

Management, Retirement, Attendance and Leave Records
 CPSC-15 Employee Relations Files
 CPSC-17 Commissioned Officers Personal Data File
 CPSC-20 Personnel Security File
 CPSC-23 Equal Employment Opportunity (EEO) Disability/Accommodation Files
 CPSC-24 Respirator Program Medical Reports
 CPSC-25 FOIA Express System of Records (FOIAXpress)
 CPSC-26 Learning Management System
 CPSC-27 Requests for Information
 CPSC-28 Emergency Information Systems for the Consumer Product Safety Commission (Commission or CPSC)
 CPSC-29 Request Tracking System for Freedom of Information Act (FOIA) and Privacy Act (PA) Requests
 CPSC-30 Transit Subsidy Benefit Program
 CPSC-31 Contests, Challenges, and Awards Program
 CPSC-32 CPSC Correspondence Tracking System (CTS)
 CPSC-33 International Trade Data System Risk Assessment Methodology System

SYSTEM NAME**CPSC-2, ADVISORY COMMITTEE RECORDS****SYSTEM LOCATION:**

Directorate for Health Sciences,
 Consumer Product Safety Commission,
 4330 East West Highway, Bethesda, MD
 20814.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals seeking, nominated for, or selected for membership on CPSC Advisory Committees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records of applicants contain an individual's name, address, personal history and qualifications, any correspondence with the individual, and any Commission memoranda relating to the selection of the individual. Records of members additionally contain information about the member's financial compensation and Commission documents relating to the individual's service as a member.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

15 U.S.C. 2077 and 15 U.S.C 1275.

PURPOSE(S):

These records are used to select candidates for filling vacancies on Advisory Committees and to administer the operation of the committees.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Disclosure may be made to a congressional office, from the record of an individual, in response to an inquiry from the congressional office, made at the request of that individual.

Disclosure may be made to appropriate agencies, entities, and persons when: (1) CPSC suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) CPSC has determined that as a result of the suspected or confirmed compromise, there is a risk of harm to the security or integrity of this system or other systems or programs (whether maintained by CPSC or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist with the CPSC's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE:**

Records are maintained in hard copy.

RETRIEVABILITY:

Records are indexed alphabetically by name of committee and then by name of applicant or member.

SAFEGUARDS:

Records are maintained in file cabinets in a secured area.

RETENTION AND DISPOSAL:

Files maintained by the Secretariat to the board, committee, or conference are maintained permanently. They are transferred to the Federal Records Center when they are five years old or upon permission of board, committee, or conference. Members' records are destroyed two years after termination of membership, or sooner, if no longer needed.

SYSTEM MANAGER(S) AND ADDRESS:

Health Sciences Project Manager,
 Directorate for Health Sciences,
 Consumer Product Safety Commission,
 4330 East West Highway, Bethesda, MD
 20814.

NOTIFICATION PROCEDURE:

Freedom of Information/Privacy Act Officer, Office of the Secretariat,
 Consumer Product Safety Commission,
 4330 East West Highway, Bethesda, MD
 20814.

RECORD ACCESS PROCEDURES:

Same as notification.

CONTESTING RECORD PROCEDURES:

Same as notification.

RECORD SOURCE CATEGORIES:

Information is provided by applicants, nominees for, and members of advisory

committees, the National Academy of Science, and by Commission staff.

SYSTEM NAME**CPSC-3, CLAIMS****SYSTEM LOCATION:**

Office of the General Counsel,
 Consumer Product Safety Commission,
 4330 East West Highway, Bethesda, MD
 20814.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

CPSC employees sustaining personal property damage or loss incident to service; CPSC employees involved in situations where personal injury or property damage to others results from wrongful or negligent acts or omissions of employee acting within scope of employment; claimants sustaining injury or property damage due to activities of CPSC or its employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

These records contain claims for money damages, accident and investigative reports, and correspondence and other documents concerning claims or potential claims.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

31 U.S.C. 3721; 28 U.S.C. 1346(b),
 2672.

PURPOSE(S):

(a) For processing claims and litigation under the Federal Tort Claims Act or the Military Personnel and Civilian Employee's Claims Act; (b) for preparation of reports.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

1. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

2. Information from a record in this system of records may be disclosed to a person or entity having a legal interest in the claim.

