

**U.S. Department of Labor**

Bureau of Labor Statistics  
2 Massachusetts Ave., N.E.  
Washington, D.C. 20212



Dear Employer:

In January of this year, you were asked to complete the enclosed Survey of Occupational Injuries and Illnesses. The Occupational Safety and Health Act includes language that requires the Secretary of Labor to “develop and maintain an effective program of collection, compilation, and analysis of occupational safety and health statistics.” The Survey of Occupational Injuries and Illnesses, conducted by the Bureau of Labor Statistics, is part of this data collection program. While your participation is voluntary, it is important in providing information that will help protect workers.

We asked you to respond to the survey within 30 days and our records show that we have not yet received your response. Without the cooperation of State and local governments in States such as yours that do not have a State plan, we would not be able to produce national estimates of workplace injuries and illnesses for State and local governments. The State and local government sector employs over 14 percent of the American workforce and its inclusion in the survey is vital to improving our knowledge of the number, frequency, and types of work-related injuries and illnesses occurring in the workplace.

Reporting does not need to be time consuming. You can submit your survey response in many ways: online, obtaining a fillable form through e-mail, or requesting and completing the paper survey form and returning it using standard US mail. In many cases substitute forms or photocopies of forms already prepared for your State Workers’ Compensation Agency can be accepted. If you need assistance, we have included contact phone numbers on the label of the survey form.

The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies will use the information you record this year and provide next year 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 consent.

Please take the time to complete this survey. Your response provides us with the information we need to produce reliable statistics of the number and rate of injuries and illnesses in State and local governments. These statistics will allow safety and health professionals to make informed decisions about workplace safety throughout the United States.

Sincerely,

A handwritten signature in cursive script that reads "John W. Ruser".

John W. Ruser, Ph.D.  
Assistant Commissioner  
Office of Safety, Health and Working Conditions  
Bureau of Labor Statistics