OR ARCHITECT - CONSULTING (NO CONSTR)	8601
ENGRAVING	4352
EXCAVATION & D	6217
EXCAVATION - CELLARS/FDNS IN WOOD DWELLINGS NOT >3STORIES	5649
EXPLOSIVES DISTRIBUTORS & D	4777
EXPLOSIVES OR AMMUNITION MFG NOC & DRIVERS	4771
FABRIC COATING OR IMPREGNATING NOC	4493
FARM - ANIMAL RAISING - FUR BEARING	0170
FARM - BERRY OR VINEYARD & D	0079
FARM - FISH HATCHERY & D	0113
FARM MACHINERY DEALER - ALL OPER INCL DEMOS & D	8116
FARM MACHINERY OPERATIONS - BY CONTRACTOR & D	0050
FARM: GARDENING BY HAND (MN)	0008
FARM: GENERAL & D (NO INSERVANTS)	0006
FARM: ORCHARD & D	0016
FEATHER OR FLOWER MFG - ARTIFICIAL	2534
FELTING MFG	2288
FENCE ERECTION - METAL	6400
FERTILIZER MFG & D	4583
FIBER GOODS MFG	4263
FIREFIGHTERS - FULL TIME & D	7706
FIREFIGHTERS - VOLUNTEER & D	7708
FIREPROOF EQUIPMENT MFG	3076
FIREWORKS EXHIBITION & D	9088
FIVE AND TEN CENT STORE	8050
FLORIST - STORE & D	8001
FLORIST & D	0035
FOOD SUNDRIES MFG - NOC - NO CEREAL MILLING	6504
FOUNDRY - FERROUS - NOC	3081
FOUNDRY - NON-FERROUS METALS - NOC	3085
FOUNDRY - STEEL CASTINGS	3082
FREIGHT HANDLING OR STEVEDORING NOC (STATE ACT)	7360
FREIGHT HANDLING OR STEVEDORING NOC (US ACT)	7350F
FRUIT PACKING	2105
FUNERAL DIRECTOR & D	9620
FURNITURE ASSEMBLING - WOOD - FROM MFGD PARTS	2881
FURNITURE MFG WOOD NOC	2883
FURNITURE OR FIXTURE INSTALL NOC - IN OFFICES/STORES	5146
FURNITURE STOCK MFG	2735
FURNITURE STORE - WHOLESALE/RETAIL & DRIVERS	8044
GALVANIZING OR TINNING	3373
GARBAGE WORKS	7590
GARBAGE, ASHES OR REFUSE COLLECTION & D	9403
GAS COMPANY - NATURAL GAS - LOCAL DISTRIBUTION & D	7502
GAS DEALER - LPG - & D (ALL OPER INCL STORE, INSTAL	8353
GAS MAIN OR CONNECTIONS CONSTRUCTION & D	6319
GASOLINE OR OIL DEALER & D	8350
GASOLINE STATION - RETAIL - SELF SERVICE	8381
GEAR MFG OR GRINDING	3635
GEOPHYSICAL EXPLORATION - SEISMIC - ALL EMPL & D	8606
GLASS MERCHANT	4130
GLASS MFG & D	4101
GLASS WINDOW MFG - STAINED	4133
GLASSWARE MFG - NOC	4114
GLAZIER - AWAY FROM SHOP & D	5462
GLOVE MFG - LEATHER OR CLOTH	2670
GLUE MFG & D	4653
GRAIN ELEVATOR OPERATION - & LOCAL MANAGERS, D	8304
GRAIN MILLING	2014
GROCERY STORE - WHOLESALE	8034
GROCERY STORES - RETAIL: NO HANDLING OF FRESH MEAT	8006

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GROUP HOMES - ALL EMPLOYEES & SALESPERSONS, DRIVERS	8842
HARDWARE MFG NOC	3146
HARDWARE STORE - WHOLESALE, OR COMB RETAIL (MN)	8029
HARDWARE STORE: RETAIL EXCLUSIVELY (MN)	8036
HAY, GRAIN OR FEED DEALER & LOCAL MGRS, D	8215
HEALTH OR EXERCISE INSTITUTE & C	9063
HEAT TREATING METAL	3307
HEATING, VENTILATION, AIR COND. AND REFRIGERATION SYSTEMS—INSTALL, SERV, REPAIR & D	5537
HOMEMAKER SERVICE	8828
HOSIERY MFG	2361
HOSPITAL: ALL OTHER EMPLOYEES	9040
HOSPITAL: PROFESSIONAL EMPLOYEES	8833
HOTEL - ALL OTHER EMPLOYEES & S, D	9052
HOTEL - RESTAURANT EMPLOYEES	9058
HOUSE FURNISHINGS INSTALLATION NOC & UPHOLSTERING	9521
HOUSEHOLD APPLIANCES - ELEC - INSTALL, SERV, REPAIR & D	9519
HOUSING AUTHORITY & C, S, D (COMPL PUBLIC HOUS PROJ)	9033
ICE CREAM MFG & D	2039
ICE HARVESTING & DEALERS & D	8203
ICE MFG	2150
INCANDESCENT LAMP MFG	4112
INK MFG/CRAYON MFG (MN)	4557
INSPECTION FOR INSURANCE OR VALUATION PURPOSES NOC	8720
INSTRUMENT MFG NOC	3685
INSULATION WORK NOC & D	5479
IRON OR STEEL ERECTION NOC	5057
IRON OR STEEL ERECTION - BRIDGES, TOWERS, EXTERIOR, FRA	5040
IRON OR STEEL MERCHANTS & DRIVERS	8106
IRON OR STEEL MFG - ELECTRIC FURNACE & D	3004
IRON OR STEEL MFG - ROLLING MILLS & D	3018
IRON OR STEEL SCRAP DEALER & D	8265
IRON OR STEEL WORKS SHOP - STRUCTURAL & D	3030
IRON WORKS SHOP - NONSTRUCTURAL & D	3040
IRON/STEEL ERECTION - FRAME STRUCTURES NOT >2STORIES	5059
IRRIGATION OR DRAINAGE SYSTEM CONSTRUCTION & D	6229
IRRIGATION WORKS OPERATIONS & D	0251
JEWELRY MFG	3383
JEWELRY STORE - WHOLESALE OR RETAIL	8013
JUNK DEALER & D	8263
KENNELS & DRIVERS	8831
KNIT GOODS MFG NOC	2362
LAMP OR PORTABLE LANTERN MFG	3223
LANDSCAPE GARDENING & DRIVERS	0042
LARGE ANIMAL VETERINARIANS & D (INCL LARGE & SMALL	8845
LAUNDRY NOC & ROUTE SUPERVISORS, D	2585
LEATHER BELTING MFG	2686
LEATHER EMBOSSING	2640
LEATHER GOODS MFG NOC	2688
LIME MFG	1642
LIME MFG - QUARRY - SURFACE & D	1655
LINOTYPE OR HAND COMPOSITION	4308
LIVERY OR BOARDING STABLES & D	7201
LIVESTOCK COMMISSION MERCHANT INCL SALES (NO YARD)	8284
LIVESTOCK SALES CO: ALL OPER & D	8280
LOGGING OR LUMBERING & D	2702
LUGGAGE MFG	2683
MACARONI MFG	2002
MACHINE SHOP NOC	3632
MACHINERY DEALERS NOC - STORE OR YARD & D	8107
MACHINERY/EQUIP/ELEC APPARATUS INSTALL/REPAIR & D	3724
MAIL DELIVERY SERVICE - ALL EMPL & D	7231
MAILING OR ADDRESSING CO & C	8800
MARINA & DRIVERS (STATE ACT)	6836
MARINA & DRIVERS (US ACT)	6826F

