TM-203

Economic Coding Referral

Training Guide

Operation 2



# Economic Coding Referral Training Guide Operation 2

Au mois de décembre 1996, des mises à jour furent apportées à ce document. Suite aux directives de la Division des opérations du recensement, certaines pages furent remplacées, et d'autres furent modifiées à la main.

In December 1996, this document was updated. Following instructions supplied by the Census Operations Division, some pages were replaced, and others modified by hand.

Prepared by: Census Operations Division Social, Institutions and Labour Statistics Field

## Table of Contents

		Page
ı.	intro	duction
II.	Refe	rence Materials for Referral
И.	Codi	ng of Referred Questions 5
	A.	Receipt of Enumeration Area (EA) box from Sub-operation
		2C – Adjudication
	В.	General Instructions for Referral
	C.	Specific Instructions for Referral
	D.	Completion of Coding in Sub-operation 2D - Referral Coding 14

#### I. Introduction

Sub-operation 2D – Referral Coding differs from other sub-operations since many referred questions have no specific procedures to follow in order to obtain the correct code. Several different sources of information may have to be searched for a single-referred question.

Some Industry and Occupation cases described in the Economic Coding Referral Procedures Manual require specific instructions be followed in order to arrive at the correct code.

The exercises contained in this guide have been designed to enable you to become familiar with four main aspects of sub-operation 2D:

- 1. Reference materials;
- 2. General procedures for referral;
- 3. Specific instructions for students/trainees, Industry and Occupation;
- 4. Completion of coding in sub-operation 2D Referral Coding.

Your trainer and the Coding Consultant will guide you through the training session. If you do not understand the instructions or if you require additional information, they are available to assist you.

#### II. Reference Materials for Referral

Indicate whether each of the following statements is true or false, by circling the appropriate letter beside the statement.

1. City directories may be used to identify the industry in which a respondent works. Ţ The provincial lists of educational institutions can be used to 2. clarify a respondent's occupation. The Dun and Bradstreet (Canadian Key Business Directory) Т 3. contains industry codes which correspond to those found in the Industrial Coding Manual (ICM). City directories may provide a respondent's occupation and Т 4. employer. The yellow pages of telephone directories are primarily used 5. in determining a respondent's occupation. T The Dun and Bradstreet can be used by all referral coding 6. staff in determining the industry in which a respondent is employed.

## III. Coding of Referred Questions

Rece	ipt of Enumeration Area (EA) box from Sub-operation 2C – Adjudication
Indic	ate the action(s) to be taken for the following situation:
You	have received an EA box in sub-operation 2D – Referral Coding. ஆப்
	· · · · · · · · · · · · · · · · · · ·
<del>.,</del>	
1.	Indicate the action(s) to be taken for the following situations:  (a) You have extracted all economic coding referral forms from the EA box. What must you do before beginning actual referral coding?
	(b) The referred question is resolved by applying only
	sub-operation 2B procedures.
	sub-operation 25 procedures.

	question but a code could not be found.
	<u> </u>
	· · · · · · · · · · · · · · · · · · ·
	· · · · · · · · · · · · · · · · · · ·
Com	plete the following statements.
	•
(a)	When you first receive an Economic Coding Referral Form
	, and columns sho
-	have been completed by the Coder in sub-operation 2B or Adjudicator in sub-operation 2C.
(b)	A check mark (/) in the column
	indicates that the question could have been coded in sub-operation 2B.
(c)	Once you have determined the correct code for a referred
	question, this code is entered on thethe
	•
(d)	The column on the Economic Codin Referral Form is reserved for use by the Coding Consultan
	only.
(e)	Additional reference materials are used only after you hav
	determined that the referred question cannot be resolved

### C. Specific Instructions for Referral

The following series of questions are designed to assist you in becoming familiar with the special referral instructions for students/trainees, Industry and Occupation. Write the correct action for the following questions in the space provided below.

