



Electronic Reporting of Injuries and Illnesses

New Electronic Reporting Requirements

Objectives

By the end of this program viewers will be able to...

- *Explain* where to find information on *WHO* must electronically submit their injury and illness data,
- *Create* an account in the OSHA ITA system,
- *Upload* data successfully into the OSHA ITA system.



Changes to the Recordkeeping Standard

July 21, 2023, the Final Rule was published.



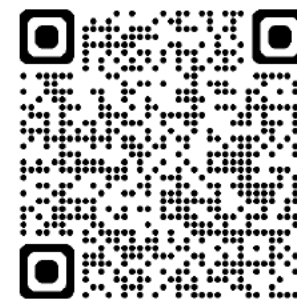
FEDERAL REGISTER
The Daily Journal of the United States Government



January 1, 2024

Beginning January 2nd, 2024, OSHA will collect **300A** data from...

- *Establishments of 20-249 employees (appendix A)*
1904.41(a)(1)(i)
- *Establishments of 250+ employees* *1904.41(a)(1)(ii)*



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January 1, 2024

In addition, OSHA will collect **300, 300A & 301** data from...

- *Establishments of 100+ employees (appendix B)*
1904.41(a)(2)





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Foundation Information

There are a few things you should know.

 An official website of the United States government. [Here's how you know](#) 

 **U.S. DEPARTMENT OF LABOR**

Occupational Safety and Health Administration

Electronic Reporting

One Stop Information



Injury Tracking Application (ITA) Information (OSHA.gov)

An official website of the United States government. [Here's how you know](#)

U.S. DEPARTMENT OF LABOR

Occupational Safety and Health Administration

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[Home](#) > [Recordkeeping](#) > [Injury Tracking Application \(ITA\)](#)

Injury Tracking Application (ITA) Information Resources for Electronic Submission of Injury and Illness Data

i NOTICE:

Injury and illness data submission began January 2, 2026. First time? Unsure where to start? OSHA strongly recommends you start your electronic submission process by reviewing the [ITA User Guide!](#)

This page provides requirements and guidance about electronically submitting your establishments' injury and illness data from the OSHA Form 300A: Summary of Work-Related Injuries and Illnesses, OSHA Form 300: Log of Work-Related Injuries and Illnesses, and OSHA Form 301: Injury and Illness Incident Report. OSHA provides a secure website, the [Injury Tracking Application \(ITA\)](#), where you can manually enter your data to the ITA via the web form, upload a CSV file to the ITA, or transmit data electronically via an API (application programming interface).





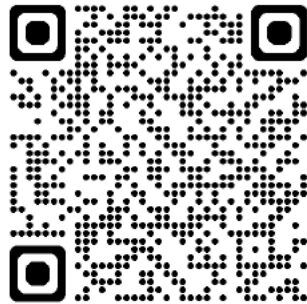
[Download the ITA User Guide](#)

Unsure where to begin? Can't remember how to submit your data? Download our NEW ITA User Guide to help guide you through the submission process.



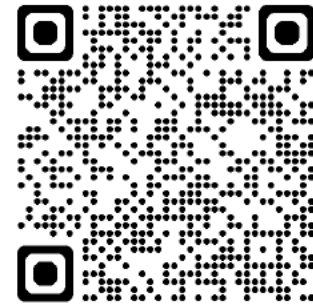
[Take me to the ITA](#)

Navigate to the ITA Login Page to begin submitting your injury and illness data. If this is your first year using the ITA, please review the ITA User Guide before getting started.



[IT A Frequently Asked Questions](#)

Have a question about the requirements or using the ITA? Review our Frequently Asked Questions, updated annually, to help you during the submission process.



Electronic Reporting

What in the world is a
NAICS code?!



North American Industry Classification System

A North American Industry Classification System (NAICS) code is a numeric code that classifies businesses by their economic activity.

23 = Construction

236 = Construction of Buildings

2361 = Residential Building Construction

23611 = Residential Building Subcategory

236115 = New Single-Family Housing Construction

236116 = New Multi-Family Housing Construction

236117 = New Housing For Sale Builders

236118 = Residential Remodelers

Electronic Reporting

What format can I submit information?



Format: Webform

Webforms

First Name

Last Name

Email

Address

City

ZipCode

Format: CSV (Comma Separated Values)

Electronic Reporting

What format can I submit information?



