

U.S. Department of Labor

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



## **FINAL NOTICE. Federal Law Mandates a Response**

Dear Employer:

In January and again in March of this year, the Bureau of Labor Statistics (BLS) mailed you a 2016 survey package requiring your company's participation in the Survey of Occupational Injuries and Illnesses. **Your participation in this survey is mandatory under Public Law 91-596 and your response is due now.**

As required by law, the entire report should have been completed and returned within 30 days of your first receipt of the survey package. Despite our second request in March, your completed report has not been received and is delinquent. We are reminding you that this is a **mandatory** survey, which must be completed **whether or not** any of your employees sustained injuries or illnesses during the 2016 calendar year. If you believe you submitted your report, please contact your state at the number(s) listed on the front of the form.

For this survey year, your establishment should report information on case circumstances and worker characteristics both for cases that resulted in days away from work (with or without days of job transfer or restriction) and for cases that resulted in days of job transfer or restriction (without days away from work).

To make survey completion as easy as possible, we are providing two convenient ways to submit your survey: through our online webpage or by paper form via US mail. If the detailed case information requested is not recorded on your OSHA forms, please refer to other sources of information you may have (including your Workers' Compensation records). Please note, however, that *OSHA's rules ([www.osha.gov/recordkeeping](http://www.osha.gov/recordkeeping)) concerning **which injuries and illnesses to record differ** from your state's Workers' Compensation reporting.* If you need assistance, please contact your state at the number(s) listed on the front of the form.

Your report is very important to us. It provides us the information we need to produce reliable statistics of the number and rate of injuries and illnesses in various industry categories and in turn allows establishments to compare their own injury and illness record with the average for their particular industry. These statistics will impact government policy and allow safety and health professionals to make informed decisions about workplace safety throughout the United States.

Sincerely,

A handwritten signature in purple ink, appearing to read "H. Simpson", is written over a light blue horizontal line.

Hilery Simpson  
Assistant Commissioner  
Office of Safety, Health and Working Conditions  
Bureau of Labor Statistics