#### Referral Procedures for Students and Trainees

			, <del>,</del>
LABOUR MARKET ACTIVITIES  31. Last week, how many hours did this person spend working for pay or in self-employment?  Include:	17 O Norse Continue with the next question	39. What kind of work was this person doing?  For example, janitor, medical lab technician,	Kind of work
eworking directly towards the operation of a family farm or business without formal pay errangements (e.g., essisting in seeding, doing accounts); eworking in histher own business, farm or professional practice, along or in partnership;	18 Sale (Number of hours (to the nearest hour)	eccounting clerk, manager of civil engineering department, secondary school teacher, supervisor of data entry unit, fishing guide. (If in the Armed Forces, give rank.)	
eworking for wages, salary, tips or commission.  32. Last week, was this person on temporary lay-off or absent from his/her job or business?	48. 81 () No	In this work, what were this person's most important duties or activities?  For example, cleaning buildings, enalysing blood.	Most important duties or ectivities Lear n to
Mark one circle only.	O2 Yes, on temporary lay-off from a job to which this person expects to return O3 Yes, on vacation, ill, on strike or locked out, or	samples, verifying invoices, coordinating civil engineering projects, teaching mathematics, organizing work schedules and monitoring data entry systems, guiding fishing parties.	equipment
	absent for other reasons		
36. When did this person last work for pay or in self-employment, even for a few days?	15 O in 1996 Continue with the	45. In how many weeks did this person work In 1995?	gg () Name → Go to
Mark one circle only.	17 O Before A Go to	include those weeks in which this person:  was an vacation or sick leave with pay;  worked full time or part time;	Question 47
	18 O Never	worked for wages, salery, tips or commission;     was self-employed;	10 12 ≺ Number of weeks
	J	<ul> <li>worked directly towards the operation of a family farm or business without formal pay amangaments.</li> </ul>	
·		46. During most of those weeks, did this person work full time or part time?	11 Full time (30 hous or more por week)
Note: Questions 37 to 44 refer to this person's job or business last week. If this person held no job lest week, answer	55,	Mark one circle only.	12 Part time (less then 30 hours per week)
for the job of longest duration since January 1, 1995. If this person held more than one job last week, answer for the job et which he/she worked the most hours.		INCOME IN 1995	
37. For whom did this person work?	Name of firm, government egency, etc.	47. During the year ending December 31, 1995, did this person receive any income from the sources listed below?	73.
	Resources Canada	Answer "Yes" or "No" for all sources.  if "Yes", also enter the amount, in case of a loss, elso merk "Loss".  Do not include Child Tax Benefit.	
	Section, plant, department, branch or division	PAID EMPLOYMENT:  (a) Total wages and salaries, including commissions, bonuses, tips, etc., before any deductions	01 9 Yes - 6,000 -
	Programs	SELF-EMPLOYMENT: (b) Net farm income (gross receipts minus expenses), including grants and subsidies under farm-support programs, marketing board payments, gross insurance proceeds.	03 () Yes >
38. What kind of business, industry or service was this?	Kind of business, industry or service	(c) Net non-term income from unincorporated business, professional practice, etc. (gross receipts minus	06 ○ Yes ►
Give full description. For example, wheat farm, trapping, road maintenance, retail shoe store,	Dela ce -entry	expenses) INCOME FROM GOVERNMENT:	98 (9 No 97 ) LOSS
secondary school, temporary help agency, municipal police.		(f) Benefits from Unemployment Insurance (flotal benefits before fax deductions)	13 O YSS ► 14 @ No
			,
Note: The respondent repor	ted that income	in Question 47(a) was a trainir	ng allowance
only.	tod that moonlo		
ACTION:			