The screenshot shows the Microsoft Excel interface with a CSV file named 'GLXR_210302.csv' open. The ribbon is set to 'Home', and the font is 'Calibri' size 11. The spreadsheet contains the following data:

	A	B	C	D
1	80001005000	1005000	Capital Work in Progress	
2	80001005000	1007000	Computer Hardware HO	
3	80001005000	1007001	Computer Hardware C/Town Sales	
4	80001005000	1007002	Computer Hardware C/T Distrbn	
5	80001005000	1007003	Computer Hardware George Sales	
6	80001007004	1007004	Computer Hardware Eastern Cape	
7	80001007005	1007005	Computer Hardware Free State	
8	80001007006	1007006		
9	80001007007	1007007		
10	80001007008	1007008		

The screenshot shows the 'Save As' dialog box in Excel. The file name field is empty. The file type dropdown is set to 'CSV (Comma delimited) (*.csv)'. The list of available file formats includes:

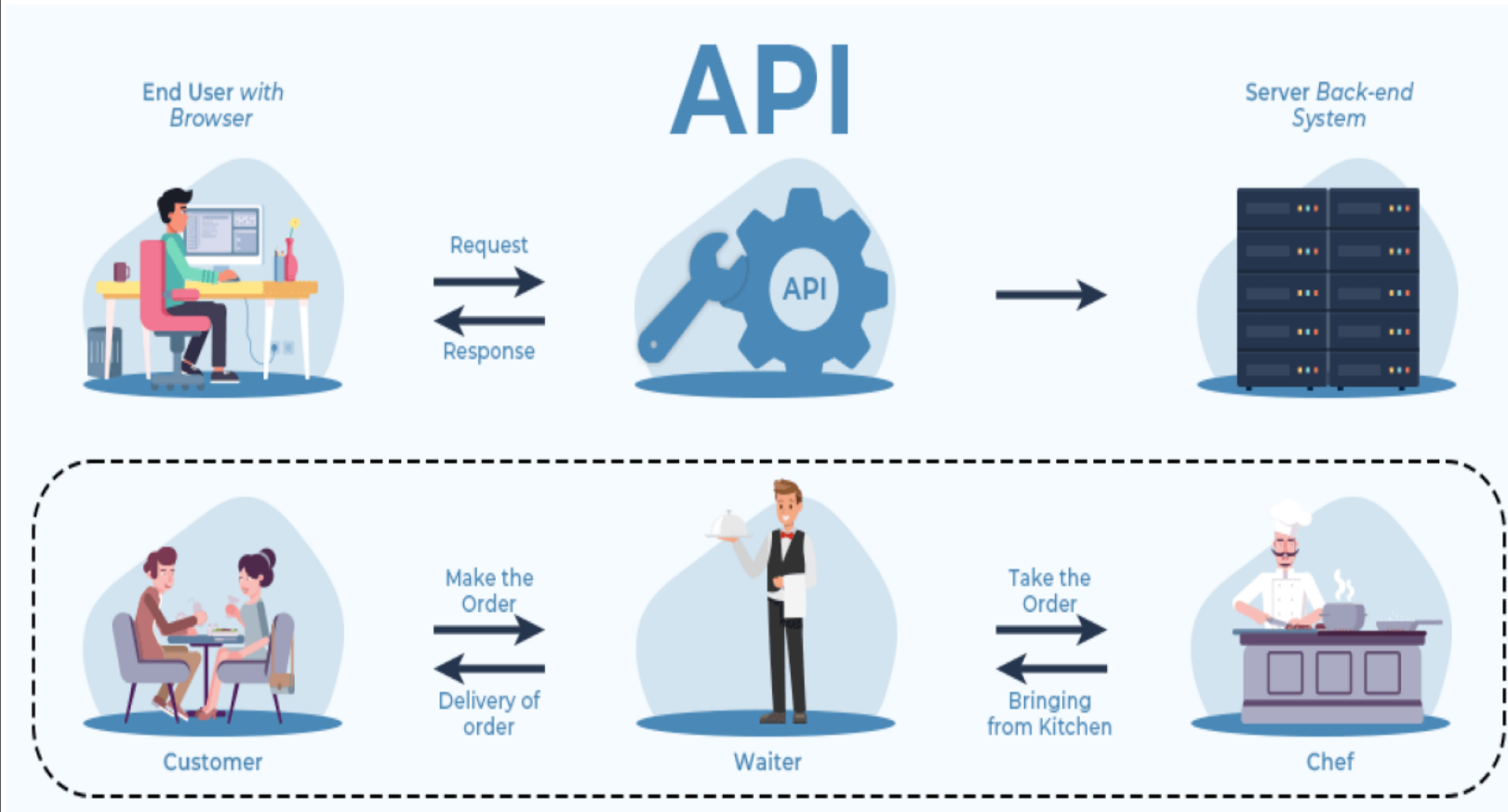
- Excel Workbook (*.xlsx)
- Excel Macro-Enabled Workbook (*.xlsm)
- Excel Binary Workbook (*.xlsb)
- Excel 97-2003 Workbook (*.xls)
- CSV UTF-8 (Comma delimited) (*.csv)
- XML Data (*.xml)
- Single File Web Page (*.mht, *.mhtml)
- Web Page (*.htm, *.html)
- Excel Template (*.xlt)
- Excel Macro-Enabled Template (*.xltm)
- Excel 97-2003 Template (*.xlt)
- Text (Tab delimited) (*.txt)
- Unicode Text (*.txt)
- XML Spreadsheet 2003 (*.xsm)
- Microsoft Excel 5.0/95 Workbook (*.xls)
- CSV (Comma delimited) (*.csv)
- Formatted Text (Space delimited) (*.prn)
- Text (Macintosh) (*.txt)

