U.S. Department of Labor
Bureau of Labor Statistics

Options for Reporting Your Survey of Occupational Injuries and Illnesses Data

BLS

The Bureau of Labor Statistics is pleased to offer these methods of reporting your Survey of Occupational Injuries and Illnesses data.
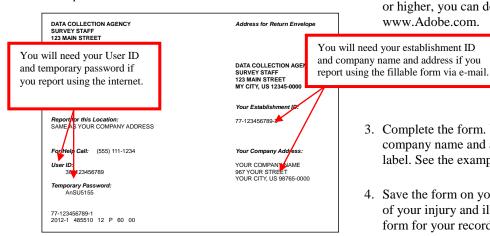1. You can report your injury and illness data on the BLS Internet.
2. You can receive an electronic fillable form of the survey by e-mail, enter your data, and then send it to us.

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	Option 2: Use a Fillable Form via Email

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 User ID in the field labeled "User ID" and the Temporary Password in the field labeled "Password". Click *I Accept*.

You may obtain an electronic fillable form of the survey, which allows you to type your information directly into each data field.
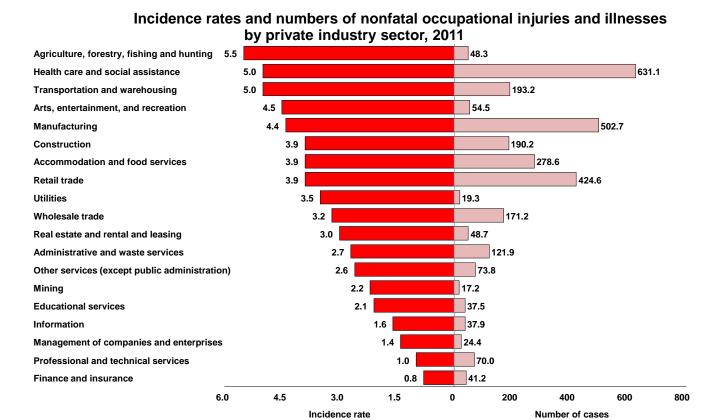
1. Obtain an electronic fillable form of the survey (Adobe ® PDF fillable form) by sending an e-mail to SOII-PuertoRico@idcf.bls.gov. Please include your establishment ID in the subject line of your e-mail request.

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.

DATA COLLECTION AGENCY
SURVEY STAFF
123 MAIN STREET

Address for Return Envelope

You will need your User ID and temporary password if you report using the internet.

DATA COLLECTION AGENCY
SURVEY STAFF
123 MAIN STREET
MY CITY, US 12345-0000

You will need your establishment ID and company name and address if you report using the fillable form via e-mail.

Report for this Location:
SAME AS YOUR COMPANY ADDRESS

Your Establishment ID:
77-123456789-3

For Help Call: (555) 111-1234

User ID:
36 1 123456789

Temporary Password:
AnSU5155

Your Company Address:
YOUR COMPANY NAME
967 YOUR STREET
YOUR CITY, US 98765-0000

77-123456789-1
2012-1 485510 12 P 60 00

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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*". You will receive a confirmation email when your data have been received by the BLS. If you do not receive confirmation, contact your State at the number(s) listed on the back of your form.

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 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.

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 rates and numbers of nonfatal occupational injuries and illnesses by private industry sector, 2011

Industry sector	Incidence rate	Number of cases
Agriculture, forestry, fishing and hunting	5.5	48.3
Health care and social assistance	5.0	631.1
Transportation and warehousing	5.0	193.2
Arts, entertainment, and recreation	4.5	54.5
Manufacturing	4.4	502.7
Construction	3.9	190.2
Accommodation and food services	3.9	278.6
Retail trade	3.9	424.6
Utilities	3.5	19.3
Wholesale trade	3.2	171.2
Real estate and rental and leasing	3.0	48.7
Administrative and waste services	2.7	121.9
Other services (except public administration)	2.6	73.8
Mining	2.2	17.2
Educational services	2.1	37.5
Information	1.6	37.9
Management of companies and enterprises	1.4	24.4
Professional and technical services	1.0	70.0
Finance and insurance	0.8	41.2

Incidence rate
(per 100 full-time workers)

Number of cases
(in thousands)

Source: U.S. Bureau of Labor Statistics, U.S. Department of Labor, October 2012

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**.**