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LABOUR MARKET ACTIVITIES  31. Last week, how many hours did this person spend working for pay or in self-employment? include:  - working directly towards the operation of a family farm or business without formal pay arrangements (e.g., assisting in seeding, doing accounts);  - working in his/mer own business, farm or professional practice, alone or in partnership;  - working for weges, salary, tips or commission.  32. Last week, was this person on temporary lay-off or ebsent from his/her job or business?  Mark one circle only.	17 Priore Conditive with the next execution con  18 Private or nours (to the national flour)  19 On the Question 27  45.  10 No  20 Yes, on temporary lay-off from a job to which this person expects to return  23 Yes, on vecation, Il, on strike or locked out, or absent for other reaspons.	39. What kind of work was this person doing?  For example, jenitor, medical lab technician, accounting clerk, manager of civil engineering department, secondary school teacher, supervisor of data entry unit, fishing guide. (If in the Armed Forces, give rank.)  40. In this work, what were this person's most important duties or activities?  For example, cleaning buildings, analysing blood samples, verifying invoices, coordinating civil engineering projects, teaching mathematics, organizing work schedules and monitoring data entry systems, guiding fishing parties.	Most impoder dules or activities  Skills  Lipara ding
36. When did this person last work for pay or in setf-employment, even for a few days?  Merk one circle only.	15 O in 1996 16 O in 1995 17 O Before 1996 18 O Never	45. In how many weeks did this person work In 1995? Include those weeks in which this person:  was an vacation or sick feave with pay; worked full time or part time; worked full time or part time; worked for weges, salary, tips or commission; was self-employed; worked directly towards the operation of a family farm or business without formal pay arrangements.	09 ○ None → Go to Question 47 OR 10 ☑ ✓ Number of weeks
Note: Questions 37 to 44 refer to this person's job or business last week. If this person held no job tast week, enswer for the job of longest duration since January 1, 1995. If	[ <del>55.]</del>	46. During most of those weeks, did this person work full time or part time?  Mark one circle only.	11 Full time (30 hous or more per week)  12 Per time (per stan 30 hours per week)
this person held more then one job last week, answer for the job at which he/she worked the most hours.  37. For whom did this person work?	Name of firm, government agency, etc.  101  Albecta  Locational  Centre  Section, plant, department, branch, or division  02  School	INCOME IN 1995  47. During the year ending December 31, 1995, did this  person receive any income from the sources listed below?  • Answer "Yes" or "No" for all sources.  • If "Yes", also enter the amount; in case of a loss, also mark "Loss".  • Do not include Child Tax Benefit.  PAID EMPLOYMENT:  (a) Total wages and salaries, including commissions, bonuses, tips, etc., before any deductions  SELF-EMPLOYMENT:  (b) Net farm Income gross receipts minus expenses, including grath and subsidies under farm-support programs, marketing board payments, gross insurance proceeds	01 () Yes >
38. What kind of business, industry or service was this? Give full description. For example, wheat term, trapping, road maintenance, retail shoe store, secondary school, temporary help agency, municipal police.	Kind of business, industry or services	(c) Net non-farm income from unknoorporated business, professional practice, etc. (gross receipts minus expenses)  INCOME FROM GOVERNMENT:  (f) Benetits from Unemployment Insurance (total benefits before but deductions)	08 ( No 07 ) Loss 13 ( Yes > 4 000 -
	04		
ACTION:	•		

ACTION:

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LABOUR MARKET ACTIVITIES 31. Last week, how many hours did this person spend		39. What kind of work was this person doing?	Kind of work
working for pay or in self-employment? Include:  working directly towards the operation of a family farm or business without formel pay arrangements (e.g., essisting in seeding, doing accounts); working in his/her own business, farm or professional practice, sone or in partnership;	17 Nove — Conditions with the next speed on the	For example, jenitor, medical lab technician, accounting clerk, manager of civil engineering department, secondary school teacher, supervisor of data entry unit, fishing guide. (If in the Armed Forces, give rank.)	10 Taking soluit education classes
working for weges, selary, tips or commission.  32. Lest week, was this person on temporary lay-off or absent from his/her job or business?  Mark one circle only.	49. 01 No 02 Yes, on temporary lay-off from a job to which this person expects to return 03 O Yes, on vacation, II, on strike or locked out, or absent for other reasons	40. In this work, what were this person's most important duties or activities? For example, cleaning buildings, analysing blood samples, verifying invoices, coordinating civil engineering projects, teaching mathematics, organizing work schedules and monitoring data entry systems, guiding fishing parties.	Most important dulies or activities  Learning Lab skills
38. When did this person last work for pay or in		45. In how many weeks did this person work	
self-employment, even for a few days? Mark one circle only.	15 O in 1996 Continue 16 O in 1995 Question 17 O Before 1995 18 O Never  Continue Co	in 1998?  Include those weeks in which this person:  was on vacation or sick leave with pay;  worked full time or part time;  worked for wages, salary, tips or commission;  was self-employed;	Q9 ○ None → Go to Question 47  OR  10
		<ul> <li>worked directly towards the operation of a family farm or business without formal pay arrangements.</li> </ul>	
		46. During most of those weeks, did this person work full time or part time?	11 Full time (30 hous or more
Note: Questions 37 to 44 refer to this person's job or business last week. If this person held no job last week, answer for the job of langest duration since January 1, 1995. If	55.	Mark one circle only.	per week) 12 Part time (less than 30 hours per week)
this person held more than one job last week, answer for the job at which he/she worked the most hours.		INCOME IN 1995	
37. For whom did this person work?	Name of fem, government agency, etc.  11 Covernment Covernment Section, ptart, department,	47. During the year ending December 31, 1995, did this person receive any income from the sources listed below?  Answer "Yea" or "No" for all sources.  If "Yes", also enter the amount; in case of e loss, also mark "Cos".  Do not include Child Tex Benefit.  PAID EMPLOYMENT:	Dobrs Certs
1	03 Emcloyment	(a) Total wages and salaries, including commissions, bonuses, tips, etc., before any deductions  SELF-EMPLOYMENT:	02 O No 19,000 -
,		(b) Net farm Income (gress receipts minus expenses), including grants and subsidies under farm-support programs, marketing board payments, gross insurance proceeds	05 Ø No 04 O Loss
38. What kind of business, industry or service was this?  Give full description. For example, wheat farm,	Kind of business, inclustry or services	<ul> <li>(c) Net non-farm income from unincorporated business, professional practice, arc. (gross receipts minus expenses)</li> </ul>	06 ○ Yes ► 07 ○ Loss
trapping, road maintenence, retail shoe store, secondary school, temporary help agency, municipal police.	Program	INCOME FROM GOVERNMENT: (f) Banedis from Unemployment Insurance (fotal benefits before (ax deductions)	13 6 Yea > 2, 400 -
	P4 1 1 1	•	
			•
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LABOUR MARKET ACTIVITIES  31. Last week, how many hours did this person spend working for pay or in self-employment? Include:	17 None Candings with the nate quarter of the nate quarter of the nate of the	39. What kind of work was this person doing?  For example, janitor, medical lab technician, accounting clark, manager of chill engineering department, secondary school teacher, supervisor of date entry unit, fishing guide. (If in the Armed Forces, give rank.)  40. In this work, what were this person's most important duties or activities?  For example, cleening buildings, enerysing blood samples, verifying invoices, coordinating chill	Most Important daling or activities
	from a job to which this person expects to return  99 () Yes, on vication, it, on strike or locked out, or absent for other reasons	engineering projects, teaching mathematics, organizing work schedules and monitoring data entry systems, guiding fishing parties.	06
36. When did this person last work for pay or in solf-employment, even for a few days?  Mark one circle only.	15 () in 1996 with the next question 17 () Bafora 1995 (20 to Cuestion 47	45. In how many weeks did this person work in 1995?  Include those weeks in which this person: was on vection or sick feeve with pay; worked full time or part time; worked full time or part time; worked for weges, salary, tips or commission; was salf-employed; worked directly towards the operation of a family farm or business without formal pay amangements.	as ○ None → Go to Question 47 OR 10 52 ◀ Number of weeks
Note: Questions 37 to 44 refer to this person's job or business last week. If this person held no job last week, enswer for the job of longest duration since Jenuerr 1, 1995. If this person held more than one job last week, enswer for	[55.]	48. During most of those weeks, did this person work full time or part time?  Mark one circle only.  INCOME IN 1995	11 Full time (30 hous or more per week)  12 Pert time (less than 30 hours per week)
the jab et which he/she worked the most hours.  37. For whom did this person work?	Name of firm, government againty, etc.  OTTCONSOCT CONSOCT CONSOCT CONSOCT Section, plant, department, branch or division  OZ Consocion Cost Consocion Cost Consocion Fleet Systems	47. During the year ending December 31, 1995, did this  • person receive any income from the sources listed below?  • Answer "Yea" or "No" for all sources.  • if "Yea", also enter the amount; in case of a loss, elso mark "Loss".  • Do not include Child Tax Benefit.  PAID EMPLOYMENT:  (a) Total wages and selaries, including commissions, bonuses, tips, etc., before any deductions  SELF-EMPLOYMENT:  (b) Net farm theorem (gross receipts minus expenses), including grand and subsides under from support programs, marketing board payment, gross insurance proceeds	01
38. What kind of business, industry or service was this?  Give full description. For example, wheel farm, trapping, road maintenance, retail shoe store, secondary school, temporary help agency, municipal police.	find of business, industry or service.  03 Engineering.	(c) Net non-farm income from unincorporated business, professional practice, etc. (gross receipts minus expenses)  INCOME FROM GOVERNMENT:  (f) Benefits from Unsemployment Insurance (flotal benefits before fax deductions)	06

Note: Such students are sworn in the Canadian Public Service.

