

September 14, 2026

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 respondent credential emails for the Survey of Occupational Injuries and Illnesses

The Bureau of Labor Statistics (BLS) seeks approval for a change to the method of email communication used to provide survey respondents with credentials for the Survey of Occupational Injuries and Illnesses (SOII). BLS proposes to simplify the current process for transmitting respondent credentials by eliminating the use of password-encrypted PDF attachments and the need for a separate email containing the password.

Background

Currently, SOII respondents who receive their survey credentials by email receive two separate messages. The first email contains a password-encrypted PDF attachment with the respondent's credentials and establishment information. A second email provides the password needed to open the encrypted PDF.

BLS has experienced recurring issues with this process because emails containing encrypted attachments are frequently blocked or routed to spam by respondents' email systems. As a result, some respondents do not receive or cannot access their credentials and contact the SOII helpdesk for assistance. This creates an additional barrier for respondents, generates avoidable helpdesk workload, and may negatively affect survey response when respondents who experience these issues do not contact BLS for assistance.

Proposed Change

BLS proposes to send respondents a single email containing an unencrypted PDF with the respondent's credentials and establishment information. The separate password email would be discontinued.

This change simplifies the process for respondents while reducing delivery issues associated with encrypted attachments. The change would not alter the information requested from respondents, the method by which respondents submit survey data, or the estimated respondent burden. The updated emails are included in the attachments specified below.

If you have any questions about this request, please contact Tiffany Pinkney by telephone at 202-691-6218 or by email at pinkney.tiffany@bls.gov.

Attachments

2026 SOII Mandatory collection email

2026 SOII Voluntary collection email
2027 Prenote email - Mandatory
2027 Prenote email - Voluntary