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MASONRY NOC	5022
MATTRESS OR BOX SPRING MFG	2570
MEAT PRODUCTS MFG NOC	2095
MEAT, FISH OR POULTRY DEALERS - WHOLESALE	8021
MEAT, FISH OR POULTRY STORE - RETAIL	8031
MEAT, GROCERY AND PROVISION STORE(COMB) - RETAIL NOC	8033
METAL SCRAP DEALER & D	8500
METAL STAMPING MFG NOC	3400
MICA GOODS MFG	1853
MILK PRODUCTS MFG NOC	2065
MINING NOC - NOT COAL - SURFACE & D	1165
MINING NOC - NOT COAL - UNDERGROUND & D	1164
MIRROR MFG	4131
MOBILE CRANE & HOISTING SERV CONTR NOC: ALL OPER & D	9534
MOTORCYCLE/BICYCLE MFG OR ASSEMBLY	3851
MUNICIPAL, TOWNSHIP, COUNTY OR STATE EMPLOYEE NOC	9410
NEWS AGENT OR MAG DISTRIB - NOT RETAIL DEALER & S, D	8745
NEWSPAPER DELIVERY BY ROUTE CARRIERS - NO MOTORIZED VEHICLES (MN)	4314
NEWSPAPER PUBLISHING	4304
NURSERY EMPLOYEES & D	0005
NURSING OR CONVALESCENT HOME - ALL OTHER EMPLOYEES	8830
NURSING OR CONVALESCENT HOME - PROFESSIONAL EMPLOYEE	8829
NURSING - HOME HEALTH, PUBLIC & TRAVELING - ALL EMPL	8835
NUT OR BOLT MFG	3132
OFFICE MACH/COMPUTER INSTALL, INSPECT, SERV, REPAIR	5191
OIL MFG - VEGETABLE - NOC	4683
OIL MFG - VEGETABLE - BY SOLVENT EXTRACTION PROCESS	4686
OIL OR GAS LEASE OPERATOR: ALL OPER & D	1320
OIL OR GAS LEASE WORK NOC - BY CONTRACTOR & D	6216
OIL OR GAS PIPE LINE CONSTRUCTION & D	6233
OIL OR GAS PIPE LINE OPERATION & D	7515
OIL OR GAS WELL CLEANING & SERV - NO DRILLING - & D	1322
OIL OR GAS WELL - INSTRUMENT LOGGING/SURVEY WORK & D	6237
OIL OR GAS WELLS - DRILLING OR REDRILLING & D	6235
OIL OR GAS WELLS - INSTALL OR RECOVERY OF CASING & D	6236
OIL REFINING - PETROLEUM & D	4740
OIL STILL ERECTION OR REPAIR	3719
OIL/GAS WELL - SPEC TOOL OPER NOC - BY CONT - ALL EMPL & D	6213
OPTICAL GOODS MFG NOC/COMPUTER CHIP MFG	4150
ORE MILLING & D	1452
OXYGEN OR HYDROGEN MFG & D - INCL TANK CHARGING	4635
PACKING HOUSE - ALL OPERATIONS	2089
PAINT MFG	4558
PAINTING - METAL STRUCTURES OVER 2 STORIES & D	5037
PAINTING OR PAPER HANGING NOC, INCL SHOP & D	5474
PAINTING: SHOP ONLY & D	9501
PAPER COATING	4250
PAPER GOODS MFG NOC	4279
PAPER HANGING & D	5491
PAPER MFG	4239
PAPER, BOTTLE, CAN(BEV), RAG DEALER/RECYCLER - USED - & D	8264
PARCEL OR PACKAGE DELIVERY - ALL EMPL & D	7230
PARK NOC - ALL EMPL & D	9102
PATTERN - MAKING NOC	2790
PEN OR MECHANICAL PENCIL MFG	4432
PHARMACEUTICAL OR SURGICAL GOODS MFG NOC	4693
PHOSPHATE WORKS & D	4581
PHOTOENGRAVING	4351
PHOTOGRAPHER - ALL EMPL & C, S, D	4361
PHOTOGRAPHIC SUPPLIES MFG/A-V RECORDING MEDIA MFG	4923
PHYSICIAN & CLERICAL	8832
PIANO & PLAYER PIANO MFG	2923
PILE DRIVING & D	6003
PIPE OR TUBE MFG & D	3022

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PIPE OR TUBE MFG - IRON OR STEEL & D	3028
PLANING OR MOLDING MILLS	2731
PLASTER BOARD OR PLASTER BLOCK MFG & D	4036
PLASTER STATUARY OR ORNAMENT MFG	4038
PLASTERING NOC & D	5480
PLASTICS MFG - FABRICATED PRODUCTS NOC	4452
PLASTICS MFG - MOLDED PRODUCTS NOC	4484
PLASTICS MFG - SHEETS, RODS, TUBES	4459
PLUMBERS' SUPPLIES DEALER - NO MFG & D	8111
PLUMBERS' SUPPLIES MFG NOC	3188
PLUMBING NOC & D	5183
POLICE OFFICERS OR DETECTIVE AGENCY & D	7720
POTTERY MFG - CHINA OR TABLEWARE	4053
POTTERY MFG - GLAZED/PORC EARTHENWARE - HAND MOLD/CAST	4061
POTTERY MFG - PORCELAINWARE - MECH PRESS FORMING	4062
POULTRY DEALER & DRIVERS	8052
POULTRY OR EGG PRODUCER & D	0034
PRECISION MACHINED PARTS MFG NOC	3629
PRINTING	4299
PRINTING OR BOOKBINDING MACHINE MFG	3548
PRIVATE RESIDENCE: INSERVANTS	0913
PRIVATE RESIDENCE: OCCASIONAL INSERVANTS	0908
PRIVATE RESIDENCE: OCCASIONAL OUTSERVANTS	0909
PRIVATE RESIDENCE: OUTSERVANTS	0912
PULP MFG - CHEMICAL PROCESS	4207
PULP MFG - GROUND WOOD PROCESS	4206
PUMP MFG	3612
QUARRY - CEMENT ROCK - SURFACE & D	1654
QUARRY NOC & D	1624
RADIATOR OR HEATER MFG	3175
RADIO OR TV BROADCASTING STATION - ALL EMPL & C, D	7610
RADIO, TV, VIDEO & AUDIO EQUIP INSTAL, SERV, REPAIR & D	9516
RAILROAD CONSTR: LAYING TRACKS OR MAINT BY CONTR, D	7855
RAILROAD CONSTRUCTION: ALL OPER INC C, S, D (STATE ACT)	6704
RAILROAD CONSTRUCTION: ALL OPER INCL C, S, D (US ACT)	6703
RAILROAD OPERATIONS: ALL EMPLOYEES & D (PROG I)	7151
RAILROAD OPERATIONS: ALL EMPLOYEES & D (STATE ACT)	7153
RAILROAD OPERATIONS: ALL EMPLOYEES & D (US ACT)	7152
RAILROADS CONSTRUCTION: ALL OPER INCL C, S, D (PROG I)	6702
RAILROADS: OPERATIONS: CLERICAL - COV II - STATE ACT	8805
RAILROADS: OPERATIONS: CLERICAL - COV II - US ACT	8815
RAILROADS: OPERATIONS: CLERICAL OFFICE EMPLOYEES - NOC - PROG I	8814
RAILROADS: OPERATIONS: SALESMEN: OUTSIDE PROG II - STATE ACT	8734
RAILROADS: OPERATIONS: SALESMEN, COLLECTORS - OUTSIDE PROG I	8737
RAILROADS: OPERATIONS: SALESMEN - OUTSIDE PROG II - US ACT	8738
REAL ESTATE APPRAISAL COMPANY - OUTSIDE EMPLOYEES	8721
RECREATIONAL RESORT, HOTEL, MOTEL, CAMP - ALL OPER & D	9054
REFRACTORY PRODUCTS MFG & D	4024
RELIGIOUS ORGAN./SCHOOL: PROFESSIONAL EMPL & C	8868
RENDERING WORKS NOC & D	4665
RESTAURANT NOC	9082
RESTAURANT: FAST FOOD	9083
RETIREMENT LIVING CENTER: ALL OTHER EMPL & S, D	8826
RETIREMENT LIVING CENTER: FOOD SERVICE EMPLOYEES	8825
RETIREMENT LIVING CENTER: HEALTH CARE EMPLOYEES	8824
RIDING ACADEMY OR CLUB & D	7207
ROCK WOOL MFG	1699
ROLLING MILLS - NOC - SOFT METALS & D	3027
ROOFING- ALL KINDS & D	5551
ROOFING/BLDG PAPER/FELT - PREPARATION - NO INSTALLATION	4283
RUBBER GOODS MFG NOC	4410
RUBBER TIRE MFG	4420
SALESPERSONS, COLLECTORS OR MESSENGERS - OUTSIDE	8742
SALT, BORAX OR POTASH PRODUCING OR REFINING & D	4568