ACTION: _	 	
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LABOUR MARKET ACTIVITIES		39. What kind of work was this person doing?	Kind of work
31. Last week, how many hours did this person spend	17 O None - Continue with the		05 Stubent
working for pay or in self-employment?  Include:	Wast direction	For example, janitor, medical lab technician, accounting clark, manager of civil engineering	Nucse
eworking directly towards the operation of a family farm	OR .	department, secondary school teacher,	
or business without formal pay arrangements (e.g., assisting in seeding, doing accounts);	18 4/O (Number of Neuro (to the rearnet hour)	supervisor of data entry unit, fishing guide.	· ·
working in his/her own business, farm or professional	1 1	(If in the Armed Forces, give rank.)	11
practice, alone or in partnership; eworking for wages, salary, tips or commission.	Do to Question \$7		1
	<b>49.</b> ]	40. In this work, what were this person's most important duties or activities?	Most importers duties or activities
32. Last week, was this person on temporary lay-off or absent from his/her job or business?	II—	•	Shiring
a of goesil from market jes or seemood.	91 () No	For exemple, cleaning buildings, analysing blood	working on
Mark one circle only.	92 Yes, on temporary lay-off from a job to which this	samples, verifying invoices, coordinating civil engineering projects, teaching mathematics,	wards
	person expects to return	organizing work schedules and monitoring data	II
1	03 O Yes, on vacation, ill, on	entry systems, guiding fishing parties.	┃╽ <sup>╍</sup> ┖┈┸┈┸┷┵
	strike or locked out, or		
	absent for other reasons	•	
		45. In how many weeks did this person work	
36. When did this person last work for pay or in self-employment, even for a few days?	15 O in 1996   Continue	- in 1995?	[·]
a san-ampropriant, aventos a ten cayo:	next	Include those weeks in which this person:	89 ○ None → Go to
Mark one circle only.	- dosentes	<ul> <li>was on vacation or sick leave with pay;</li> </ul>	Question 47
	17 O Before Go to	<ul> <li>worked full time or part time;</li> </ul>	or
	18 O Never	<ul> <li>worked for weges, salary, tips or commission;</li> </ul>	Ⅱ ☴ ¨`
		was self-employed;	10 25 ≺ Number of weeks
	l L	s worked directly towards the operation of a family	
·		farm or business without formel pay arrangements.	1
		46. During most of those weeks, did this person	C
		work full time or part time?	11 (2) Full time (30 hours or more
Note: Questions 37 to 44 refer to this person's job or business	55.	Mark one circle only.	per week)
lest week. If this person held no job lest week, enswer		Mark title titale titaly.	12 Part time (less then 30 hours
for the job of longest duration since January 1, 1995. If		,	per week)
this person held more than one job last week, answer for	·	INCOME IN 1995	
the job at which he/she worked the most hours.		47. During the year ending December 31, 1995, did this	175.
37. For whom did this person work?	Name of tim, government egency, etc.	<ul> <li>person receive any income from the sources listed</li> </ul>	
	01 Scochocovak	below? Answer "Yes" or "No" for all sources.	11
Į.	General	<ul> <li>If "Yes", also enter the amount; in case of a loss, also</li> </ul>	11
1	Hospital	mark "Loss".  • Do not include Child Tax Benefit.	<b>11</b>
		PAID EMPLOYMENT:	Dollars Cents
<b>\</b>	Section, plant, department, branch or division	(a) Total wages and salaries, including commissions,	01 O Yes▶
i '	02	bonuses, tips, etc., before any deductions	02 8 No
		SELF-EMPLOYMENT:	03 O Yes >
		<ul> <li>(b) Net farm income (gross receipts minus expenses), including grants and subsidies under farm-support programs,</li> </ul>	11 7 - 20 12
		merioding board payments, gross insurance proceeds	08 (9 № mg
38. What kind of business, industry or service was this?	Kind of business, industry	(c) Not non-term income from unincorporated business,	06 O Yes ▶
1	or service	professional practice, etc. (gross receipts minus expenses)	07 Q L059
Give full description. For example, wheat farm, trapping, road maintenance, retail shoe store,	03 Neyica		08 Q No 07 C USS
secondary school, temporary help agency,	<del>                                    </del>	INCOME FROM GOVERNMENT:  (f) Benefits from Unemployment Insurance (Italia)	13 () Yes >-
municipal police.		benefits before fax deductions)	14 (3/ No
		· · · · · · · · · · · · · · · · · · ·	
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ACTION:			

