

August 7, 2020

MEMORANDUM FOR : Reviewer of 1220-0045

FROM : Jeff Brown, Branch Chief  
Division of Data Collection and Review  
Office of Compensation and Working Conditions  
Bureau of Labor Statistics

SUBJECT : Updating forms and letters for the Survey of Occupational  
Injuries and Illnesses for RY 2020

The Bureau of Labor Statistics (BLS) seeks approval to update all forms, letters, and sample fax forms for the upcoming RY 2020 collection cycle and 2021 Prenotification of the Survey of Occupational Injuries and Illnesses (SOII).

Changes to the forms, letters, and sample fax forms include:

1. Updating the 2<sup>nd</sup> non-response letters to reference the fax option. (Items 18 and 22)
2. Deleting language about the collection of days with job transfer or restriction cases (DJTR). (Items: SOII\_SY2020\_Long\_Form OMB.docx; AK\_2020.docx; Fax form English 2020 generic.docx)
3. Updating instructions sheets (Item 000- 2020 SOII instruction sheet - non-DJTRITA.docx) to provide additional information about the possibility of using data submitted to OSHA to complete this Survey.
4. The following forms will not be used (nor updated) for this upcoming Survey cycle:
  - a. Item 000 – 20190 SOII instructions sheet – DJTR OMB.pdf
  - b. Item 25 – Mandatory DJTR letter data collection\_2019 w Marika.pdf
  - c. Item 26 – Non-Response letter 1 DJTR\_2019 w Marika.pdf
  - d. Item 27 – Non-Response letter 2 DJTR\_2019 w Marika.pdf

BLS, working with DOL, is developing a process by which data submitted to OSHA by an establishment may be securely transferred to BLS to reduce the duplicative burden on respondents. A separate OMB request will be submitted prior to the deployment of that process.

BLS will use a State specific fax forms as a response option and they will be available to respondents on request or from the BLS website. In addition, BLS plans to include a generic fax form in the second nonresponse mailing in RY 2020. 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.

These changes are not expected to impact respondent burden. Please direct any questions regarding this request to Jeff Brown by telephone at 202-691-6166 or by e-mail at brown.jeff@bls.gov.

Attachments:

Item 000 - 2020 SOII instructions sheet - nonDJTRITA.docx  
Item 18 - Non-Response letter 2\_2020.docx  
Item 22 - Voluntary Public Sector Letter for NR2\_2020.docx  
SOII\_SY2020\_Long\_Form OMB.docx  
AK\_2020.docx  
Fax form English 2020 generic.docx