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SALVAGE OPERATION - NO WRECKING	5705
SAND OR GRAVEL DIGGING & D	4000
SASH, DOOR OR FINISHED MILLWORK DEALER & D	8235
SAW MILLS	2710
SCREW MFG	3145
SEED MERCHANTS	8102
SEWAGE DISPOSAL PLANT OPERATION & D	7580
SEWER CONSTRUCTION - ALL OPERATIONS & D	6306
SHAFT SINKING - ALL OPER	6252
SHEET METAL WORK ERECTION NOC INCL SHOP & D	5538
SHEET METAL WORK SHOP	3066
SHEETROCK/WALLBOARD INSTALLATION - WITHIN BLDGS & D	5445
SHIP BLDG - NAVAL & D	6845F
SHIP BLDG - NAVAL & D	6845S
SHIP BUILDING - IRON OR STEEL - NOC & D (US ACT)	6843F
SHIP BUILDING - IRON OR STEEL NOC & D (STATE ACT)	6854
SHIP REPAIR CONVERSION - ALL OPER & D (STATE ACT)	6882
SHIP REPAIR CONVERSION - ALL OPER & D (US ACT)	6872F
SHIP SCALING OR PAINTING (STATE ACT)	6884
SHIP SCALING OR PAINTING (US ACT)	6874F
SHOE STOCK MFG	2651
SIGN INSTALLATION, MAINTENANCE, REPAIR OR REMOVAL & D	9554
SIGN MFG METAL	3064
SMALL ANIMAL VETERINARIAN HOSP & CLINICS	8844
SMELTING, SINTER OR REFIN - NOT IRON OR LEAD - NOC & D	1438
SMELTING, SINTERING OR REFINING - LEAD & D	1430
SOAP OR DETERGENT MFG	4720
SOCIAL SERVICES ORGANIZATION - ALL EMPLOYEES & SALESPERSONS, DRIVERS	8864
SPIRITUOUS LIQUOR MFG: BOTTLING	2131
SPIRITUOUS LIQUOR MFG: DISTILLERY	2130
SPORTING GOODS MFG NOC	4902
SPRING MFG - NOT WIRE	3303
STABLES OR BREEDING FARM & D	8279
STATIONERY MFG	4251
STEAM OR AIR PRESSURE GAUGE MFG	3571
STEAMSHIP LINE OR AGENCY - PORT EMPL: SUPERS, CAPT, ENG	8726F
STEAMSHIP LINE OR AGENCY - PORT EMPL: SUPERS, CAPT, ENG	8726S
STEVEDORING - BY HAND OR HANDTRUCKS EXCLUSIVELY	7317F
STEVEDORING - BY HAND OR HANDTRUCKS EXCLUSIVELY	7317S
STEVEDORING - CONTAINERIZED FREIGHT & D	7327F
STEVEDORING - CONTAINERIZED FREIGHT & D	7327S
STEVEDORING - TALLIERS AND CHECKERS - U S ACT	8709F
STEVEDORING - TALLIERS AND CHECKERS - STATE ACT ONLY	8719
STEVEDORING NOC	7309F
STEVEDORING NOC	7309S
STOCKYARD - NO BUTCHERING	8285
STONE CRUSHING & D	1710
STONE CUTTING OR POLISHING NOC & D	1803
STORAGE WAREHOUSE - COLD	8291
STORAGE WAREHOUSE - FURNITURE & D	8293
STORAGE WAREHOUSE - GENERAL MERCHANDISE - NOC	8292
STORAGE YARDS - SAWMILL & PLANNING MILL & D	2729
STORE RISKS - RETAIL NOC	8017
STORE RISKS - WHOLESALE, OR COMB RETAIL NOC	8018
STORE: FRUIT OR VEGETABLE DEALER - WHOLESALE	8048
STOVE MFG	3169
STREET CLEANING & D	9402
STREET OR ROAD CONSTRUCTION: PAVING OR REPAVING & D	5506
STREET OR ROAD CONSTRUCTION: ROCK EXCAVATION & D	5508
STREET OR ROAD CONSTRUCTION: SUB-SURFACE WORK & D	5507
SUGAR REFINING	2021
SYNTHETIC RUBBER MFG	4751
TAILORING OR DRESSMAKING - CUSTOM	2503
TANNING	2623

EXHIBIT XIII
BASIC MANUAL
RULES AND PROCEDURES

TAXICAB CO: ALL OTHER EMPL & D	7370
TAXIDERMIST	9600
TELEPHONE LINE CONSTRUCTION & D	7601
TELEPHONE OR TELEGRAPH CO: ALL OTHER EMPL & D	7600
TELEPHONE OR TELEGRAPH CO: OFFICE OR EXCH EMPL & C	8901
TEXTILE BLEACHING, DYEING & FINISHING	2413
TEXTILE FIBER MFG - SYNTHETIC	2305
TEXTILE MACHINERY MFG	3515
THEATER - DRIVE-IN - ALL EMPLOYEES	9149
THEATER NOC: ALL OTHER EMPLOYEES	9154
THEATER NOC: PLAYERS, ENTERTAINERS OR MUSICIANS	9156
TILE, STONE, MOSAIC, OR TERRAZZO WORK - INSIDE	5348
TIN FOIL MFG	3334
TOBACCO REHANDLING OR WAREHOUSING	2174
TOOL MFG - DROP OR MACH FORGED NOC: FORGING OPER	3110
TOOL MFG - AGRICULTURAL, CONSTRUCTION, ETC.	3126
TOOL MFG NOC - NOT DROP OR MACHINE FORGED	3113
TOOL MFG - DROP OR MACH FORGED: MACH OR FINISH OPER	3114
TOWEL OR TOILET SUPPLY CO & ROUTE SUPERVISORS, D	2587
TREE TRIMMING & D	0106
TRUCK MAINTENANCE & REPAIR (W/ 7222, 7228, 7229, 7230,7231) (MN)	8395
TRUCKING - LOCAL HAULING ONLY - ALL EMPLOYEES & D	7228
TRUCKING - OIL FIELD EQUIPMENT - ALL EMPL & D	7222
TRUCKING - LONG DISTANCE HAULING - ALL EMPLOYEES & D	7229
TRUCKING: UNDER CONTRACT W/U.S. POSTAL - ALL EMPL & D	7232
TUNNELING - NOT PNEUMATIC - ALL OPER	6251
TUNNELING - PNEUMATIC - ALL OPER	6260
U.S. ARMED SERVICE RISKS - ALL EMPLOYEES & D	9077F
U.S. ARMED SERVICE RISKS - ALL EMPLOYEES & D	9077S
UPHOLSTERING	9522
VALVE MFG	3634
VEGETABLE PACKING - NOT CANNERIES - & D	8209
VEND/COIN OP MACH INSTALL, SERV, REPAIR & SHOP & S, D	5192
VENEER MFG	2714
VENEER PRODUCTS MFG - NO VENEER MFG	2916
VENEER PRODUCTS MFG - VENEER MFG	2915
VESSELS - NOC (US ACT)	7047
VESSELS NOC (PROG I)	7016
VESSELS: BOAT LIVERY - UNDER 15 TONS (PROG II)	7090
VESSELS: BOAT LIVERY - UNDER 15 TONS (PROG I)	7038
VESSELS: NOT SELF PROPELLED (STATE ACT)	7098
VESSELS: NOT SELF PROPELLED (US ACT)	7099
VESSELS: NOT SELF PROPELLED (PROG I)	7046
VESSELS: STEAMERS (STATE ACT)	7024
WATCH MFG	3385
WATERWORKS OPERATION & D	7520
WEBBING MFG	2380
WELDING OR CUTTING NOC & D	3365
WIRE CLOTH MFG	3255
WIRE DRAWING - IRON OR STEEL	3241
WIRE DRAWING OR CABLE MFG - NOT IRON OR STEEL	1924
WIRE GOODS MFG NOC	3257
WOOD PRESERVING & D	2960
WOOL MERCHANTS - INCLUDING WAREHOUSE	8103
WOOL SPINNING AND WEAVING	2286
YARN OR THREAD DYEING OR FINISHING	2416
YARN OR THREAD MFG - COTTON	2220
YARN OR THREAD MFG - SILK	2302

EXHIBIT XIII
BASIC MANUAL
RULES AND PROCEDURES

Statistical code numbers applicable for use in Minnesota:

