



# Options for Reporting Your Survey of Occupational Injuries and Illnesses Data

The Bureau of Labor Statistics is pleased to offer these methods of reporting your Survey of Occupational Injuries and Illnesses data.

1. You can report your injury and illness data on the BLS Internet.
2. You can receive an electronic fillable form of the survey by e-mail, enter your data, and then send it to us.

If you need help or are unable to report electronically, please call the phone number(s) listed for your State on the back cover of the form.

## Option 1: Use the Internet

Before reporting your data, you must register with the BLS even if you 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 Account Number in the field labeled “Account Number” and the Temporary Password in the field labeled “Password”. Click *I Accept*.

DATA COLLECTION AGENCY SURVEY STAFF 123 MAIN STREET MY CITY, ST 12345-6789	<b>Address for Return Envelope:</b> llllllllllllllllllllllllllllllllllll
<b>Report for this Location:</b> SAME AS YOUR COMPANY ADDRESS	DATA COLLECTION AG SURVEY STAFF 123 MAIN STREET MY CITY, ST 12345-00
<b>For Help Call:</b> (555) 111-1234	<b>Your Establishment ID:</b> 77-123456789-4
<b>Account Number:</b> 302123456789	<b>Your Company Address:</b> YOUR COMPANY 9876 YOUR STREET YOUR CITY, ST 12345-6789
<b>Temporary Password:</b> aNsU9876	llllllllllllllllllllllllllllllllllll
77-123456789-7 2008-1 238162 123 P 50 00	

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. (You may log onto the website using your account number 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.

## Option 2: Use a Fillable Form via Email

You may obtain an electronic fillable form of the survey, which allows you to type your information directly into each data field.

1. Obtain an electronic fillable form of the survey (Adobe® PDF fillable form) by sending an e-mail to [SOII-PuertoRico@idcf.bls.gov](mailto:SOII-PuertoRico@idcf.bls.gov). Please include your establishment ID in the subject line of your e-mail request.
2. Save the form to your computer and open it using Adobe Reader® 8.0 or higher. If you do not have Adobe Reader 8.0 or higher, you can download it for free from [www.Adobe.com](http://www.Adobe.com).

3. Complete the form. You will need your establishment ID and company name and address which can be found on your label. See the example to the left under Option 1.
4. Save the form on your computer when you have entered all of your injury and illness data. Print a copy of the completed form for your records.
5. Send the data to the BLS by clicking *Submit Data to BLS*. You will receive a confirmation on-screen and a confirmation email when your data have been received by the BLS. If you do not receive either confirmation, contact your State at the number(s) listed on the back of your form.

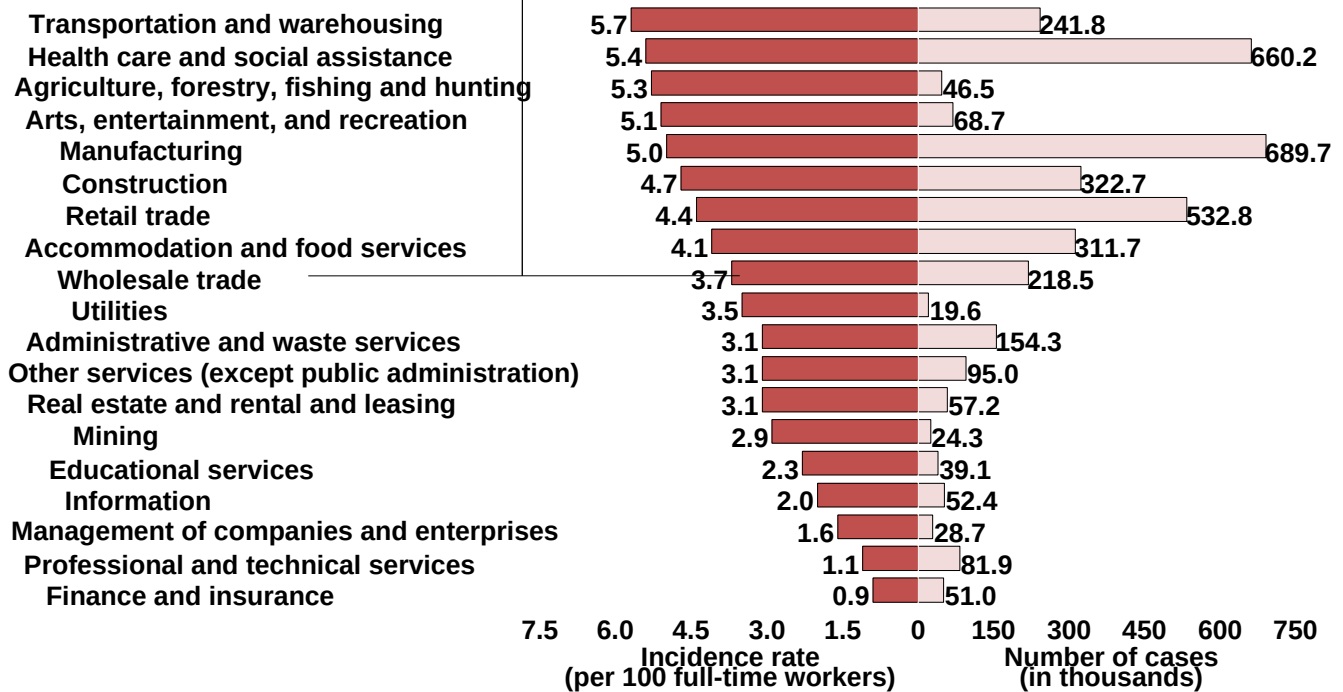
### Need help?

- ♦ For step-by-step website registration instructions or website technical help, go to <http://www.bls.gov/idcf/instructions.htm>
- ♦ For questions about your survey, contact us using the phone 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/>.

## 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.

## Incidence rate and number of nonfatal occupational injuries and illnesses by private industry sector, 2008



Source: Bureau of Labor Statistics, U.S. Department of Labor, October 2009

Want to explore the data?

- Compute your own injury and illness incidence rate to assist with safety management and to compare with your industry at <http://data.bls.gov/IIRC/>.
- Access data on industry, demographic characteristics, and case characteristics through the “Profiles on the Web” tool at <http://data.bls.gov/GQT/servlet/InitialPage>.
- Get the latest occupational injury and illness statistics at <http://www.bls.gov/iif/home.htm>.