

July 31, 2023

MEMORANDUM FOR : Reviewer of 1220-0045

FROM : Tiffany Pinkney, Chief
Division of Collection and Review
Office of Safety and Health Statistics
Office of Compensation and Working Conditions
Bureau of Labor Statistics

SUBJECT : Nonsubstantive change request for the Survey of Occupational Injuries and Illnesses for Reference Year (RY) 2023

The Bureau of Labor Statistics (BLS) seeks approval for de minimus and nonsubstantive updates to forms, letters, fax forms, and email messages for the upcoming RY 2023 collection cycle and RY 2024 Prenotification of the Survey of Occupational Injuries and Illnesses (SOII).

De minimus updates:

1. All data collection forms, letters, fax forms, and email messages were updated to reflect the 2023 survey collection year. All pre-notification forms, letters, and email messages were updated to the 2024 reference year.
2. The data chart was updated to reflect the most recently published 2021 data (Item 000 instruction sheets – prenote, Items 5 and 15).

Nonsubstantive updates to the forms and letters include:

1. The burden statement was updated to replace the physical address with an email address. (Item 000-2023 SOII instruction sheets – Mandatory and Voluntary; Items 1, 2, 3, Spanish Data Collection Books; SOII_SY2023_Long_Form).

Old statement:

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 (1220-0045), 2 Massachusetts Avenue, N.E., Washington, DC 20212.

New statement:

If you have any comments regarding the estimates or any other aspect of this survey, including suggestions for reducing this burden, please email them to the Bureau of Labor Statistics, Occupational Safety and Health Statistics (1220-0045) at OSHS_Public@bls.gov.

Changes to collection and nonresponse email messages:

1. In the Prenotification emails (Prenotification email – Mandatory, Prenotification email - Voluntary), the introductory paragraph were altered for clarity.

Old statement: (Voluntary)

Welcome to the 2023 Survey of Occupational Injuries and Illnesses.

Why am I receiving this email?

The establishment(s) listed in the PDF attachment was (were) selected to participate in the 2023 Survey of Occupational Injuries and Illnesses.

Why should I participate?

Without the cooperation of organizations like yours, there would not be national estimates of workplace injuries and illnesses for state and local governments. Your efforts will allow policy officials and public health professionals to improve the safety of America's workers. Your participation is greatly appreciated.

What am I expected to do?

1. Keep records of all Occupational Safety and Health Administration (OSHA) [recordable](#) work-related injuries and illnesses that occurred at the establishment(s) included in the PDF throughout calendar year 2023.
2. Use separate forms for each establishment. OSHA forms are available at: <http://www.bls.gov/respondents/iif/forms/oshafoms.pdf>.
3. In addition, this survey will ask for optional race and/or ethnicity information that is not included on the OSHA forms.

At the beginning of 2024, we will send you instructions on how to submit this information to us.

New statement: (Voluntary)

This is your Notice of Recordkeeping Requirements for the 2024 Survey of Occupational Injuries and Illnesses (SOII). You do not need to report any information now. Your participation is voluntary but important and we request that you keep records described below. In January 2025, the Bureau of Labor Statistics (BLS) will ask you to report your establishment's injury and illness information that we request that you keep during the 2024 calendar year.

Old statement: (Mandatory)

Welcome to the 2023 Survey of Occupational Injuries and Illnesses.

Why am I receiving this email?

The establishment(s) listed in the PDF attachment is (are) required to participate in the 2023 Survey of Occupational Injuries and Illnesses.

Is this survey mandatory?

Yes, your participation is required by law. Your participation in our survey is essential for understanding the nature and frequency of work-related injuries and illnesses in your industry.

Even if you are normally exempt from keeping Occupational Safety and Health Administration (OSHA) records, you are still included in this survey and must keep records for 2023.

New statement: (Mandatory)

This is your Notice of Recordkeeping Requirements for the 2024 Survey of Occupational Injuries and Illnesses (SOII). You do not need to report any information now; just keep records. In January 2025, the Bureau of Labor Statistics (BLS) will ask you to report your establishment's injury and illness information that you must record during the 2024 calendar year.

2. Instructions in both the collection and nonresponse emails (Collection email – Mandatory respondent, Collection email – Voluntary respondent, 1st Non-response email – Mandatory respondent, 1st Non-response email – Voluntary respondent, 2nd Non-response email – Mandatory respondent, 2nd Non-response email – Voluntary respondent) on “what to do” were separated into two distinct sections: locating and opening the pdf (which is attached to these emails), and how to register your account online. More detailed instructions were added to both of these sections.

Old statement:**What am I expected to do?**

Within 30 days, complete the survey for each establishment identified in the attached PDF. To do so:

1. Open the attachment using the password sent to you in a separate email. (Please check your spam/junk folders if you cannot locate this second email containing the attachment password.)
2. Select a single User ID from the attached PDF
3. Go to <https://idcf.bls.gov> and use the User ID that you selected and temporary password next to it to register your account
4. Select "Survey of Occupational Injuries and Illnesses" and follow the onscreen instructions

5. If you have more than one establishment in the 2022 survey, add the other establishment(s) to your account on the "Add Establishments" page using your Establishment ID(s) located in the attached PDF. If you have trouble adding an establishment, please email osh.helpdesk@bls.gov.

Note: You, or others in your company, may receive additional notifications instructing you to report for other establishments. Please register only one email address and use the "Add Establishments" page under your initial User ID to link the other establishments to that account. minutes.

