Options for Reporting Your Survey of Occupational Injuries and Illnesses Data

U.S. Department of Labor
Bureau of Labor Statistics

The Bureau of Labor Statistics is pleased to offer three methods of reporting your Survey of Occupational Injuries and Illnesses data.
1. You can complete your survey booklet by hand and return it to us by using the enclosed Business Reply Mail envelope.
2. You can report your injury and illness data on the BLS Internet.
3. You can receive an electronic copy of the survey form by e-mail, enter your data, and then return it to us via e-mail.

Using the Internet to Report Your Data

Step 1: Register with the BLS

Before you can report your injury and illness data on the BLS Internet, you must register with the BLS.

Even if you registered with us in previous years, we have streamlined our registration process. Please follow these instructions below to register with BLS to report your 2007 survey data. If you need help, please contact **IDC.Helpdesk@bls.gov**.

1. Open your Internet browser and type **https://idcf.bls.gov** in the address box. The "s" in "https" is required.

   If a Client Authentication or Choose a Digital Certificate pop-up window appears, click on the *Cancel* button. You will get this pop-up window if you already have another digital certificate on your computer.

2. Enter the 12-digit Permanent User ID in the field labeled "Account Number" and the Temporary Password in the field labeled "Password". See Exhibit 1 to locate the Permanent User ID and Password on the front cover of your survey booklet. Click on the *I Accept* button.

3. Enter your information on the Enter New User Information page. You must complete the items with a red asterisk. Click on the *Continue* arrow.

4. Create a permanent password. Write down your password and keep it in a safe place. Click on the *Continue* arrow.

5. Print the confirmation page that lists your permanent account number. You will need this permanent account number to access our system in the future. Click on the *Continue* arrow.

   Note: This account number will also be sent to the e-mail address entered in #3.

6. On the next screen, select *Survey of Occupational Injuries and Illnesses* from the *Please Select a Survey* drop-down box and then click on the *Continue* arrow.

Additional registration instructions can be found at **http://www.bls.gov/idcf/instructions.htm**. Our website cannot be accessed through these instructions.

Step 2: Report Your Data

1. Read the "Dear Employer" letter and click *Continue*.

2. Find your establishment ID in the first column on the screen. This number can be found on the mailing label on the front cover of your survey booklet. An example of an ID is 123456789-1. See Exhibit 1. Click *Select*.

3. Begin to enter your data. Follow the onscreen instructions. The electronic form corresponds to your hardcopy survey booklet. Your data are saved when you move from one screen to another.

4. When you are finished, click *Print* on the 'Review and Print the Data You Entered' screen to get a copy of your data. Be sure to click *Submit your Data to BLS* on the bottom of the screen to transmit your information to BLS.

5. If you have more than one survey to complete, click on the link to *Enter data for another establishment* from the 'Thank You' page.

6. To logout, click the link to *Logout* found in the top right-hand corner of the screen.

Online help is available by clicking on the *Help* link that appears on each screen.

If you have reported via the Internet, you do not need to mail your survey form to us.

If you find that you need to make changes to the data you report to us, you can. Simply log on to our site and navigate to the place in the form where changes are necessary and enter the revised data. Once you have made your changes, be sure to click *Submit Your Data to BLS* to transmit your revised information to us.

If you have questions regarding your participation in the survey, please send e-mail to **OSH.helpdesk@bls.gov**.

Using E-Mail to Report Your Data

Before you can report your injury and illness data via e-mail you must obtain an electronic copy of the survey form.

The survey form is a Microsoft Word ® form that is formatted to allow you to type your information into each of the data fields. The fields in the electronic survey form correspond exactly to the fields on the hard copy survey form you received in the mail.

1. To obtain an electronic copy of the survey form, send an e-mail to: **OSH2007@idcf.bls.gov**. By an automated response, you will receive an electronic copy of the survey form to complete. Do not reply to this message—it is from an unattended mailbox and any replies will not be responded to or forwarded.

2. Save the form to your computer and open it using Microsoft Word ®.

3. Begin by entering your establishment's identifying information on the cover page of the survey form. You will need to refer to the label on the front cover of the survey form you received in the mail. You must provide us with your 12-digit establishment ID number and your company name and address. See exhibit 1.