Electronic Reporting

What format can I submit information?



Format: API (Application Program Interface)



Electronic Reporting

One Stop Information



Injury Tracking Application (ITA) Information (OSHA.gov)

OSHA Requirements

- [OSHA Injury and Illness Recordkeeping and Reporting Requirements](#)
- [OSHA Injury and Illness Recordkeeping Rule Regulatory Text and Resources by Provision](#)
- [29 CFR 1904.41 Regulation](#)

Instructions for CSV Upload

- **CSV Form 300A File:** [Instructions](#), [Template](#), [Sample](#)
- **CSV Form 300/301 File:** [Instructions](#), [Template](#), [Sample](#)
- **API Technical Specifications:** [300A](#), [300/301](#)

Other Helpful ITA Resources


- [ITA Coverage Application](#)
- [Factsheet: Protecting Personally Identifiable Information \(PII\)](#)
- [ITA Help Request Form](#)
- [Access Publicly Available ITA Data](#)

Creating an Account

Getting started.

Step 1: Create a Login.gov Account

 An official website of the United States government [Here's how you know](#) ▾

 Language ▾

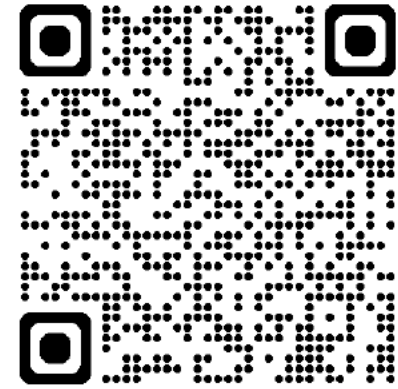
Sign in with  LOGIN.GOV

 LOGIN.GOV

[What is Login.gov?](#) [Who uses Login.gov?](#) [Create an account](#) [Help center](#)

The public's one account for government.

Use one account and password for secure, private access to participating government agencies.

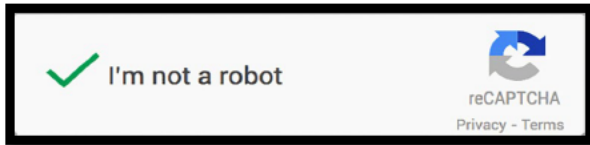


Step 2: Create an ITA Account

Step 1 of 3

Create an Account

- First name
- Last name
- Company name
- Job title
- Email Address
 - Confirm Email
- Phone number
- Choose username