PHRASEOLOGY	STATISTICAL CODE
ADDITIONAL PREMIUM FOR ADMIRALTY OR FELA INCREASED LIMITS - \$50,000	9817
ADDITIONAL PREMIUM FOR ADMIRALTY OR FELA INCREASED LIMITS - \$100,000	9818
ADDITIONAL PREMIUM FOR ADMIRALTY OR FELA INCREASED LIMITS - \$200,000	9819
ADDITIONAL PREMIUM FOR ADMIRALTY OR FELA INCREASED LIMITS - \$300,000	9820
ADDITIONAL PREMIUM FOR ADMIRALTY OR FELA INCREASED LIMITS - \$400,000	9821
ADDITIONAL PREMIUM FOR ADMIRALTY OR FELA INCREASED LIMITS - \$500,000	9822
ADDITIONAL PREMIUM FOR EMPLOYERS LIABILITY INCREASED LIMITS - (with workers compensation) - \$100,000/\$100,000/\$1,000,000	9803
ADDITIONAL PREMIUM FOR EMPLOYERS LIABILITY INCREASED LIMITS - (with workers compensation) - \$100,000/\$100,000/\$2,500,000	9804
ADDITIONAL PREMIUM FOR EMPLOYERS LIABILITY INCREASED LIMITS - (with workers compensation) - \$100,000/\$100,000/\$5,000,000	9805
ADDITIONAL PREMIUM FOR EMPLOYERS LIABILITY INCREASED LIMITS - (with workers compensation) - \$100,000/\$100,000/\$10,000,000	9806
ADDITIONAL PREMIUM FOR EMPLOYERS LIABILITY INCREASED LIMITS - (with workers compensation) - \$500,000/\$500,000/\$500,000	9807
ADDITIONAL PREMIUM FOR EMPLOYERS LIABILITY INCREASED LIMITS - (with workers compensation) - \$500,000/\$500,000/\$1,000,000	9808
ADDITIONAL PREMIUM FOR EMPLOYERS LIABILITY INCREASED LIMITS - (with workers compensation) - \$500,000/\$500,000/\$2,500,000	9809
ADDITIONAL PREMIUM FOR EMPLOYERS LIABILITY INCREASED LIMITS - (with workers compensation) - \$500,000/\$500,000/\$5,000,000	9810
ADDITIONAL PREMIUM FOR EMPLOYERS LIABILITY INCREASED LIMITS - (with workers compensation) - \$500,000/\$500,000/\$10,000,000	9811
ADDITIONAL PREMIUM FOR EMPLOYERS LIABILITY INCREASED LIMITS - (with workers compensation) - \$1,000,000/\$1,000,000/\$1,000,000	9812
ADDITIONAL PREMIUM FOR EMPLOYERS LIABILITY INCREASED LIMITS - (with workers compensation) - \$1,000,000/\$1,000,000/\$2,500,000	9813
ADDITIONAL PREMIUM FOR EMPLOYERS LIABILITY INCREASED LIMITS - (with workers compensation) - \$1,000,000/\$1,000,000/\$5,000,000	9814
ADDITIONAL PREMIUM FOR EMPLOYERS LIABILITY INCREASED LIMITS - (with workers compensation) - \$1,000,000/\$1,000,000/\$10,000,000	9815
ADDITIONAL PREMIUM FOR EMPLOYERS LIABILITY INCREASED LIMITS - (with workers compensation) - OVER \$1,000,000/\$1,000,000/\$10,000,000	9816
ADDITIONAL PREMIUM FOR EMPLOYERS LIABILITY INCREASED LIMITS - (without workers compensation) - \$1000,000/\$1000,000/\$1,000,000	9823
ADDITIONAL PREMIUM FOR EMPLOYERS LIABILITY INCREASED LIMITS - (without workers compensation) - \$100,000/\$100,000/\$2,500,000	9824
ADDITIONAL PREMIUM FOR EMPLOYERS LIABILITY INCREASED LIMITS - (without workers compensation) - \$100,000/\$100,000/\$5,000,000	9825
ADDITIONAL PREMIUM FOR EMPLOYERS LIABILITY INCREASED LIMITS - (without workers compensation) - \$100,000/\$100,000/\$10,000,000	9826
ADDITIONAL PREMIUM FOR EMPLOYERS LIABILITY INCREASED LIMITS - (without workers compensation) - \$500,000/\$500,000/\$500,000	9827
ADDITIONAL PREMIUM FOR EMPLOYERS LIABILITY INCREASED LIMITS - (without workers compensation) - \$500,000/\$500,000/\$1,000,000	9828
ADDITIONAL PREMIUM FOR EMPLOYERS LIABILITY INCREASED LIMITS - (without workers compensation) - \$500,000/\$500,000/\$2,500,000	9829
ADDITIONAL PREMIUM FOR EMPLOYERS LIABILITY INCREASED LIMITS - (without workers compensation) - \$500,000/\$500,000/\$5,000,000	9830
ADDITIONAL PREMIUM FOR EMPLOYERS LIABILITY INCREASED LIMITS - (without workers compensation) - \$500,000/\$500,000/\$10,000,000	9831
ADDITIONAL PREMIUM FOR EMPLOYERS LIABILITY INCREASED LIMITS - (without workers compensation) - \$1,000,000/\$1,000,000/\$1,000,000	9832
ADDITIONAL PREMIUM FOR EMPLOYERS LIABILITY INCREASED LIMITS - (without workers compensation) - \$1,000,000/\$1,000,000/\$2,500,000	9833
ADDITIONAL PREMIUM FOR EMPLOYERS LIABILITY INCREASED LIMITS - (without workers compensation) - \$1,000,000/\$1,000,000/\$5,000,000	9834
ADDITIONAL PREMIUM FOR EMPLOYERS LIABILITY INCREASED LIMITS - (without workers compensation) - \$1,000,000/\$1,000,000/\$10,000,000	9835

EXHIBIT XIII
BASIC MANUAL
RULES AND PROCEDURES

ADDITIONAL PREMIUM FOR EMPLOYERS LIABILITY INCREASED LIMITS - (without workers compensation) - OVER \$1,000,000/\$1,000,000/\$10,000,000	9836
ADDITIONAL PREMIUM REQUIRED TO BALANCE TO MINIMUM PREMIUM FOR ADMIRALTY AND/OR FELA INCREASED LIMITS	9849
ADDITIONAL PREMIUM WAIVER OF SUBROGATION - SUBJECT TO EXPERIENCE RATING	0930
AIRCRAFT OPERATION FOR REPORTING PASSENGER SEAT SURCHARGE AND CRASH LOSSES TO EMPLOYEES OTHER THAN MEMBERS OF CREW	9108
ATOMIC ENERGY: RADIATION EXPOSURE NOC - FOR REPORTING RADIATION EXPERIENCE IN CONNECTION WITH RISKS OTHER THAN ATOMIC ENERGY COMMISSION PROJECTS	9985
COLLECTIVE BARGAINING PROGRAM CREDIT - NOT SUBJECT TO EXPERIENCE RATING	9742
CONTRACTING CLASSIFICATION PREMIUM CREDIT (MCPAP)	9046
DRUG FREE WORKPLACE PREMIUM CREDIT -NOT SUBJECT TO EXPERIENCE RATING	9846
EMPLOYERS LIABILITY INCREASED LIMITS - ADMIRALTY OR FELA OVER \$500,000	9840
EMPLOYERS LIABILITY INCREASED LIMITS - ALL OTHER	9837
EXPENSE CONSTANT	0900
FOR REPORTING DISEASE EXPERIENCE IN CONNECTION WITH ABRASIVE OR SAND BLASTING - SUBJECT TO EXPERIENCE RATING	0059
FOR REPORTING DISEASE EXPERIENCE IN CONNECTION WITH INCIDENTAL FOUNDRIES - IRON - SUBJECT TO EXPERIENCE RATING	0067
FOR REPORTING DISEASE EXPERIENCE IN CONNECTION WITH INCIDENTAL FOUNDRIES - NON FERROUS METALS - SUBJECT TO EXPERIENCE RATING	0066
FOR REPORTING DISEASE EXPERIENCE IN CONNECTION WITH INCIDENTAL FOUNDRIES - STEEL - SUBJECT TO EXPERIENCE RATING	0065
FOR REPORTING PREMIUM CREDIT RESULTING FROM A FLAT DECREASE ON AGGREGATE PREMIUM EARNED ON OUTSTANDING POLICIES	0994
FOR REPORTING PREMIUM RESULTING FROM FLAT INCREASE FOR LAW AMENDMENT ON AGGREGATE PREMIUM EARNED ON OUTSTANDING POLICIES AFTER EFFECTIVE DATE OF AMENDMENT	0998
FOR REPORTING SUPPLEMENTAL DISEASE EXPERIENCE IN CONNECTION WITH ASBESTOS EXPOSURE	0133
FOR REPORTING SUPPLEMENTAL DISEASE EXPERIENCE IN CONNECTION WITH EXPOSURE NOC	0179
FOR REPORTING THE ADDITIONAL PREMIUM REQUIRED TO BALANCE TO THE MINIMUM PREMIUM FOR EMPLOYERS LIABILITY INCREASED LIMITS	9848
INDEPENDENT CARRIER FILING - PREMIUM CREDIT APPLIED AFTER EXPERIENCE MODIFICATION	9722
INDEPENDENT CARRIER FILING - PREMIUM DEBIT APPLIED AFTER EXPERIENCE MODIFICATION	9724
INDEPENDENT CARRIER FILING - PREMIUM CREDIT APPLIED BEFORE EXPERIENCE MODIFICATION	9721
INDEPENDENT CARRIER FILING - PREMIUM DEBIT APPLIED BEFORE EXPERIENCE MODIFICATION	9723
MANAGED CARE/DESIGNATED MEDICAL PROVIDER PREMIUM CREDIT PROGRAM	9874
MERIT RATING CREDIT	9885
MERIT RATING DEBIT	9886
MERIT RATING PROGRAM 33% CREDIT	9680
NO EXPOSURE UNIT REPORTS	1111
PREMIUM CREDIT FOR THE REPORTING OF DEDUCTIBLES - NOT SUBJECT TO EXPERIENCE RATING	9663
PREMIUM CREDIT FOR THE REPORTING OF DEDUCTIBLES - SUBJECT TO EXPERIENCE RATING	9664
PREMIUM CREDIT - SCHEDULE RATING PLAN	9887
PREMIUM CREDIT UNDER PULPWOOD TRANSITION PROGRAM	0147
PREMIUM CREDIT UNDER TRANSITION PROGRAM	0076
PREMIUM DEBIT - SCHEDULE RATING PLAN	9889
PREMIUM DEBIT UNDER PULPWOOD TRANSITION PROGRAM	0148
PREMIUM DISCOUNT - TYPE A CARRIER DISCOUNT PLAN	0063
PREMIUM DISCOUNT - NON-STOCK CARRIER DISCOUNT PLAN	0064
RATE DEVIATION PREMIUM CREDIT - NOT SUBJECT TO EXPERIENCE RATING	9034
RATE DEVIATION PREMIUM CREDIT - SUBJECT TO EXPERIENCE RATING	9037
RATE DEVIATION PREMIUM DEBIT - NOT SUBJECT TO EXPERIENCE RATING	9036
RATE DEVIATION PREMIUM DEBIT - SUBJECT TO EXPERIENCE RATING	9039
REQUIRED TO BALANCE TO RISK MINIMUM PREMIUM	0990
RETURN TO WORK CREDIT - NOT SUBJECT TO EXPERIENCE RATING	9743
SHORT RATE PENALTY PREMIUM	0931
SPECIAL COMPENSATION FUND ASSESSMENT PREMIUM (MN)	0174
TERRORISM RISK INSURANCE ACT OF 2002 - CERTIFIED LOSSES	9740
WORKPLACE - SAFETY PROGRAM CREDIT - NOT SUBJECT TO EXPERIENCE RATING	9880
WORKPLACE SAFETY PROGRAM PREMIUM DEBIT (MN)	9879

