

January 27, 2020

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 : Inclusion of fax form in second nonresponse mailing of the  
Survey of Occupational Injuries and Illnesses

The Bureau of Labor Statistics (BLS) seeks approval to include a fax form in the second nonresponse mailing of the Survey of Occupational Injuries and Illnesses (SOII). This addition also requires updated language in three nonresponse cover letters announcing a third response mode.

SOII respondents have various modes by which they can submit their data to BLS. Primary among these modes is electronic submission via the BLS SOII Internet Data Collection Facility (IDCF), accounting for 75 percent of all SOII responses. Other modes of reporting include manual file uploads, phone, email, and traditional mail. Providing a fax form in the second nonresponse mailing is intended to aid respondents without internet access who would already need to use fax or another mode of response.

There are two versions of the fax form: a Spanish-language form for respondents in Puerto Rico and an English-language version for all other respondents. A copy of each fax form and cover letter is included with this request. This change is not expected to impact respondent burden. Please direct any questions regarding this request to Beth Rogers by telephone at 202-691-5098 or by e-mail at [rogers.elizabeth@bls.gov](mailto:rogers.elizabeth@bls.gov).

Attachments:

- English Fax Form
- Spanish Fax Form
- Item 27 - Non-Responses Letter 2-DJTR
- Item 22 - Non-Response Letter 2 -Voluntary Public Sector
- Item 18 - Non-Response Letter 2