

April 17, 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 : Removal of fax form in second nonresponse mailing of the  
Survey of Occupational Injuries and Illnesses

The Bureau of Labor Statistics (BLS) seeks approval to remove inclusion of a fax form from the second nonresponse mailing of the Survey of Occupational Injuries and Illnesses (SOII). This removal also requires updated language in three nonresponse cover letters to remove references to this 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, fax, and traditional mail. Providing a fax form in the second nonresponse mailing was intended to aid respondents without internet access who would already need to use fax or another mode of response. As access to fax machines is currently expected to be limited for SOII respondents due to stay at home orders in many states to limit the spread of COVID-19, BLS seeks to remove the fax form mailed to respondents this year. In addition, there are concerns that faxed responses may not be easily available to data collectors in a maximum telework situation.

BLS will retain the fax form as a response option and it will be available to respondents on request or from the BLS website. BLS will also plan to include a fax form in the second nonresponse mailing in future years.

BLS proposes to remove two versions of the fax form: a Spanish-language form for respondents in Puerto Rico and an English-language version for all other respondents. 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:

- Item 27 – Non-Responses Letter 2-DJTR
- Item 22 – Voluntary Public Sector for NR2
- Item 18 – Non-Response Letter 2