BASIC MANUAL

PART TWO — CLASSIFICATIONS

Effective January 1, 2006

CURRENT PHRASEOLOGY:		PROPOSED PHRASEOLOGY:	
Code No.	Classification	Code No.	Classification
	BAG		NONE
2578	RENOVATING. Applies to the renovating or repairing of cotton, burlap, or gunny bags or sacks and includes sewing.	2501	BAG RENOVATING. Applies to the renovating or repairing of cotton, burlap, or gunny bags or sacks and includes sewing
2576	SAILMAKING. Applies to shop operations.	2501	SAILMAKING. Applies to shop operations.
2576	TENT OR AWNING MFG. —SHOP. The installation, removal, or repair of awnings or tents away from the shop shall be classified as Code 5102—Awning Erection. Unless payroll records are accurately maintained showing the amount of payroll expended for shop work, the entire payroll shall be assigned to Code 5102—Awning Erection.	2501	TENT OR AWNING MFG. —SHOP. The installation, removal, or repair of awnings or tents away from the shop shall be classified as Code 5102—Awning Erection. Unless payroll records are accurately maintained showing the amount of payroll expended for shop work, the entire payroll shall be assigned to Code 5102—Awning Erection
	MN EXCEPTION:		ADD MN EXCEPTION:
NONE	NONE	2501	TENT OR AWNING MFG.—SHOP. The installation, removal, or repair of awnings, tents, or other canvas products away from the shop shall be classified as Code 9539—Awning erection. Unless payroll records are accurately maintained showing the amount of payroll expended for shop work, the entire payroll shall be assigned to Code 9539—Awning erection.

BASIC MANUAL
PART TWO — CLASSIFICATIONS

Effective January 1, 2006

CURRENT PHRASEOLOGY:		PROPOSED PHRASEOLOGY:	
Code No.	Classification	Code No.	Classification
	STORE		NONE
8050◆	FIVE AND TEN CENT. Applicable to store locations at which are sold a variety of small wares such as stationery, giftware, toilet articles, light hardware, toys, housewares, confectionery, ready-to-wear clothing and accessories, etc. Sales are usually cash without delivery service. Stores are sometimes distinguished by advertising price ranges of "5¢ & 10¢" or "5¢ to \$1.00".	8017◆	STORE—FIVE AND TEN CENT Applicable to store locations at which are sold a variety of small wares such as stationery, giftware, toilet articles, light hardware, toys, housewares, confectionery, ready-to-wear clothing and accessories, etc. Sales are usually cash without delivery service. Stores are sometimes distinguished by advertising price ranges of "5¢ & 10¢" or "5¢ to \$1.00".
	MN EXCEPTION:		ADD MN EXCEPTION:
			STORE
NONE	NONE	8017◆	DOLLAR OR VARIETY. Applicable to store locations at which are sold a variety of small wares such as stationery, giftware, toilet articles, light hardware, toys, housewares, confectionery, ready-to-wear clothing and accessories, etc. Sales are usually cash without delivery service. Stores are sometimes distinguished by advertising price ranges of "Dollar or less" or "\$1.00 or less".

FILING MEMORANDUM

ITEM B-1391—REVISION TO BASIC MANUAL CLASSIFICATIONS

(To be effective 12:01 a.m. on January 1, 2005, applicable to new and renewal business only.)

PURPOSE

The purpose of this item is to eliminate or enhance selected *Basic Manual* classifications and *Basic Manual* classification advisory notes to reflect current business and industry needs relative to these items. The following industries are impacted by the proposal:

TITLE	FACT SHEET	PAGE
Bag or Sack Manufacturing	1	3
Linotype Printing	2	6
Ice Manufacturing	3	9
Five-and-Dime Stores	4	12
Restaurant	5	16
Real Estate Appraisal and Agency	6	18
Commercial Restaurant Equipment Installation	7	24
Auto Dismantling and Recycling	8	27
Book or Record Stores	9	31
National Clarification	9	32
State Adoption of National Treatment	9	33
Heating, Ventilation, Air-Conditioning and Refrigeration	10	41
National Adoption	10	44
State Clarification and Adoption of National Treatment	10	48

BACKGROUND

The workers compensation system groups employers with similar operations so loss costs or rates may be produced to reflect overall employee exposure to injury. NCCI periodically reviews individual classifications and groups of classifications by industry to determine which, if any, should be considered for elimination, modernization, uniformity, and clarification. This item includes proposals for the individual classifications identified in each exhibit.

PROPOSAL

It is proposed that:

The classifications and classification advisory notes indicated in the attached exhibits be eliminated, modernized or clarified as shown.

IMPACT

This item will foster the uniform and equitable treatment of risks within each industry.

IMPLEMENTATION

In order to implement this item, the attached exhibits outline the changes required in NCCI's *Basic Manual for Workers Compensation and Employers Liability Insurance* and the *Retrospective Rating Plan Manual*.

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BAG OR SACK MANUFACTURING

FACT SHEET 1

PROFILE OF CLASSIFICATION PROPOSED FOR ELIMINATION

CODE 2576—CANVAS GOODS MFG.—NOC—SHOP
CODE 2578—BAG OR SACK MFG.—CLOTH

Code to absorb the experience:

CODE 2501—CLOTHING MANUFACTURING

Basis for elimination:

Code 2576—Canvas Goods Mfg.—NOC—Shop and Code 2578—Bag or Sack Mfg.—Cloth were reviewed as part of the industry review being conducted by NCCI. Code 2578 was originally established in 1926 because it was believed that the manufacture of fabric bags on a large scale did not exhibit the same exposure as the usual and customary sewing risk, such as making clothes. Codes 2578 and 2576 are very similar in that they both include the manufacture of bags. The only difference is the type of fabric used to make the bags. Both codes include laying out the patterns and fabric, cutting it to size and sewing the pieces together. Similar supplies and processes are contemplated in both codes.

Effective July 1, 1944, the phraseology for Code 2578 was changed to Bag or Sack Mfg.—Cotton, burlap or gunny. (Bag renovating or repairing to be separately rated.) Prior to this date, insureds engaged in the manufacture of new bags as well as bag renovating or repair (in physically separate areas without interchange of labor) were classified to Code 2575—Bag Renovating including sewing. The rate for Code 2575 was substantially higher than the rate of Code 2578 and the Manual Committee did not believe that it was fair to penalize insureds that had physically separate departments for bag renovating and operated without interchange of labor.

In June 1979, Code 2575 was discontinued and the experience combined with Code 2578.

Code 2501—Clothing Manufacturing has been used for many years and covers much of the usual and customary sewing. Over the years, many industries that once had distinct classification codes were discontinued and placed into Code 2501. Some products include umbrellas, quilts, cushions or pillows, cloth caps, fur goods, straw hats, millinery (women's hats), draperies, stuffed animals, and necktie manufacturing. There is a wide variety of products as well as fabric types considered in this code.

The research and analysis of this industry indicates the bag manufacturing process is the same regardless of the type of fabric used. Codes 2578, 2576 and 2501 are similar in operations by receiving raw materials, cutting to size, sewing and assembling the products. Hardware and zippers may also be attached to this merchandise. Additionally, the equipment found in these businesses is similar and includes power cutters, commercial sewing machines, scissors, and small hand tools. Like in Code 2501, many risks classified to Codes 2578 and 2576 manufacture a variety of products.