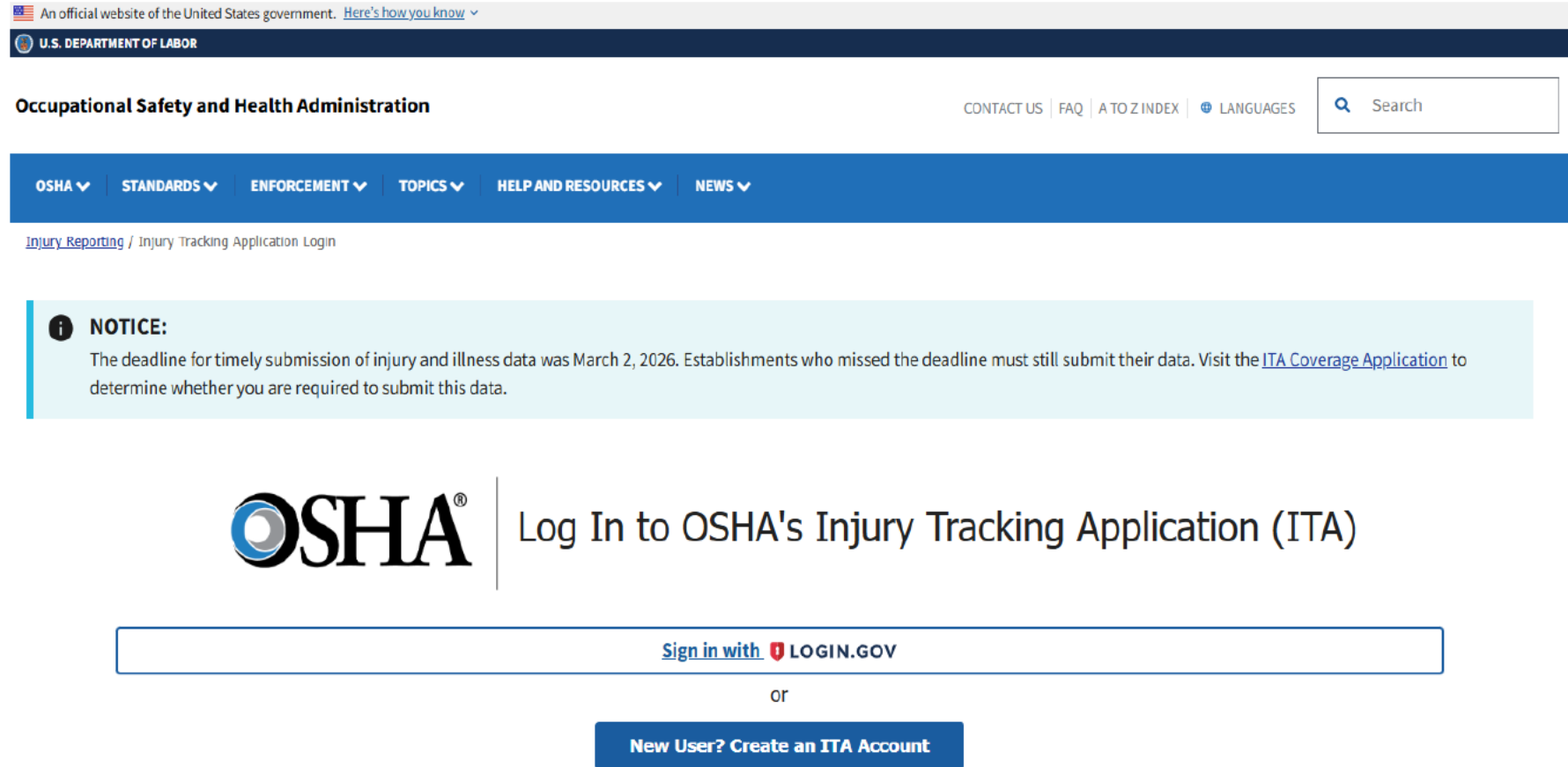


Step 2 of 3

Terms and Conditions

Step 3 of 3

Login.gov



The screenshot shows the OSHA website header with the U.S. Department of Labor logo and navigation links. Below the header is a blue navigation bar with dropdown menus for OSHA, STANDARDS, ENFORCEMENT, TOPICS, HELP AND RESOURCES, and NEWS. A search bar is located in the top right corner. A light blue notice box contains a message about the deadline for injury and illness data submission. The main content area features the OSHA logo and the text 'Log In to OSHA's Injury Tracking Application (ITA)'. Below this is a 'Sign in with LOGIN.GOV' button, followed by the word 'or' and a 'New User? Create an ITA Account' button.