New statement:

Please follow the instructions below and complete this survey within 30 days.

1. Locate the emails with information you need to complete this survey.

- **In addition to this email and its password-protected PDF attachment, you should have received a second email. The second email includes the password needed to open the PDF attached to this email that has establishment information needed to complete the SOII.**

If you cannot find the second email, please check your spam and junk folders. If you still can't locate the email, please email the SOII Helpdesk at osh.helpdesk@bls.gov.

- Once you have located the second email and found your password, open the PDF and it will prompt you for this password. Copy and paste the password into the pop-up box.

If you open the PDF and it is blank, please email the SOII Helpdesk at osh.helpdesk@bls.gov.

2. Register your account to complete the survey online.

Note: Previously registered accounts for the SOII have been reset and you must register this year using the credentials located in the attached PDF.

- Select a User ID from the attached PDF.
- Go to <https://idcf.bls.gov> and use the User ID that you selected and its corresponding temporary password to login. Follow the on-screen instructions to register your account.

- If your attached PDF lists more than one establishment, click on the “Add establishment” button and enter the “Establishment ID” located in far-right column of the PDF.

Note: You, or others in your company, may receive additional notifications instructing you to report for the other establishments. Once registered, accounts are tied to the email address used to register the account. Please register only one email address and use the "Add Establishment" button to link the other establishments to that account. Only one email address can be used to register your establishment(s). Please only register establishments for which you are responsible for reporting; once an establishment is registered, it cannot be registered to another email address.

3. All emails containing the password were altered for clarity and to provide more information. (Mandatory Prenote 2024 Password notice, Voluntary Prenote 2024 Password notice, Mandatory 2023 Password notice, Voluntary 2023 Password notice)

Old statement (Mandatory and Voluntary 2023 Password notice):

The password to unlock the attachment sent with the previous email is between the arrows below:

-->4gPXkW6zmHzNIEHL<--

Please copy and paste the password into the dialog box that appears when you open the PDF attachment.

Your response is requested within 30 days.

New statement (Mandatory and Voluntary 2023 Password notice):

Welcome to the 2023 Survey of Occupational Injuries and Illnesses (SOII). Your response is required (Voluntary 2023 has the word “appreciated” instead of “required”) within 30 days. In addition to this email which has a password, you should have received a second email with a PDF that needs this password to be opened.

- The password below will open the password-protected PDF:

- ->tMWTgkBA4snqPIlh<--

- If you cannot find the second email, your security may have blocked it. Please check your spam and junk folders. If you still can't locate the email, please contact the SOII Helpdesk at osh.helpdesk@bls.gov.

- The PDF has establishment information needed to complete the SOII.
- Please copy and paste the password between the arrows into the pop-up box that appears when you open the PDF attachment.

New statement added (Mandatory and Voluntary Prenote 2024 Password notice):

This is your Notice of Recordkeeping Requirements for the 2024 Survey of Occupational Injuries and Illnesses (SOII). In addition to this email which has a password, you should have received a second email with a PDF attachment that you will use the password below to open.

3. A 3rd nonresponse email (voluntary and mandatory) was added to improve the survey response rate. All changes mentioned above relating to the previous nonresponse emails have been integrated into the 3rd nonresponse email.

These changes will aid survey response and nonresponse efforts by clarifying information for SOII respondents and are not expected to impact respondent burden. If you have any questions about this request, please contact Tiffany Pinkney by telephone at 202-691-6218 or by e-mail at pinkney.tiffany@bls.gov.

Attachments:

Prenotification email – Mandatory respondent
Prenotification email – Voluntary respondent
Collection email – Mandatory respondent
Collection email – Voluntary respondent
1st Non-response email – Mandatory respondent
1st Non-response email – Voluntary respondent
2nd Non-response email – Mandatory respondent
2nd Non-response email – Voluntary respondent
3rd Non-response email – Mandatory respondent
3rd Non-response email – Voluntary respondent

Mandatory Prenote 2024 Password notice
Voluntary Prenote 2024 Password notice
Mandatory 2023 Password notice
Voluntary 2023 Password notice

Item 000 - 2023 SOII instructions sheet - Mandatory
Item 000 - 2023 SOII instructions sheet - Voluntary
Item 000 - 2024 SOII instructions sheet - Mandatory prenote
Item 000 - 2024 SOII instructions sheet - Voluntary prenote
Item 1 - 2023 SOII Spanish Data Collection Book

Item 2 - 2023 SOII Spanish Data Collection Book
Item 3 - 2023 SOII Spanish Data Collection Book
Item 5 - 2024 Prenote Leaflet
Item 15 - IDCF - instructions 2023
Item 16 - 2023 Internet pamphlet
Item 17 - Non-Response letter 1 2023
Item 18 - Non-Response letter 2_2023 with fax option.docx
Item 19 - Voluntary Public Sector Letter for Pre-Notification 2024
Item 20 - Voluntary Public Sector Letter for data collection 2023
Item 21 - Voluntary Public Sector Letter for NR1 2023
Item 22 - Voluntary Public Sector Letter for NR2_2023 with fax option
Item 23 - Mandatory Letter for Pre-Notification 2024
Item 24 - Fax form English 2023 generic
Item 25 - Fax form PR 2023

AL_2023 Fax Form
SOII_SY2023_Long_Form