An actuarial study conducted by NCCI recommends that a transition program is not necessary for the combination of these codes.

LINOTYPE PRINTING

FACT SHEET 2

BASIC MANUAL RULES

PROFILE OF CLASSIFICATION PROPOSED FOR ELIMINATION

CODE 4308—LINOTYPE OR HAND COMPOSITION

Code to absorb the experience:

CODE 4299—PRINTING

Basis for elimination:

A routine review determined the need to analyze the Linotype and Hand Composition classification code of 4308. Linotype machines replaced hand composition in the late 1900s. These older methods of printing have been minimized due to technological advances.

A review of these older methods of printing showed minimal use of Code 4308. Audited payroll reported for Code 4308 has continuously decreased due to a limited number of specialty shops providing these services.

The hand typesetting and linotype printing method is currently contemplated under Code 4299—Printing. There appears to be insufficient exposure to support the industry in two codes. The claim data indicates similar exposures in both codes.

Linotype or hand composition as a distinct industry appears to be virtually nonexistent.

An actuarial study conducted by NCCI recommends that a transition program is not necessary for the combination of these codes.

ICE MANUFACTURING

FACT SHEET 3

BASIC MANUAL RULES

PROFILE OF CLASSIFICATION PROPOSED FOR ELIMINATION

CODE 2150—ICE MANUFACTURING

Code to absorb the experience:

CODE 8203—ICE DEALER AND DRIVERS

Basis for elimination:

Ice manufacturing has evolved since the inception of Codes 2150 and 8203. Code 2150 is assigned to an ice manufacturer producing ice blocks and products made from ice blocks. Any delivery done by an ice block manufacturer is assigned to Code 8203. Code 8203 is assigned to an ice manufacturer producing tube ice through automated machines, a distribution center away from the ice manufacturing plant, ice harvesting and the delivery of ice. Two ice manufacturing codes are no longer necessary.

NCCI classifies ice sculpting to Code 2150 by analogy. Ice sculptors may use templates to produce rough cuts from blocks of ice weighing 300 lbs. or more. Once the rough cut is made, a variety of electric carving tools are used to provide the detailed finish of the sculpture. The electric carving tools used include ice picks, chisels and a drill with attachments of various shapes and sizes. When the sculpture is complete, ice flakes and whiteness are removed with water. These sculptures can be found in competitions, weddings or special events.

A review of ice manufacturing business operations and products was conducted. The industry is no longer divided between the production of ice blocks and ice products as contemplated in the current codes. Ice blocks are generally produced upon special request and in conjunction with packaged ice, crushed ice and cubed ice. The automated process and machinery used may differ depending on the ice product. Ice manufacturers may provide delivery as a service; however, some may subcontract the delivery.

The claims data indicates that the production of ice blocks and ice products incur similar losses. The manufacturing process for both is automated with limited manual intervention, and workers are exposed to the same type of hazards. In addition to combining the two codes, NCCI recommends removing this industry from the Mercantile Group. By adding the manufacturing exposures to the distributing code, the exposure dissimilates from exposures normally seen in a store environment.

An actuarial study conducted by NCCI recommends that a transition program is not necessary for the combination of these codes.

FIVE-AND-DIME STORES

FACT SHEET 4

BASIC MANUAL RULES

PROFILE OF CLASSIFICATION PROPOSED FOR ELIMINATION

CODE 8050—STORE: FIVE AND TEN CENT

Code to absorb the experience:

CODE 8017—STORE: RETAIL NOC

Basis for elimination:

The analysis was initiated as a result of a routine review. These stores have existed since the late 1800s. The first five-cent store was established in February 1879 in New York. The store sold leftover items for five cents. The store failed within a week. As a result, the idea was expanded to include merchandise for ten cents. The second store was opened in Pennsylvania in April 1879. This was the first store to put merchandise out for the shopping public to handle, select, and purchase. In earlier shops, customers presented the clerk with a list of items, which were kept behind the counter. The stores eventually incorporated lunch counters and also served as general gathering places, a precursor to the modern shopping mall food court. Five-and-dime stores were characterized by their method of displaying each type of merchandise on separate counters. They provided small items such as stationary, giftware, toilet articles, light hardware and toys. The items were sold without delivery service. There were multiple registers throughout the store generally situated in each area or department, and the sales clerks served as both cashiers and wrappers.

Over the years, five-and-dime stores have evolved into the larger retail chains and also the popular dollar stores. The new era of discount stores include operations not considered in Code 8050. There are now central areas for cashiering and customer service. The clerks are stocking and assisting customers possibly helping to transport large articles such as automotive, hardware or electronics to the customer's vehicle.

In reviewing the policy data, a large number of policies are classified to Code 8050. Many of the policies under the code are dollar stores, which are contemplated in Code 8017. Other stores classified to Code 8050 include variety and craft stores. Code 8050 includes about \$11.4 million in payroll that is possibly misclassified as a result of dollar stores using the code. This represents about 22% of the total payroll for Code 8050.

Comparing the claims for Codes 8050 and 8017 proves the similarity. Through the classification system, those employers with similar exposures are grouped together. The rates charged then truly reflect the exposure to loss common to those employers. Severity and frequency are very similar between Codes 8050 and 8017. Both codes are listed as mercantile operations and should show similar experience. However, the experience should differ enough to allow for distinct exposure. In this case, the exposure to loss is very similar.

In 2003, Code 8050 showed an estimate of close to \$51 million in payroll for the entire code in all states with only 635 policies. In reviewing the detailed report for 2003 for Code 8050, only four stores had the word "five" or "dime" in the insured's name. Dollar stores represent \$11.4 million with 179 policies and should be properly classified to Code 8017.

FIVE-AND-DIME STORES

FACT SHEET 4

BASIC MANUAL RULES (cont'd)

Based on the research and analysis of this code, it is recommended that Code 8050 be eliminated and all policies previously classified to Code 8050 be placed into Code 8017. This recommendation will simplify the class system and eliminate a code with low credibility. Combining the codes will alleviate the potential for classification problems. Additionally, combining a low credibility code with a highly credible code will increase the health of the class system. Five-and-dime stores do not exist today as they have evolved into discount stores. As a result, a separate code should not exist for these stores.

An actuarial study conducted by NCCI recommends that a transition program is not necessary for the combination of these codes.

RESTAURANT

FACT SHEET 5

BASIC MANUAL RULES

PROFILE OF CLASSIFICATION PROPOSED FOR CLARIFICATION

CODE 9083—RESTAURANT: FAST FOOD

Basis for proposal:

Codes 9082—Restaurant NOC, 9083—Restaurant: Fast Food, and 9084—Bars, Discotheque, Lounge, Nightclub or Tavern became effective on January 1, 1996. A routine review of this industry was warranted to determine if any outstanding issues exist.

These three codes took the place of Code 9079—Restaurant NOC because three distinct types of restaurant operations were found to be homogenous. A current issue is a fast food establishment that sells alcoholic beverages. The scope of Code 9083 currently excludes fast food restaurants that sell alcoholic beverages. If alcohol sales are less than 50% of total receipts, Code 9083 has been assigned. Wording in the scope may need to be amended since the sale of alcohol in fast food restaurants is becoming more common.

Language changes to the scope have also been identified as an issue. The scope of Code 9083 contains language that can be cleared up to avoid confusion.

A review of the fast food industry identified that select fast food restaurants sell alcohol as part of their limited menu. Some of these fast food restaurants are required to sell alcohol as part of their franchise agreement. In most cases, food receipts outweigh alcohol receipts supporting the position that the operation continues to be a true fast food restaurant.

In addition to industry research, claims and payroll data were evaluated. A comparison of claims data shows causes of injuries expected in the restaurant industry. High payroll has been reported developing credible data and stable rates.

NCCI is recommending a change to the phraseology and scope of Code 9083. This change will remove the reference to alcoholic beverages. Code 9083 will be modified within the description to include the selling of alcoholic beverages. The determining factor will be the percentage of alcohol sold. Changes to the language in the scopes of Code 9083 will be made.

REAL ESTATE APPRAISAL

FACT SHEET 6

BASIC MANUAL RULES

PROFILE OF CLASSIFICATION PROPOSED FOR CLARIFICATION

CODE 8721—REAL ESTATE APPRAISAL COMPANY—OUTSIDE EMPLOYEES

Code to be eliminated for this industry use:

CODE 8742—REAL ESTATE AGENCY—OUTSIDE EMPLOYEES & COLLECTORS

Basis for proposal:

Code 8721—Real Estate Appraisal Company—Outside Employees became effective on July 1, 1995. An analysis was initiated to ensure that Code 8721—Real Estate Appraisal Company—Outside Employees is being used as expected. Payroll reported for Code 8721 has been low possibly due to a number of reasons including the industry being small and defined and the high use of independent contractors.