An official website of the United States government. [Here's how you know](#)

U.S. DEPARTMENT OF LABOR

Occupational Safety and Health Administration

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Search

OSHA | STANDARDS | ENFORCEMENT | TOPICS | HELP AND RESOURCES | NEWS

[Injury Reporting](#) / [Injury Tracking Application Login](#)

NOTICE:
The deadline for timely submission of injury and illness data was March 2, 2026. Establishments who missed the deadline must still submit their data. Visit the [ITA Coverage Application](#) to determine whether you are required to submit this data.

OSHA | Log In to OSHA's Injury Tracking Application (ITA)

Sign in with **LOGIN.GOV**

or

New User? Create an ITA Account

Step 3: Home Screen/Buttons

Injury Tracking Application Home

User: ITA | Logout

Navigation Menu

For Manual Data Entry

Create Establishment

Add a new establishment to your account

View Establishment List

Add 300A data (and 300/301 case data if required) to existing establishments in your account

For Batch Data Transmission

Upload 300A Data

Upload a CSV file containing your establishment and 300A summary data

Upload 300/301 Data

Upload a CSV file containing your 300/301 case data

View Your API Token

Access your authentication token for use in electronically transmitting data via API

Overview of Data Submission Process

Step 1

Step 2

Step 2a

Step 3

Step 4

Create an Establishment

Add 300A Summary Data

Add 300/301 Data (If Required)

Submit Data to OSHA

Review Confirmation Email

[Establishment List](#) / [Create Establishment](#)

Create Establishment

Injury Tracking Application

User: ITA | Logout

Navigation Menu

2023 Data Submission Status

Status	Establishments
Not Added	1
Not Submitted	0
Submitted	0
Total	1

Required Fields*

Establishment Name*

Each establishment name must be different from all other establishment names provided.

EIN

An Employer Identification Number (EIN) is also known as Federal Tax Identification Number and is a unique nine-digit number assigned by the IRS and is used to identify business entities operating in the United States.

Company Name

Please enter the name of the company that owns the establishment.

Address*

Please include your physical address, not a PO Box.

City*

State*

ZIP (5 or 9 digits)*

NAICS Industry Code or Description (start typing, then select)*

Begin typing either your NAICS code or the industry description, then select the correct value from the list. If you don't know your code and can't find it in the list, you can look it up at [naics.gov](#).

What was the maximum number of employees at this establishment for this year?*

Under 20 20-99 100-249 Over 250+

Please select the maximum number of employees (salaried, hourly, part-time, and seasonal workers) that this establishment had at ANY point during the filing year. This field can not be empty.

Is this establishment part of a public sector (government) entity?*

No Yes - State Government Yes - Local Government

Cancel Save

1. Creating an Establishment

Step 3: Home Screen/Buttons

2

Injury Tracking Application Home

User: ITA | Logout
Navigation Menu

For Manual Data Entry

- Create Establishment**: Add a new establishment to your account
- View Establishment List**: Add 300A data (and 300/301 case data if required) to existing establishments in your account

For Batch Data Transmission

- Upload 300A Data**: Upload a CSV file containing your establishment and 300A summary data
- Upload 300/301 Data**: Upload a CSV file containing your 300/301 case data
- View Your API Token**: Access your authentication token for use in electronically transmitting data via API

Overview of Data Submission Process

- Step 1: Create an Establishment
- Step 2: Add 300A Summary Data
- Step 2a: Add 300/301 Data (If Required)
- Step 3: Submit Data to OSHA
- Step 4: Review Confirmation Email

2023 Data Submission Status

Status	Establishments
Not Added	1
Not Submitted	0
Submitted	0
Total	1

2. View Establishment List

Injury Tracking Application Home / Establishment List

Injury Tracking Application
User: ITA | Logout
Navigation Menu

Establishment List

Instructions for Adding and Submitting Your 300A Data to OSHA

- To add or edit 300A data for an establishment, select its name in the list below.
- To submit data to OSHA, select one or more establishments from the list below by checking the box on the left-hand side, then select **Submit Data for Selected** button. Note: This only applies to establishments in the "Not Submitted" status.

[+ Create an Establishment](#)

Search for an Establishment

To filter your list of establishments, input your criteria in one or more fields below, and then click the "Filter" button to update the list.

Establishment Name/Street/City
Establishment Name / Street / City

Establishment Zip Code:
Zip Code

Include Inactive Establishments

Status:
Status

State:
State

[Clear](#) [Filter](#)

<input type="checkbox"/>	300A Status	300/301 Status	Name	Street	City	State	Zip Code	EIN
<input type="checkbox"/>	Not Submitted	0 case out of undefined submitted	Establishment_1	123 Happy St	Rockville	CO	12546	12345678

Results 1 of 1

Page 1 of 1

Show 20 per page

[Submit Data for Selected](#)

Adding 300A Data

The Process.

