

Options for Reporting Your Survey of Occupational Injuries and Illnesses Data

1. You can report your injury and illness data on the BLS Internet.
2. You can receive an electronic fillable form of the survey by e-mail, enter your data, and then send it to us.

If you need help or are unable to report electronically, please call the phone number(s) listed for your State on the back cover of the form.

Option 2: Use a Fillable Form via Email

You may obtain an electronic fillable form of the survey, which allows you to type your information directly into each data field.

1. Obtain an electronic fillable form of the survey (Adobe® PDF fillable form) by sending an e-mail to SOII-PuertoRico@idcf.bls.gov. Please include your establishment ID in the subject line of your e-mail request.
2. Save the form to your computer and open it using Adobe Reader® 8.0 or higher. If you do not have Adobe Reader 8.0 or higher, you can download it for free from www.Adobe.com.

DATA COLLECTION AGENCY SURVEY STAFF 123 MAIN STREET MY CITY, ST 12345-6789	Address for Return Envelope: 
You will need your account number and temporary password if you report using the internet.	You will need your account number and company address if you report using the internet.
Report for this Location: SAME AS YOUR COMPANY ADDRESS For Help Call: (555) 111-1234 Account Number: 30123456789 Temporary Password: aNsU9876 77-123456789-7 2008-1 238162 123 P 50 00	DATA COLLECTION AGENCY SURVEY STAFF 123 MAIN STREET MY CITY, ST 12345-00 Your Establishment ID: 77-123456789-4 Your Company Address: YOUR COMPANY 9876 YOUR STREET YOUR CITY, ST 12345-6789 

3. Complete the form. You will need your establishment ID and company name and address which can be found on your label. See the example to the left under Option 1.
4. Save the form on your computer when you have entered all of your injury and illness data. Print a copy of the completed form for your records.
5. Send the data to the BLS by clicking *Submit Data to BLS*. You will receive a confirmation on-screen and a confirmation email when your data have been received by the BLS. If you do not receive either confirmation, contact your State at the number(s) listed on the back of your form.

You can report for additional establishment IDs by logging into the survey again, clicking the “Continue” arrow on the Dear Employer page, and adding the establishment ID on the Add New Establishment(s) to Account page.

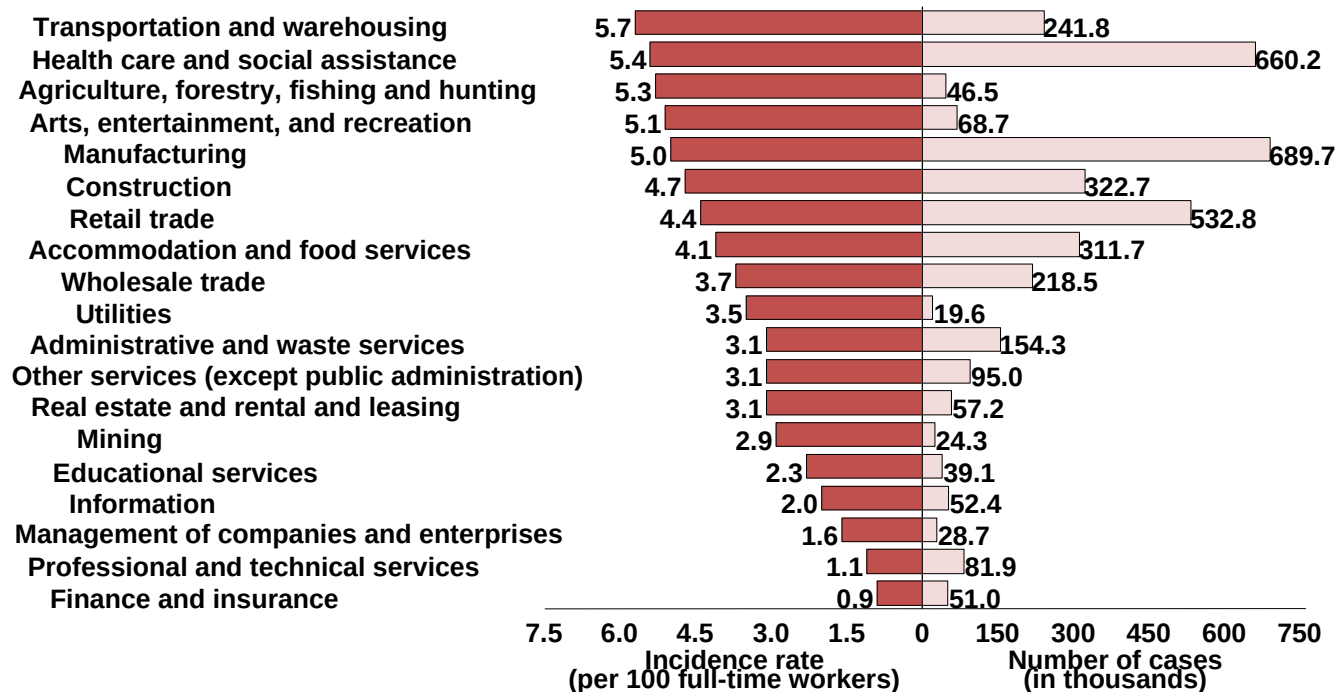
Need help?

- ◆ **For step-by-step website registration instructions or website technical help**, go to <http://www.bls.gov/jdcf/instructions.htm>
- ◆ **For questions about your survey**, contact us using the phone number(s) listed on the front of this form.
- ◆ **For information about SOIL**, including frequently asked questions and to download forms, go to <http://www.bls.gov/respondents/iif/>.

Why are Occupational Injury and Illness Data Important?

Your data are important for making the American workplace safer. Data you report are aggregated with data from other establishments and used to identify injury and illness patterns among industries and occupations.

Incidence rate and number of nonfatal occupational injuries and illnesses by private industry sector, 2008



Source: Bureau of Labor Statistics, U.S. Department of Labor, October 2009

Want to explore the data?

- Compute your own injury and illness incidence rate to assist with safety management and to compare with your industry at <http://data.bls.gov/IIRC/>.
- Access data on industry, demographic characteristics, and case characteristics through the “Profiles on the Web” tool at <http://data.bls.gov/GQT/servlet/InitialPage>.
- Get the latest occupational injury and illness statistics at <http://www.bls.gov/iif/home.htm>.