The state of Oregon currently classifies employees of real estate appraisal companies and agencies to Code 8742 Salespersons, Collectors or Messengers – Outside. Prior to the implementation of Code 8721 outside employees of real estate appraisal companies were classified to Code 8720 Inspection of Risks for Insurance or Valuation Purposes NOC.

In New Hampshire, residential real estate appraisers of 1 – 4 family dwellings are classified to Code 8742 Salespersons, Collectors or Messengers – Outside and commercial real estate appraisers are classified to Code 8720 Inspection of Risks for Insurance or Valuation Purposes NOC.

Nevada has a state special for real estate brokers providing elective coverage under Code 8744.

The original extent of the analysis was to review the real estate appraising industry. Upon our research, a review of the real estate industry was conducted to determine if combining both types of businesses was feasible.

After analyzing the claims and audited payroll, similarities were found between real estate appraisers and real estate outside employee operations and exposures.

NCCI's recommendation is to remove real estate agency outside employees from Code 8742—Salespersons, Collectors or Messengers—Outside and assign them to Code 8721—Real Estate Appraisal Company—Outside Employees. NCCI also recommends removing the state special references in Oregon, New Hampshire and Nevada to create uniformity countrywide. Adding these businesses to Code 8721 allows them to be grouped with businesses having similar operations and exposures.

COMMERCIAL RESTAURANT EQUIPMENT INSTALLATION

FACT SHEET 7

BASIC MANUAL RULES

PROFILE OF CLASSIFICATION PROPOSED FOR MODERNIZATION AND CLARIFICATION

Current Phraseology:

CODE 9519—HOUSEHOLD APPLIANCES—ELECTRICAL—INSTALLATION, SERVICE OR REPAIR & DRIVERS.

CODE 5191—OFFICE MACHINE OR APPLIANCE INSTALLATION, INSPECTION, ADJUSTMENT OR REPAIR

Includes shop. Mfg. operations to be separately rated

Proposed Phraseology Change:

CODE 9519—HOUSEHOLD AND COMMERCIAL APPLIANCES—ELECTRICAL—INSTALLATION, SERVICE OR REPAIR & DRIVERS

CODE 5191—OFFICE MACHINE INSTALLATION, INSPECTION, ADJUSTMENT OR REPAIR

Includes shop. Mfg. operations to be separately rated

Basis for modernization and clarification:

The analysis was originated as the result of a dispute over the proper classification assigned to a company that repairs, services and installs restaurant equipment.

The inception date of Code 5190—Electrical Wiring—Within Buildings & Drivers is unknown. It is assumed that this code originated at the time NCCI was organized in 1922. In 1929, the Manual Committee of NCCI changed the phraseology from "Electrical Fixtures and Appliances, including wiring" to "Electrical Wiring—Within Buildings." The changes were made to clearly indicate that wiring operations were the type of risks intended in Code 5190.

This code was amended several times by the Manual and Underwriting Committee. Prior to 1991 the exposure to installation and repair of commercial appliances such as dishwashers, electric ovens, food mixers and fry kettles was added to this classification.

Code 5191—Office Machine or Appliance Installation, Inspection, Adjustment, or Repair was established in 1920. Code 5191 contemplates the installation, inspection, adjustment or repair of all types of office machines and appliances. In November 1988 the following exposures were added: X-ray equipment installation, piano tuning away from shop, fire alarm systems, scales installation, soap dispenser installation, and service and repair of meat slicing equipment.

Code 5146—Furniture or Fixtures Installation—Portable—NOC (established 1920) contemplates the installation of furniture or fixtures in stores or offices. The assembly and installation uses hand tools and attaching devices such as screws, nuts and bolts. Generally, the manufactured parts are received from outside sources in a "ready cut" or "knockdown" state and are assembled at the site of installation.

Code 9519—Household Appliances—Electrical Installation, Service or Repair & Drivers (established 1920) includes both shop and outside employees who service or repair small or large household or domestic-type appliances.

COMMERCIAL RESTAURANT EQUIPMENT INSTALLATION

FACT SHEET 7

BASIC MANUAL RULES (cont'd)

It is impossible to segregate the industry from others because there is no specific code for this type of operation.

The installation, service and repair of commercial and household equipment are a similar process. The main difference is in the size and level of complexity of the appliances. Hand tools such as pliers, screwdrivers, power drills, wire cutters and wrenches are used in household and commercial installations, service and repair. Most of the work is completed at the customer's location.

AUTO DISMANTLING AND RECYCLING

FACT SHEET 8

BASIC MANUAL RULES

PROFILE OF CLASSIFICATION PROPOSED FOR MODERNIZATION AND CLARIFICATION

Current Phraseology:

Code 3821 ♦—AUTOMOBILE DISMANTLING & DRIVERS. Includes store operations and the salvage or junking of parts.

Proposed Phraseology Change:

Code 3821—AUTOMOBILE RECYCLING & DRIVERS. Includes the dismantling, salvaging or junking of parts. Store employees who do not engage in other operations are assigned to Code 8046.

Basis for modernization and clarification:

An analysis of the auto dismantling industry, also referred to as auto recycling, was initiated as the result of an appeal. There were questions regarding the inclusion of counter and parts employees to Classification Code 3821—Auto Dismantling & Drivers. This code has been in effect since 1927. Because Code 3821 is currently a mercantile classification, the assignment of another store classification code is not allowed if both operations are conducted at the same location.

Counter and parts employees of an auto dismantler generally perform their job duties in a store. These stores are located at the same location but are physically separated from the dismantling yard. Parts sales are critical to an auto recycling business and the consumer benefit of purchasing used auto parts and accessories is the price and selection. Counter employees' duties may include answering telephones, greeting and assisting customers, checking inventory on computers, pulling smaller parts from the warehouse or having parts pulled by yard or warehouse employees, and taking payments.

The auto dismantling industry has evolved into a sophisticated market and technology driven industry. Many of these businesses sell parts via the Internet through a virtual store to individuals, auto repair shops, dealerships and new parts stores.

Representatives of the industry, carriers and an agent have assisted in the review of this industry. Auto dismantling is an industry that has been in existence for more than 75 years. It consists of the disassembly, cleaning, inspection, sorting and reassembly of salvageable automobile parts and accessories. Doors, engines, motors, seats, headlights, bumpers and tires are examples of the types of parts removed from vehicles, trucks, buses and motorcycles.

Claims data indicates that the types of injuries reported for store employees vary significantly when compared to yard employees. This variance may be due to the difference in exposure and duties. Yard employees are exposed to forklifts, hoisting devices, removal of fluids, and tools.

Due to the evolution of the auto dismantling industry, store operations are similar to a store that sells new automobile parts and accessories. Parts handled are used and unboxed as opposed to new and boxed.

AUTO DISMANTLING AND RECYCLING

FACT SHEET 8 (CONT'D)

NCCI's recommendation is to remove Code 3821 from the mercantile classification and store employees who do not engage in other operations would be classified to Code 8046 Store: Automobile Parts and Accessories NOC & Drivers. This companion code will be applicable to counter and parts employees who are engaged solely in store operations. Their duties may include answering telephones, greeting and assisting customers, checking inventory on computers, pulling smaller parts from an inside parts warehouse or having parts pulled by yard or warehouse employees and taking payments. If these employees engage in other operations then all payroll would be assigned to Code 3821.

In addition, the phraseology of Code 3821 will be amended to read: Auto Recycling & Drivers. This change will reflect consistency with the industry terminology.

HEATING, VENTILATION, AIR-CONDITIONING AND REFRIGERATION

FACT SHEET 10

BASIC MANUAL RULES

PROFILE OF CLASSIFICATION PROPOSED FOR MODERNIZATION AND CLARIFICATION

Code to be created nationally:

CODE 5537●—HEATING, VENTILATION, AIR-CONDITIONING, AND REFRIGERATION SYSTEMS—INSTALLATION, SERVICE AND REPAIR & DRIVERS

Code to be eliminated in all states except AZ, CO, IA, ID, MA, MT, NV, OR, SC, WI:

CODE 5536●—HEATING AND AIR-CONDITIONING DUCT WORK—SHOP AND OUTSIDE—& DRIVERS. All experience from Code 5536 will be moved to Code 5537.

Basis for creation, modernization and clarification:

With the exception of Arizona, Colorado, Idaho, Montana, Nevada and Oregon, the nationally accepted procedure for classifying heating, ventilation, air-conditioning and refrigeration (HVACR) is using multiple codes with a range of rates. Codes 3724, 5183, 5190, 5538 and 5536 are currently used to cover the diversity of operations within this industry. The codes are considered construction classifications and used by a wide group of businesses that may have no exposure to any type of heating, ventilation, air-conditioning or refrigeration installation, service or repair.

In 1981, Arizona adopted a state special Code 5537—Heating and Air-Conditioning and Refrigeration Systems—Shop and Outside & Drivers to include all aspects of air-conditioning and heating installation and repair. This filing also eliminated Code 5536.

