

DISTRICT OF COLUMBIA DEPARTMENT OF LABOR
NAME
STREET ADDRESS
CITY, STATE ZIP-PLUS+4

U.S. Department of Labor
Bureau of Labor Statistics



Your access credentials

2022 Establishment ID: 01-203479880-1

User ID: 301203479880

Report for:
The Unit Description goes here

Temporary Password: AnsU5155

NAICS: 512110 - Motion Picture and Video Production

12345 50

For Help Call: 555-555-5555 ext. 9990
555-555-5555 ext. 9991

PRIMARY COMPANY NAME
{SECONDARY COMPANY NAME}
ADDRESS LINE 1
ADDRESS LINE 2
CITY, STATE ZIP-PLUS+4

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U.S. DEPARTMENT OF LABOR
DATED MATERIAL
U.S. GOVERNMENT DOCUMENTS ENCLOSED

Instructions for Completing the 2022 Survey of Respirator Use and Practices

PLEASE RESPOND TO KEEP AMERICA’S WORKPLACES SAFER

How to Report Your Data

- ◆ Report your data to the Bureau of Labor Statistics (BLS) online at: <https://idcf.bls.gov> using the access credentials above
- ◆ Use the login credentials above when logging in for this survey
- ◆ Check the User IDs and Establishment IDs if you receive multiple invitations; you may have to report data for more than one business location
- ◆ Contact us using the telephone number(s) listed above for questions about this survey

PLEASE RESPOND BY <DATE>

We estimate it will take you an average of 29 minutes to complete this voluntary survey (ranging from 15 minutes to 1 hour per package), including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding the estimates or any other aspect of this survey, including suggestions for reducing this burden, please send them to the Bureau of Labor Statistics, Occupational Safety and Health Statistics (1220-0171), 2 Massachusetts Avenue, N.E., Washington, DC 20212. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act (44 U.S.C. 3572) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data.

Before reporting your data, you must register online with the BLS even if you have done so for other BLS surveys. **Please ensure that the individual registering this account will be the person entering data for the Survey of Respirator Use and Practices (SRUP).**

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 “Temporary Password”. These can be found on the previous page under “Your access credentials”, (shown below) then click *I Accept*.

The image shows a screenshot of the BLS website's 'Your access credentials' page. The page header includes 'U.S. Department of Labor Bureau of Labor Statistics' and the BLS logo. The main content area lists the following information: 'User ID: 301203479880', 'Temporary Password: AnsU5155', and 'NAICS: 512110 - Motion Picture and Video Production' with sub-identifiers '12345' and '50'. At the bottom, there is a 'For Help' section with contact numbers: 'Call: 555-555-5555 ext. 9990' and '555-555-5555 ext. 9991'. The word 'Example' is centered at the bottom of the screenshot. To the right of the screenshot, there are two callout boxes. The top box, with a black border, contains the text 'You will need your User ID and Temporary Password to report for this survey.' and has two arrows pointing to the 'User ID' and 'Temporary Password' fields. The bottom box, also with a black border, contains the text 'Your NAICS' and has an arrow pointing to the 'NAICS' field.

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. Select "Survey of Respirator Use and Practices" and follow the onscreen instructions.
6. Report your data and click *Submit* when you are finished. Print a copy of the completed survey for your records.

You may log onto the website using your User ID and permanent password at any time to make corrections to your data. You can also 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*.

Need help?

For step-by-step account creation instructions or website technical help, go to <http://www.bls.gov/idcf/instructions.htm>.

For information about the SRUP, including frequently asked questions, go to <http://www.bls.gov/respondents/srup/>.

For questions about this survey, email person@bls.gov or contact us using the telephone number(s) listed below.

555-555-5555 ext. 9990

555-555-5555 ext. 9991