Establishment: Webform

Establishment List / View Establishment

View Establishment

Establishment Details: Establishment 1

ID: 1002941
EIN: 132435689
Company:
Address: 123 Happy St,
Rockville, CO, 32546

NAICS: 327110
Size: 100-249 employees
Government:
300A Status: Not Submitted

[Edit Details](#) [Remove](#)

Injury Tracking Application

Open ITA | [Logout](#)

Navigation Menu

Data Submission Progress

1. Create an Establishment
2. Add 300A Summary Data
3. Add 300/301 Case Data
4. Submit Data to OSHA
5. Review Confirmation Email

Establishment Users

Note: It may take 15 minutes for changes to reflect on the Establishment List and Establishment Details screens.

[Assign User](#) [Remove Selected User\(s\)](#)

	First Name	Last Name	Email	Role	
<input type="checkbox"/>	ITA	User	ituseracct@gmail.com	ITA Establishment Admin	Edit User Role

Summary for Filing Year 2023

Employee Information

Annual average number of employees:
Total hours worked by all employees last year:
Total Cases Submitted: out of

There's currently no 300A Summary data for this establishment.

After you finish entering your 300A Summary data, you must submit the data to OSHA.

- You may submit data for a single establishment from this page.
- To submit multiple establishments at the same time go to the [Establishment List Page](#).
- It is possible to edit and resubmit data in the event of changes or errors.

[Add 300A Data](#) [Submit Data](#)

Illness & Injury Rates

Total Case Incidence Rate (TCIR):
Days Away Restrictions and Transfers (DART):

Add Data

Submit Data

300A summary data has been added but not submitted

X

Establishment: Webform

Edit 300A Summary Data

Navigation Menu

Summary of Work-related Injuries and Illnesses

* All Fields are Required *

Establishment Name: **Establishment 1**

Employment Information

Annual average number of employees * 


150

Note: This is not necessarily the same as the maximum number of employees you selected when creating the establishment.

Total hours worked by all employees last year * 

300000

- **Include** hours worked by salaried, hourly, part-time and seasonal workers, as well as hours worked by other workers subject to day-to-day supervision by your establishment (e.g., temporary help services workers).
- **Do not include** vacation, sick leave, holidays, or any other non-work time, even if employees were paid for it. If your establishment keeps records of only the hours paid or if you have employees who are not paid by the hour, please estimate the hours that the employees actually worked.

Did any recordable work-related injuries or illnesses occur at this establishment in this year? *  Yes No


Select Yes if the establishment had recordable work-related injuries this year. Select No if it did not.

Number Of Cases

You should copy these values from your Form 300A Summary:

TOTAL NUMBER OF:

Deaths (G) * 

Cases with days away from work (H) * 


Cases with job transfer or restriction (I) * 

Other recordable cases (J) * 

Number Of Days

TOTAL NUMBER OF:

Days away from work (K) * 

Days of job transfer or restriction (L) * 

Injury And Illness Types

TOTAL NUMBER OF:

Injuries (H1) * 

Poisonings (H4) * 

Skin disorders (H2) * 

Wearing loss (H5) * 

Respiratory conditions (H3) * 

All other illnesses (H6) * 

Cancel Save

- Page 1 above
- Page 2 right
 - It is the same as your 300A form you keep manually.

Establishment: Batch File CSV

Injury Tracking Application Home

User: ITA | Logout
Navigation Menu

For Manual Data Entry

- Create Establishment: Add a new establishment to your account
- View Establishment List: Add 300A data (and 300/301 case data if required) to existing establishments in your account

For Batch Data Transmission

- Upload 300A Data: Upload a CSV file containing your establishment and 300A summary data
- Upload 300/301 Data: Upload a CSV file containing your 300/301 case data
- View Your API Token: Access your authentication token for use in electronically transmitting data via API

Overview of Data Submission Process

Step 1: Create an Establishment | Step 2: Add 300A Summary Data | Step 2a: Add 300/301 Data (If Required) | Step 3: Submit Data to OSHA | Step 4: Review Confirmation Email

2023 Data Submission Status

Status	Establishments
Not Added	1
Not Submitted	0
Submitted	0
Total	1

3

Step 1: Read the Instructions

Step 2: Locate and Select File

Choose File No file chosen

Step 3: Agree to the Terms and Conditions Below

By checking this box, I certify that the information is true and correct to the best of my knowledge and belief.

