

October 1, 2009

MEMORANDUM FOR : Reviewer of 1220-0045

FROM : Tom Shaffer, Chief  
Division of Safety and Health Statistics  
Office of Compensation and Working Conditions  
Bureau of Labor Statistics

SUBJECT : New Electronic Options Form for the Survey of  
Occupational Injuries and Illnesses

In January 2010, the Bureau of Labor Statistics (BLS) will begin using a revised electronic options data collection form for the Survey of Occupational Injuries and Illnesses. BLS has conducted electronic collection of this survey since survey year 2005 and has expanded the number of States using electronic data collection options since 2005 to the point where it now includes all States.

In an effort to increase response rates for the electronic collection methods, BLS has redesigned the electronic options form once in the past and is making further changes for survey year 2009 based on user experiences and using resources from the Office of Survey Methods Research (OSMR) to ensure that the form is designed well from a cognitive perspective. The major changes to the form are detailed below.

- The revised form has a red text box below the title in place of a printed line regarding participation. This box will be imaged with different language for mandatory and voluntary responders. For mandatory responders the text will be the same for each successive mailing as is currently used. (First mailing: Your response is required by law in 30 days; Second mailing: 2<sup>nd</sup> Notice – Response required by law now; Third mailing: Final Notice – Response required by law immediately) For voluntary providers the box will be imaged with the following text: Your participation makes America's workplaces safer. This change will ensure that voluntary providers do not receive erroneous information regarding a requirement to participate.
- The revised form has two imaged fields on the front page instead of one. This will allow us to more concisely provide information to respondents. The left box will provide help phone numbers and provide necessary information to access the Internet Data Collection Facility (IDCF). The right box will provide establishment identifying information that will help respondents working in multi-establishment firms. These changes should positively affect a respondent's ability to complete the survey.
- The current form deletes charts and State phone numbers. This information is extraneous and can be obtained, if necessary, from online resources. As mentioned above the appropriate State phone number for assistance will be imaged in the left box of the front page making this information more prominent for respondents. Removal of the charts and phone number pages cuts down on printing and mailing costs but does not affect the respondent's ability to provide the necessary data.
- The instructions for both the IDCF option and the e-mail option were simplified and shortened.
- Information was added to explain what forms would be necessary to complete the survey. User experiences show that respondents would attempt to provide information electronically and

then have to pull necessary files as they worked through the survey. Delineating in advance the forms needed to complete the survey saves the respondent time and simplifies survey completion.

The revised electronic options form is included with this note to the reviewer. This change is not expected to have an impact on respondent burden. If you have any questions about this request, please contact Tom Shaffer by telephone at 202-691-6163 or by e-mail at [shaffer.tom@bls.gov](mailto:shaffer.tom@bls.gov).