The Bureau of Labor Statistic’s Annual Survey of Occupational Injuries & Illnesses (SOII): Wisconsin

Respondent Guide Part 1 of 4
Part 1: Survey Notification and Instructions Guide
The SOII Mailer
Contact Information

Our office where the survey can be mailed directly.

Our direct phone and fax numbers. You can call us with any questions or fax your completed survey to us.

WISCONSIN STATE LAB OF HYGIENE
BLS OCCUPATIONAL SAFETY & HEALTH
2810 WALTON COMMONS LN STE 200
MADISON, WI 53718

For Help
Call: 800-884-1273
Fax: 608-221-6297
Establishment Information

Your 12-digit establishment ID allows us to identify your survey. Have it available if you call us and make sure you enter it onto your survey form.

Pay attention to what is listed under “Report for”. If you have multiple Wisconsin locations we may ask for information for only one location, or we may ask for all your Wisconsin locations together.

2012 Establishment ID: 55-123456789-0

Report for:
ABC Park Location
Establishment Information (cont’d)

User ID: 302007271410
Temporary Password: ANsu1111
NAICS: 331511 - Iron Foundries

Your **user ID** and **temporary password** are needed if you want to complete your survey online using the Internet Data Collection Facility ([https://idcf.bls.gov](https://idcf.bls.gov)).

The **NAICS** is your North American Industry Classification System code which informs us what industry your business is in and what type of work the employees are doing.
Mailing Address

This is the *mailing address* and *company name* we have on file for your business. If you would like the survey mailed elsewhere in the future, or would like it addressed to a specific person or position (e.g., “John Smith” or “HR Director”) let us know and we can update it.

WISCONSIN COMPANY
XYZ CORP
%SAFETY MANAGEMENT
4321 ABC PARK DR
MADISON, WI 53718
Participation Requirement

This survey is **mandatory** for you to complete per Public Law 91-596. The entire report should be completed and returned to us **within 30 days** of when you receive it in the mail, *whether or not* any of your employees were injured during the year.
Completing the Survey

Instructions for Completing the 2012 Survey of Occupational Injuries and Illnesses

Options to Report Your Data

If you receive multiple forms, please check the account numbers and establishment IDs as you may have more than one establishment to report.

Option 1: Report your data through the Internet Data Collection Facility (IDCF) on the Bureau of Labor Statistics (BLS) website: https://idcf.bls.gov

Option 2: Request an electronic fillable form of the survey by sending an e-mail to:
soii-Wisconsin@idcf.bls.gov

These are your options for submitting the survey electronically. If you had very few to no injuries, it may be easier for you to simply fax your survey to us at (608) 221-6297, or call us with the information.
Confidentiality

We are dedicated to ensuring your information remains confidential. At the bottom of the mailer, you’ll find an overview of our policy:

“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 of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent.”
Links and Resources

To request a fillable PDF form for submitting your survey: [http://www.bls.gov/respondents/iif/adobeforms.htm](http://www.bls.gov/respondents/iif/adobeforms.htm) and click on Wisconsin.


For OSHA recordkeeping forms: [https://www.osha.gov/recordkeeping/new-osha300form1-1-04.pdf](https://www.osha.gov/recordkeeping/new-osha300form1-1-04.pdf)

Need Help?

If you still have questions on any component of the survey, or even if you need help with OSHA recordkeeping, give us a call. We enjoy talking with our respondents!

Toll free:

1-800-884-1273

We are available Monday through Friday, 8 AM to 5 PM. If we miss your call, please leave us a message, and we will respond within one business day.