Step 4: Upload Your File

Upload

Instructions for CSV Upload

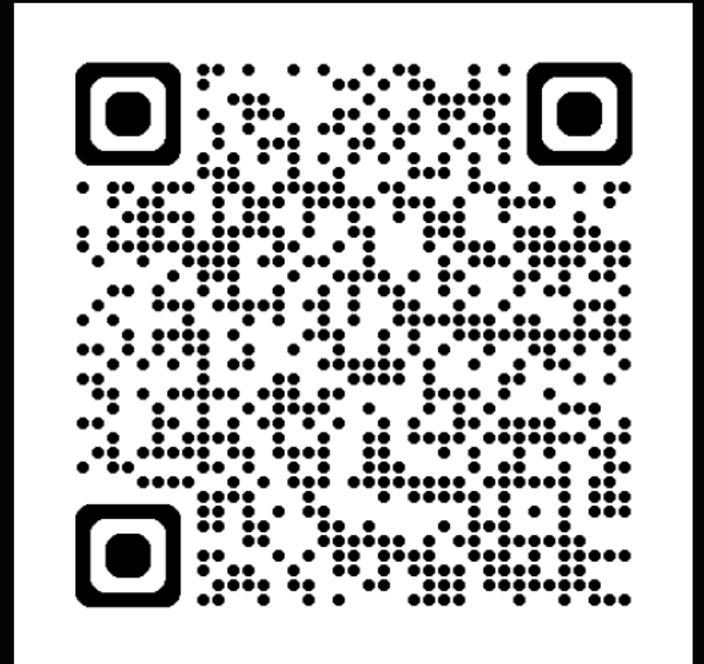
- CSV Form 300A File: [Instructions](#), [Template](#), [Sample](#)
- CSV Form 300/301 File: [Instructions](#), [Template](#), [Sample](#)
- API Technical Specifications: [300A](#), [300/301](#)

Error: Uploaded file contains an incorrect number of header columns.

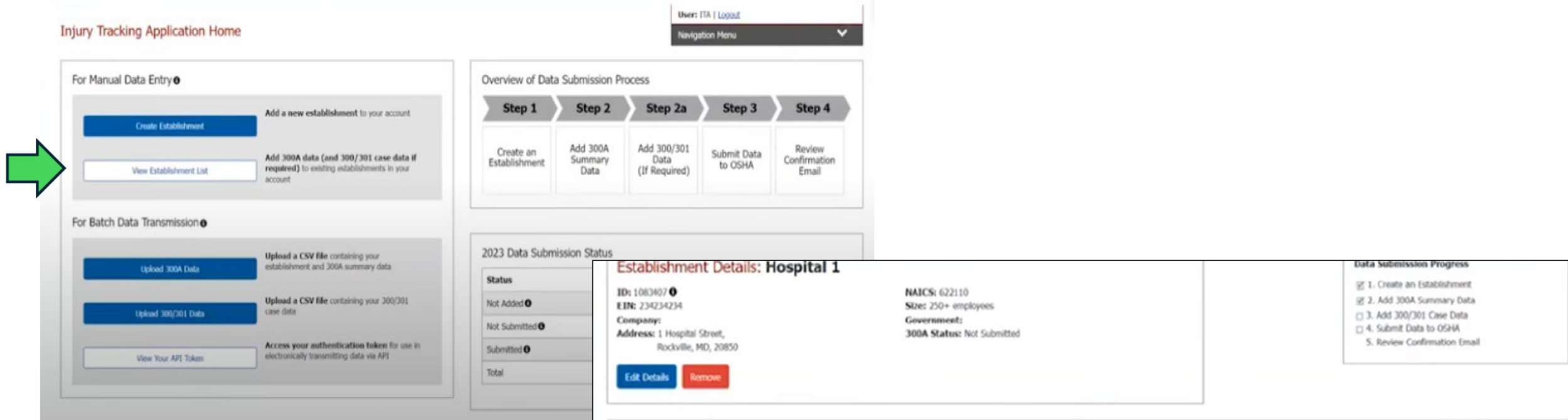
Your file was successfully submitted, you will receive two emails once it has been successfully processed.

