

Instructions for Completing the 2013 Survey of Occupational Injuries and Illnesses

We estimate it will take you an average of 24 minutes to complete this survey (ranging from 10 minutes to 5 hours per package), including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding the estimates or any other aspect of this survey, including suggestions for reducing this burden, please send them to the Bureau of Labor Statistics, Occupational Safety and Health Statistics (1220-0045), 2 Massachusetts Avenue, N.E., Washington, DC 20212. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. **DO NOT SEND THE COMPLETED FORM TO THIS ADDRESS.**

The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent.

OMB No. 1220-0045
BLS-9300-IDCF

In December 2012, you were notified of your participation in the BLS 2013 Survey of Occupational Injuries and Illnesses (SOII) and asked to maintain records of workplace injuries and illnesses throughout 2013.

Forms to help you complete the survey

- ♦ OSHA's Form 300 - Log of Work-Related Injuries and Illnesses; includes all injuries and illnesses for the year
- ♦ OSHA's Form 300A - Summary of Work-Related Injuries and Illnesses; includes average employment and total hours worked
- ♦ OSHA's Form 301 - Injury and Illness Incident Report; includes detailed injury and illness data

If the detailed case information requested is not recorded on your OSHA forms, please refer to other sources of information you may have (including your Workers' Compensation records). Please note, however, that *OSHA's rules* (www.osha.gov/recordkeeping) concerning **which injuries and illnesses to record differ from your state's Workers' Compensation reporting.**

Use the BLS Internet Data Collection Facility

Before reporting your data, you must register with the BLS even if you have registered in previous years or for other surveys. **Please do not register unless you will be the one completing the survey.**

1. Go to <https://idcf.bls.gov> on your internet browser. The "s" in "https" is required.
2. Enter the 12-digit User ID in the field labeled "User ID" and the Temporary Password in the field labeled "Password". Click *I Accept*.

The image shows a screenshot of the BLS Internet Data Collection Facility registration form. The form is titled "U.S. Department of Labor Bureau of Labor Statistics BLS". It includes a "For Help" section with contact information: Call: 555-555-5555, 555-555-5555, Fax: 555-555-5555. There is a large "Example" box in the center. Below it, the form fields are filled with example data: "User ID: 302203479880", "Temporary Password: AnSU5155", and "NAICS: 512110 - Motion Picture and Video Production". Red arrows point from two red boxes to the form fields. The first red box, labeled "You will need your User ID and temporary password if you report using the internet.", points to the "User ID" and "Temporary Password" fields. The second red box, labeled "Your NAICS", points to the "NAICS" field.

3. Complete the "Check E-mail Address", "Enter New User Information" and "Create a Permanent Password" pages.
4. Click *Continue* on the "Confirmation Notice" page.
5. Report your data and click *Submit* when you are finished. Print a copy of the completed survey for your records.
6. You may log onto the website using your User ID and permanent password at any time to make corrections to your data.

You can report for additional establishment IDs by logging into the survey again, clicking the *Continue* arrow on the "Dear Employer" page, and adding the establishment ID on the "Add New Establishment(s) to Account" page.

For alternate reporting methods, please contact your state office at the telephone number listed under "For Help" on the front page.

Need help?

- ♦ **For step-by-step website registration instructions or website technical help**, go to <http://www.bls.gov/idcf/instructions.htm>.
- ♦ **For questions about this survey**, contact us using the telephone number(s) listed on the front of this form.
- ♦ **For information about SOII**, including frequently asked questions and to download forms, go to <http://www.bls.gov/respondents/iif/>.
- ♦ **For information about OSHA record keeping guidelines**, go to <http://www.osha.gov/recordkeeping/handbook/index.html>.

To see how your data will be used, please visit our website at <http://www.bls.gov/iif>.