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LABOUR MARKET ACTIVITIES  31. Last week, how many hours did this person spend working for pay or in self-employment? Include:	17 Nore Conditions with the next quarties on the next quarties of the ne	39. What kind of work was this person doing?  For example, janitar, medical lab technician, accounting clerk, menager of chril engineering department, secondary school teacher, supervisor of date entry unit, fishing guide. (If in the Armed Forces, give rank.)  40. In this work, what were this person's most important duties or activities?  For example, cleaning buildings, analysing blood samples, verifying invoices, coordinating chril engineering projects, teaching mathematics, organizing work schedules and monitoring data entry systems, guiding fishing parties.	Most Impotent daties or activities  Completing  internal of
36. When did this person last work for pay or in  setf-employment, even for a few days?  Mark one circle only.	16 O in 1995 16 O in 1995 17 O Before 1995 18 O Never  Continue with the next question Co to Casession 47	45. In how many weeks did this person work  In 1995?  Include those weeks in which this person:  was on vacation or sick leave with pay;  worked full time or part time;  worked for wages, salary, tips or commission;  was self-employed;  worked directly towards the operation of a family farm or business without format pay arrangements.	09 ○ None → Go to Question 47 QR 10 52 < Number of weeks
Note: Questions 37 to 44 refer to this person's job or business last week. If this person held no job last week, enswer for the job of longest duration since Jenuery 1, 1995. If this person held more than one job last week, enswer for	555.	48. During most of those weeks, did this person work full time or part time?  Mark one circle only.	11 Full time (30 hour or more per week)  12 Part time (less then 30 hours per week)
the job at which he/she worked the most hours.  37. For whom did this person work?	Name of firm, government egency, etc.  OT TOTA ATO HAS SILVE FOR Section, plant, department, branch or division  02	INCOME IN 1995  47. During the year ending December 31, 1995, did this a person receive any income from the sources listed below?  • Answer "Yes" or "No" for all cources.  • If "Yes", also enter the amount; in case of a loss, also mark Loss.  • Do not include Child Tax Benetit.  PAID EMPLOYMENT:  (a) Total wages and salaries, including commissions, banuses, tips, etc., before any deductions	01 ○ Yes Dollars Certs 01 ○ Yes 23, ∞0 =
38. What kind of business, industry or service was this?	Kind of business, industry or service	SELF-EMPLOYMENT:  (b) Net farm income (great receipts minut expenses), including greats and subsidies under farm-support programs, markating board payments, gross insurance proceeds  (c) Net non-farm income from unincorporated business, professional practice, etc. (gross receipts minus expenses)	03
Give full description. For example, wheat farm, trapping, road maintenance, retail shoe store, secondary school, temporery help agency, municipal police.	Medicine	INCOME FROM GOVERNMENT: (f) 8 erefts from Unemployment Insurance (total benefits before fax deductions)	13 O Yos 14 O No
•			
ACTION:			

## Referral Coding of Industry and Occupation Questions 37-40

Indicate whether each of the following statements is true or false, by circling the appropriate letter beside the statement.

1.	If the name of the firm in Question 37 is a co-operative which is not found in the List of Establishments (LOE), and there is no clear industry description, consult your coordinator who will refer the question to the Coding Consultant.	T	F
2.	If the responses to Questions 39 and 40 are conflicting, immediately consult your coordinator who will refer the situation to the Coding Consultant.	т	F
3.	Residual Industry codes usually have "8" as the last digit.	т	F
4.	If after searching the reference material you cannot determine whether a teacher is an elementary or secondary school teacher, code E130.	т	F
5.	If "000" appears to be the only appropriate Industry code as a result of applying the sub-operation 2B procedures, consult your coordinator who will refer this question directly to the Coding Consultant.	Τ	F
6.	The Industry code 400 should be used for any construction Industry write-ins referred.	T	F

D. Completion of Coding in Sub-operation 2D – Referr	D. (	Completion of	f Coding in	<b>Sub-operation</b>	2D - Referr
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Complete the following statements. 1. Once referral coding is completed for an EA, the and columns are totalled on the Economic Coding Referral Form. 2. The Cumulative Total Number of Codes Referred is the sum of the If more than one Economic Coding Referral Form was used for the EA, the 3. cumulative totals for Industry and Occupation are derived by adding the and the for each Economic Coding Referral Form and enter this total into the on the last Economic Coding Referral Form for both and After all totals have been recorded on the Economic Coding Referral 4. Form(s), the are returned to the in \_\_\_\_\_ numerical order. 5. are given to your once all work has been completed for the EA. MCa 005 1010215544

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