Code 5537 is applicable to installation, service and repair of both residential and commercial/industrial heating, air-conditioning and refrigeration systems. Portable units are separately rated.

This classification was also adopted in Colorado because of perceived difficulties in record keeping due to interchange of employees between operations assigned to different classifications.

In 1991, the NCCI Underwriting Committee, although presented with historical information as well as industry requests, voted to continue use of the multiple classification approach. The committee was concerned with the varied exposures and the ability of the insured to pay premium more tailored to its individual hazard and exposure. The committee felt the all-inclusive classification would be more generic and would not provide as refined an assignment. The committee also felt that adoption of a single classification approach would adversely impact those insureds performing the less hazardous operations.

Oregon (January 1993), Montana (July 1999), Nevada (July 1999), and Idaho (July 2001) also adopted Code 5537 as a state special.

In 2003, NCCI was asked to review the heating and air-conditioning industry to determine if a national approach using a single code such as 5537 is feasible. When Code 5537 was implemented at the direction of state regulating authorities, little investigation was done to determine exposures to include. The rates were adopted from Code 5538 and allowed to develop their own experience. The HVACR industry has evolved with smaller, more efficient units requiring less intensive installation and repair. Once, an employee may have replaced a condenser or motor weighing 40 pounds. Today, many of the units are controlled by circuitry and run by lightweight aluminum parts.

HEATING, VENTILATION, AIR-CONDITIONING AND REFRIGERATION

FACT SHEET 10**BASIC MANUAL RULES (cont'd)**

Current classification procedures require the insured to maintain verifiable payroll records to allow allocation of payroll to various class codes. It is difficult for a business to keep track of the payroll if the employees perform many tasks at one location. Installing, repairing and servicing heating, air-conditioning, ventilation or refrigeration units require the employee to be adept as a plumber, electrician, sheet metal worker, machinist etc. They may change tasks literally from minute to minute.

Another issue compounding the problem is the assignment of the proper sheet metal code. Code 3066 states "Sheet metal collecting jackets for hot air furnaces, air-conditioning ducts, culverts, drains, skylights, gutters, downspouts, water troughs, grain bins, and sectional buildings fabricated at the shop also fall within this classification." Code 5538 states "Sheet metal work, except duct work performed on non-portable air-conditioning units, is classified to Code 5538. Refer to Code 5536 for those insureds engaged in the fabrication, erection or installation of duct work for heating or air-conditioning systems." Code 5536 states "Code 5536 is applicable to fabrication, erection or installation of duct work for heating or air-conditioning systems. Ducts contemplated by Code 5536 include but are not limited to those fabricated from sheet metal, fiberglass, vinyl or other types of plastic materials." Code 5536 is only applicable when not used in conjunction with Code 5538.

All of the various classifications and their applications are confusing and cumbersome to utilize. It seems burdensome to require the insured to bear responsibility for the proper classification of their business operations.

In addition to being confusing and cumbersome, the current application of multiple classification codes can produce premium and modification inequity between otherwise similar businesses. Many businesses do not have the staff to keep proper payroll records and are bound to use the highest rated class code, thereby skewing the expected losses. The experience mod will ultimately be affected as well as the data for an entire industry.

The industry involving heating, air-conditioning, ventilation and refrigeration sales, service and installation is now substantial enough to warrant consideration for a new classification code. Historically, the introduction of new codes required some sort of conversion from one code to another. The new code adopted a rate identical to another code until the new code established enough data to produce credible ratemaking figures. This method of establishing a rate structure has shown to be equitable since the premium impact is virtually level at implementation and earns a new rate as risks are classified properly and the payroll and premium grow.

The codes used to classify HVACR risks are diverse and diluted with exposures that bear little or no resemblance to the exposures associated with HVACR. This creates several problems. First, it is extremely difficult to determine which class code to assign to a risk. Equally important is the requirement for the insured and carrier to segregate payroll. This burden can be costly and cumbersome. Second, the insured does not receive the benefit of being classified with similar exposures. This is evident when it is time to establish an experience rating. The insured may have several codes on its policy, none of which adequately represents the risk as a whole. The expected loss ratios vary between codes and play a significant role in the promulgation of the experience rating.

HEATING, VENTILATION, AIR-CONDITIONING AND REFRIGERATION

FACT SHEET 10

BASIC MANUAL RULES (cont'd)

This industry is seeking a new national classification. In the states adopting the all-inclusive code, the rates decreased as the credibility of the code increased. There is no distinction between commercial and residential. With commercial and residential exposures considered in one code, the experience includes both high and low hazards. This approach more closely follows the intent of NCCI industrial classifications and groupings.

Rate determination:

Code 5537 will be derived as a credibility weighted average of the indicated, national, and present on rate level pure premiums. The indicated pure premium will initially be based on the reassigned data from code 5536, until experience develops within code 5537. The national experience will be based on code 5537's experience in the NCCI states that currently include Montana, Nevada, Oregon, Arizona and Colorado. The initial present on rate level pure premium will be based on code 5538.

ITEM B-1394—REVISIONS TO BASIC MANUAL CLASSIFICATIONS AND RULES, ADDENDUM TO ITEM FILING B-1387, AND ADDENDUM TO ITEM FILING B-1391

FACT SHEET 17

ADDENDUM TO CLASS FILING B-1391

PROPOSAL

The focus of the proposed changes in this part of the filing is to make some wording changes that were inadvertently overlooked in Item Filing B-1391.

BACKGROUND AND BASIS FOR CHANGE

In Item B-1391, filed with an effective date of January 1, 2005, NCCI proposed changes to the classification treatment of 10 industries: Bag or Sack Manufacturing; Linotype Printing; Ice Manufacturing; Five-and-Dime Stores; Restaurants; Real Estate Appraisal and Agency; Commercial Restaurant Equipment Installation; Auto Dismantling and Recycling; Book or Record Stores; and Heating, Ventilation, Air-Conditioning, and Refrigeration. Some revisions needed to reflect the proposed classification treatment were inadvertently omitted in Item Filing B-1391.

For the bag or sack manufacturing industry, four reference phraseologies need revision. In two instances, reference phraseology was not eliminated as it should have been, while in the other two cases, class codes were eliminated but the related reference phraseologies were not reassigned to the replacement code.

For the five-and-dime industry, the mercantile symbol (◆) that applies to Code 8017—STORE: FIVE AND TEN CENT, was not shown beside the code number in the B-1391 filing.

As part of this addendum, NCCI is also proposing to reformat one entry under the “Bag” section heading and another entry under the “Store” section heading, since corrections are needed to related phraseologies.

IMPACT

The changes proposed will amend the classification phraseologies and reference wording only. These changes are needed to ensure that NCCI's *Basic Manual* properly reflects the intent of the revisions proposed in Item Filing B-1391. The corrections will not result in any reclassification of risks or change in loss costs/rates or premium other than those that resulted from the application of the revisions from Item B-1391.

IMPLEMENTATION

The proposed corrections for these B-1391 changes have varying effective dates that occur in conjunction with the applicable state's loss cost/rate filing. The exhibits that follow are in order by effective date.

ITEM B-1394—REVISIONS TO BASIC MANUAL CLASSIFICATIONS AND RULES, ADDENDUM
TO ITEM FILING B-1387, AND ADDENDUM TO ITEM FILING B-1391

EXHIBIT 17—ADDENDUM TO CLASS FILING B-1391

NATIONAL CLASSIFICATION(S)

CLASSIFICATIONS
EFFECTIVE 12:01 A.M., JANUARY 1, 2005

BAG

2578 2501 BAG RENOVATING.

Applies to the renovating or repairing of cotton, burlap, or gunny bags or sacks and includes sewing.

2578 SACK OR BAG MFG.—CLOTH

Applies to the mfr. of cotton, burlap, or gunny bags or sacks.

2576 2501 SAILMAKING

Applies to shop operations.

2576 TENT OR AWNING MFG.—SHOP

The installation, removal, or repair of awnings, tents, or other canvas products away from the shop shall be classified as Code 5102—Tent erection. Unless payroll records are accurately maintained showing the amount of payroll expended for shop work, the entire payroll shall be assigned to Code 5102—Tent erection.

STORE

8017 Five and Ten Cent.

Applicable to store locations at which are sold a variety of small wares such as stationery, giftware, toilet articles, light hardware, toys, housewares, confectionery, ready-to-wear clothing and accessories, etc. Sales are usually for cash without delivery service. Stores are sometimes distinguished by advertising price ranges of "5¢ & 10¢" or "5¢ to \$1.00."

8017◆ STORE—FIVE AND TEN CENT.

Applicable to store locations at which are sold a variety of small wares such as stationery, giftware, toilet articles, light hardware, toys, housewares, confectionery, ready-to-wear clothing and accessories, etc. Sales are usually for cash without delivery service. Stores are sometimes distinguished by advertising price ranges of "5¢ & 10¢" or "5¢ to \$1.00."