4. Once you have filled in your identifying information on the cover page, you can navigate through the fields on the form by using the TAB key.

5. When you have completed typing all of your information, save the form on your computer.

6. Attach the electronic survey form you completed and saved to an e-mail message and send it to the appropriate BLS State agency by finding your 2-digit State code on the list attached to the electronic form you received.

7. You will receive an automated response when your electronic survey form has been received by the BLS. Do not reply to this message—it is from an unattended mailbox and any replies will not be responded to or forwarded.
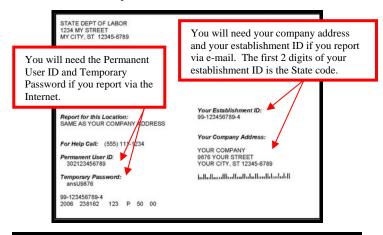
Note: If you report your survey via this method, you do not need to mail your survey form to us.

If you have questions regarding your participation in the survey, please send e-mail to **OSH.helpdesk@bls.gov**.

As a participant in a U.S. Bureau of Labor Statistics (BLS) statistical survey, you should be aware that use of electronic transmittal methods in reporting data involves certain inherent risks to the confidentiality of those data. Further, you should be aware that responsible electronic transmittal practices employed by the BLS cannot completely eliminate those risks.

The BLS is committed to the responsible treatment of the data you report and will take appropriate steps within their ability to protect the confidentiality of those data.
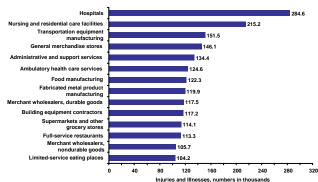

Exhibit 1: An *example* label.

You will need the Permanent User ID and Temporary Password if you report via the Internet.

You will need your company address and your establishment ID if you report via e-mail. The first 2 digits of your establishment ID is the State code.

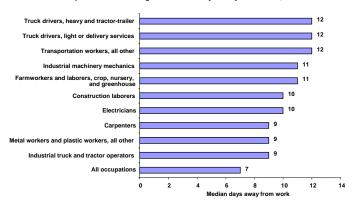## Why are Occupational Injury and Illness Data Important?

Your data are important for making the American workplace safer. Data you report are aggregated with data from other establishments and used to identify injury and illness patterns among industries and occupations.

Industries with at least 100,000 nonfatal occupational injuries and illnesses, 2004

Industry	Injuries and Illnesses, numbers in thousands
Hospitals	284.6
Nursing and residential care facilities	215.2
Transportation equipment manufacturing	151.5
General merchandise stores	146.1
Administrative and support services	134.4
Ambulatory health care services	124.6
Food manufacturing	122.3
Fabricated metal product manufacturing	119.9
Merchant wholesalers, durable goods	117.5
Building equipment contractors	117.2
Supermarkets and other grocery stores	114.1
Full-service restaurants	113.3
Merchant wholesalers, nondurable goods	105.7
Limited-service eating places	104.2

SOURCE: Bureau of Labor Statistics, U.S. Department of Labor, Survey of Occupational Injuries and Illnesses.

Occupations with the highest median days away from work, 2004

Occupation	Median days away from work
Truck drivers, heavy and tractor-trailer	12
Truck drivers, light or delivery services	12
Transportation workers, all other	12
Industrial machinery mechanics	11
Farmworkers and laborers, crop, nursery, and greenhouse	11
Construction laborers	10
Electricians	10
Carpenters	9
Metal workers and plastic workers, all other	9
Industrial truck and tractor operators	9
All occupations	7

SOURCE: Bureau of Labor Statistics, U.S. Department of Labor, Survey of Occupational Injuries and Illnesses.

You can compute your own injury and illness incidence rate for safety management purposes and to compare with your industry. Visit: **http://data.bls.gov/IIRC/**.

You can access data on industry, demographic characteristics, and case characteristics through the Profiles on the Web tool by visiting: **http://data.bls.gov/GQT/servlet/InitialPage**.

To get the latest occupational injury and illness statistics, please visit us at **http://www.bls.gov/iif/home.htm**.