Instructions for Completing the
2016 Survey of Occupational Injuries and Illnesses

In December 2015, you were notified of your participation in the BLS 2016 Survey of Occupational Injuries and Illnesses (SOII) and asked to maintain records of workplace injuries and illnesses throughout 2016.

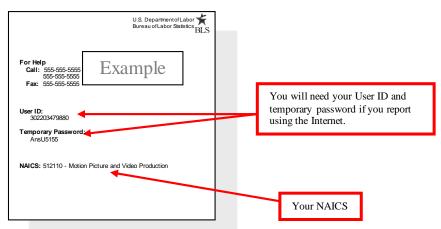## Forms to help you complete the survey

- ◆ OSHA's Form 300 - Log of Work-Related Injuries and Illnesses; includes all injuries and illnesses for the year
- ◆ OSHA's Form 300A - Summary of Work-Related Injuries and Illnesses; includes average employment and total hours worked
- ◆ OSHA's Form 301 - Injury and Illness Incident Report; includes detailed injury and illness data

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*) concerning* **which injuries and illnesses to record differ** *from your state's Workers' Compensation reporting.*

Use the BLS Internet Data Collection Facility

Before reporting your data, you must register online with the BLS even if you have done so in previous years or for other BLS surveys. **Please ensure that the individual registering this account will be the one entering data for the Survey of Occupational Injuries and Illnesses.**

1. Type **https://idcf.bls.gov** directly into 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*.

U.S. Department of Labor
Bureau of Labor Statistics **BLS**

Example

For Help
Call: 555-555-5555
555-555-5555
Fax: 555-555-5555

User ID:
302203479880

Temporary Password:
AnsU5155

NAICS: 512110 - Motion Picture and Video Production

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

Your NAICS

3. Complete the "Check Email 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.

6. 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* button on the "Dear Employer" page, and then clicking *Add Establishment.*

For alternate reporting methods, please contact your state office at the telephone number listed under "For Help" on the front page.

Need help?

- ◆ **For step-by-step account creation instructions or website technical help,** go to http://www.bls.gov/idcf/instructions.htm.
- ◆ **For questions about this survey,** contact us using the telephone 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/.
- ◆ **For information about OSHA recordkeeping guidelines,** go to https://www.osha.gov/recordkeeping/entryfaq.html.

To see how your data will be used, please visit our website at http://www.bls.gov/iif.