



NUMBER: Directive 0870.2

SUBJECT: Official Credentials for Commissioned State and Local Officials

DIRECTIVE OWNER: Office of Compliance and Field Operations (EXC)

EFFECTIVE DATE: February 7, 2024

1. **PURPOSE.** This directive sets forth procedures for the issuance, distribution, use and return of official Consumer Product Safety Commission (CPSC) credentials to State and local government officials commissioned to conduct examinations, investigations, and inspections on behalf of the CPSC.
2. **AUTHORITY.**
Section 29(a)(2) of the Consumer Product Safety Act (CPSA), (15 U.S.C. § 2076).
3. **DEFINITIONS.**
 - a) **Commissioning**, for the purpose of Section 29(a)(2) of the CPSA and this directive, the process of authorizing officers or employees of any State or local agency to accomplish agreed upon tasks to promote consumer product safety. State or local commissioned officials may be limited to specific authority in certain program areas. In addition, their authority is limited to the State in which the commissioned official is employed.
 - b) **Credentials** are a means of official identification that reflect the State or local official's authority to perform duties or activities in accordance with the laws and regulations administered by the Commission. Credentials are issued only to commissioned individuals who require them to perform official duties on behalf of CPSC. Credentials may not be used for purposes of personal identification or for personal purposes. Credentials may be permanent or temporary, as described in SOP 0870.2.1, *Official Credentials for Commissioned State and Local Officials*. CPSC will not issue badges to Commissioned State and local officials.
 - c) **Contracting Officer's Representative (COR)**, for the purposes of this directive, the EXC employee designated and authorized in writing by a CPSC contracting officer to perform specific technical or administrative functions with regard to CPSC's contracts with individual States for commissioning state and local officials.
4. **SCOPE.** This directive only applies to issuing official credentials to commissioned State and local officials.



5. **RESPONSIBILITIES.**

- COR forwards applications for CPSC credentials from qualified State and local officials to EXC for processing.
- Field staff reviews the request for credentials, approves and prepares the credentials as specified in SOP 0870.2.1. Credential requests that do not appear to be justified will be resolved with the office that is requesting credentials.
- Field staff prepares and delivers the credentials to State and local officials (for instance, by U.S. Mail or a package delivery service) with supporting documents.
- Field staff tracks, retrieves, cancels, and manages credential records.
- COR submits expired or cancelled credentials for destruction in accordance with the SOP.

6. **CANCELLATION.** This directive supersedes and cancels Order No. 0870.2, *Official Credentials for Commissioned State and Local Officials* (Nov. 21, 2003).

Austin C. Schlick
Executive Director

Date