3. Information may be disclosed to federal, state, or local law authorities, court authorities, administrative authorities, for use in connection with civil, criminal, administrative, and regulatory proceedings and actions relating to the claim.

4. Disclosure may be made to appropriate agencies, entities, and persons when: (1) CPSC suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) CPSC has determined that as a result of the suspected or

confirmed compromise, there is a risk of harm to the security or integrity of this system or other systems or programs (whether maintained by CPSC or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the CPSC's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained in hard copy.

RETRIEVABILITY:

Records are indexed alphabetically by name of individual claimant.

SAFEGUARDS:

Records are maintained in a file cabinet in a secured area. Access to such area is limited to persons whose official duties require such access.

RETENTION AND DISPOSAL:

Records are retained permanently.

SYSTEM MANAGER(S) AND ADDRESS:

General Counsel, Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.

NOTIFICATION PROCEDURE:

Freedom of Information/Privacy Act Officer, Office of the Secretariat, Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.

RECORD ACCESS PROCEDURES:

Same as notification.

CONTESTING RECORD PROCEDURES:

Same as notification.

RECORD SOURCE CATEGORIES:

Information is provided by: (1) The individual to whom the record pertains; (2) CPSC and/or its employees; (3) affidavits, statements, or testimony of witnesses; (4) official documents relating to the claim; (5) correspondence from organizations or persons involved.

SYSTEM NAME

CPSC-4, HOTLINE DATABASE

SYSTEM LOCATION:

Systems Integration Incorporated, 8201 Corporate Drive, Suite 300, Landover, MD 20785.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons who contact the Consumer Product Safety Commission to report a

consumer product associated injury, illness, death, incident, or perceived hazard associated with consumer products and other persons identified by the reporting persons as victims of consumer product associated incidents.

CATEGORIES OF RECORDS IN THE SYSTEM:

Information about accidents, injuries, illnesses, deaths, and suspected safety hazards associated with consumer products. The records contain free-form narratives, and a variety of fields dedicated to specific data about different types of products or incidents. Records contain personal information, such as the name, address, and telephone number of the person submitting the information, and in some cases, the name of the victim, if different.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 5 of the Consumer Product Safety Act, 15 U.S.C. 2054.

PURPOSE(S):

To collect data on hazards, defects, injuries, illnesses, and deaths associated with consumer products; to respond to inquiries from the public; to record personal information to permit further interaction with persons submitting data or persons named by those who submit data; to further public safety by helping determine the cause of injuries and deaths associated with consumer products.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

1. Records are disclosed to contractor personnel who operate the Consumer Product Safety Commission's Hotline and who enter data into the database.

2. Copies of records are mailed to callers for their verification of the information provided.

3. Copies of records may be sent to sources of consumer products identified in the records (e.g., manufacturers, distributors, or retailers) and may be distributed to others, but any personal identifying information is deleted before such disclosure, unless permission to disclose such personal identifying information has been explicitly granted, in writing, by the person in question.

4. Copies of records may be sent to other governmental agencies having apparent jurisdiction over the products or hazards disclosed in a record.

5. Disclosure may be made to appropriate agencies, entities, and persons when: (1) CPSC suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) CPSC has determined

that as a result of the suspected or confirmed compromise, there is a risk of harm to the security or integrity of this system or other systems or programs (whether maintained by CPSC or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the CPSC's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The contractor shall maintain records in a computer database management system on a local and wide-area network. Paper copies of individual computer records are made by the Hotline staff and are stored by month and by the name of the person who contacted the Hotline. Other paper copies are made available to Commission staff but are not stored by name or other individual identifier.

RETRIEVABILITY:

Records are retrievable by a variety of fields, including the name of the person who submitted the information.

SAFEGUARDS:

Access to the computer records requires the use of two passwords: One to access the agency's computer network and another to access the database. Access is limited to those with a particular need to know the information—select Commission employees and the contractor employees who operate the Hotline.

RETENTION AND DISPOSAL:

Records are maintained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Hotline Contract Officer, Office of Communications, Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.

NOTIFICATION PROCEDURE:

Freedom of Information/Privacy Act Officer, Office of the Secretariat, Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.

RECORD ACCESS PROCEDURES:

Same as notification.

CONTESTING RECORD PROCEDURES:

Same as notification.