

September 9, 2014

MEMORANDUM FOR : Reviewer of 1220-0045

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

SUBJECT : Changes to Collection Forms for the Survey of
Occupational Injuries and Illnesses

In January 2015, the Bureau of Labor Statistics (BLS) seeks approval to begin using revised collection forms for the Survey of Occupational Injuries and Illnesses (SOII). Minor updates have been made to collection forms to clarify instructions for reporting.

A brief summary of the changes made to the SOII IDCF mailing are described below:

- Reworded the reference on the instructions on the long form and the fax form for reporting days of job transfer or restriction to change industries and to clarify that these data are only being sought for private industry establishments;
- Changed the instructions on how to access the internet data collection facility on the SOII IDCF form and the Internet Pamphlet; and
- Changed the example password to reflect the password capitalization for the current year.

Copies of relevant forms have been included with this note to the reviewer.

Although, these changes are not expected to have an impact on respondent burden, the SOII undercount test is now complete so 1950 hours are being removed from the record to reflect the completion of this test. If you have any questions about this request, please contact Beth Rogers by telephone at 202-691-5098 or by e-mail at rogers.elizabeth@bls.gov.

Attachments

1. Detailed list of Forms changes
2. BLS-9300 FAX - SOII Fax Response Form – Alaska Example
3. 2015 Mandatory-Prenote
4. 2015 Prenote Leaflet
5. 2015 Voluntary-Prenote
6. BLS-9300 IDCF – 2014 SOII Instruction Sheet – DJTR
7. BLS-9300 IDCF – 2014 SOII Instruction Sheet – nonDJTR
8. BLS-9300 IDCF – SOII Instruction Sheet – Voluntary
9. BLS-9300 IDCF – SOII Instruction Sheet
10. 2014 Internet Pamphlet

11. BLS-9300 N06 – SOII Collection Form
12. BLS-9300 N06 – SOII Spanish version
13. BLS-9300 N06 – SOII Spanish NR1
14. BLS-9300 N06 – SOII Spanish NR2

Detailed list of Forms Changes:

SOII 2013-2014 Form Updates

- 1) Back screenshot on Instructions Form:
 - a. Update capitalization of “**AnsU**” on back screenshot to match the password protocols for this year.
- 2) Spanish forms
 - a. Change dates to current year of collection
- 3) Pre-note forms
 - a. Current graph added so that most recent data is shown
- 4) Red box on instructions form:
 - a. Have not decided on “Makes” or “Keeps” America’s workplace safer. Language will either read “Please Respond to Keep America’s Workplaces Safer” or “Please Respond to Make America’s Workplaces Safer.”
- 5) Change years to current year of collection
- 6) Change DJTR industries – (located **only** on the fax forms and Long form)
 - i. Old pilot: If your six-digit **NAICS code begins with: 238, 311, 444, 481, 493, or 623,**
 - ii. New pilot: If your six-digit **NAICS code begins with: 312, 452, 492, 562, 622, or 721**
 - b. New SHR language for long form
 - i. Old: if your **NAICS code begins with these numbers: 238, 311, 444, 481, 493, or 623** (see mailing label example for NAICS code location).
 - ii. New:
 - iii. if you are reporting for a private industry establishment whose six-digit **NAICS code begins with these numbers: 312, 452, 492, 562, 622, or 721** (see mailing label example for NAICS code location).
 - c. New SHR language for fax forms
 - i. Old language:

Tell us about each 2013 work-related injury or illness case if it resulted in days away from work (Column H in Section 2 on Page 1). If your six-digit NAICS code begins with: 238, 311, 444, 481, 493, or 623, also tell us about each case with days of job transfer or restriction (Column I in Section 2 on Page 1). Your NAICS code can be located on the front of your survey instruction sheet. One Injury and Illness Case Form should be completed for each injury or illness case.
 - ii. Suggested revised language:

Tell us about each 2014 work-related injury or illness case if it resulted in days away from work (Column H in Section 2 on Page 1).

If you are reporting for a private industry establishment whose six-digit NAICS code begins with: 312, 452, 492, 562, 622, or 721, also tell us about each case with days of job transfer or restriction (Column I in Section 2 on Page 1). Your NAICS code can be located on the front of your survey instruction sheet. One Injury and Illness Case Form should be completed for each injury or illness case.