Adding 300 & 301 Data

New group from Appendix B.



Upload 300/301 Data Webform



The screenshot shows the 'Injury Tracking Application Home' dashboard. A green arrow points to the 'Create Establishment' button under the 'For Manual Data Entry' section. The dashboard includes a navigation menu, an overview of the data submission process (5 steps), and a detailed view for 'Hospital 1'.

For Manual Data Entry

- Create Establishment**: Add a new establishment to your account
- View Establishment List**: Add 300A data (and 300/301 case data if required) to existing establishments in your account

For Batch Data Transmission

- Upload 300A Data**: Upload a CSV file containing your establishment and 300A summary data
- Upload 300/301 Data**: Upload a CSV file containing your 300/301 case data
- View Your API Token**: Access your authentication token for use in electronically transmitting data via API

Overview of Data Submission Process

- Step 1**: Create an Establishment
- Step 2**: Add 300A Summary Data
- Step 2a**: Add 300/301 Data (If Required)
- Step 3**: Submit Data to OSHA
- Step 4**: Review Confirmation Email

2023 Data Submission Status

- Not Added
- Not Submitted
- Submitted
- Total

Establishment Details: Hospital 1

ID: 1063407
EIN: 234234234
Company:
Address: 1 Hospital Street, Rockville, MD, 20850
NAICS: 622110
Size: 250+ employees
Government:
300A Status: Not Submitted

Data Submission Progress

1. Create an Establishment
2. Add 300A Summary Data
3. Add 300/301 Case Data
4. Submit Data to OSHA
5. Review Confirmation Email

Establishment Users

Note: It may take 15 minutes for changes to reflect on the Establishment List and Establishment Details screens.

	First Name	Last Name	Email	Role	
<input type="checkbox"/>	ITA	User	ituseracct@gmail.com	ITA Establishment Admin	Edit User Role

Summary for Filing Year 2023

Employee Information

Annual average number of employees: 10390
Total hours worked by all employees last year: 14000461
Total Cases Submitted: 1 out of 303

Buttons: Edit 300A Data, **Add or Edit 300/301 Data**, Submit Data

From the main dashboard,

- Upload 300/301 Data,
- Add or Edit 300/301 Data (lower right).

Upload 300/301 Data Webform

300/301 Case Data

Navigation Menu

Establishment Name: **Hospital 1**

i Instructions

Select the 'Add 300/301 Data' button below to add case data for an establishment. To edit existing data, select 'Edit' next to the case number.
Review the Instructions for Finalizing and Submitting your data to OSHA.

+ Add 300/301 Data

Search for 300/301 Data

To filter your list of 300/301 data, input your criteria in one or more fields below, and then click the "Filter" button to update the list.

Case Number

Most Serious Outcomes:

Injury Type:

Clear

Filter

1 out of 303 cases submitted

Add a single case,

Search for a previous entry.

Upload 300/301 Data Webform

Add 300/301 Case Data

Injury or Illness Case Data

1 All fields are required *

Establishment Name: Hospital 1

Case Information

The following applies to all questions unless noted below.

1. Case Number from your Log (column A of Form 300) *

Case numbers must be unique within an establishment.

2. Job title (column C of Form 300) *

Job titles:

3. State of Injury or onset of illness (column D of Form 300) *

State/DC form

4. Where the event occurred (column E of Form 300) *

Where event took place:

5. Describe injury or illness, parts of the body affected, and objects/substances that directly injured or made the person ill (column F of Form 300) *

Describe injury/illness per report or other available source.

6. SELECT ONLY ONE based on the most serious outcome (column G, J of Form 300) *

Death

Days away from work

Job transfer or restriction

Other recordable cases

The outcome is determined under any death, days away from work, job transfer or restriction, or other recordable cases, based on the most serious outcome.

7. Enter the number of days the injured or ill worker was (column H and I of Form 300)

Days from work (Days) *

On job transfer or restriction (Days) *

Enter the number of calendar days the employee was away from work as a result of the recordable injury or illness. Do not count the day on which the injury or illness occurred in this number. Round recording days from the day after the incident occurs.

Enter the number of calendar days the employee was on restricted work status as a result of the recordable injury or illness. Do not count the day on which the injury or illness occurred in this number. Round recording days from the day after the incident occurs.

8. Select injury or illness category (column M1-M6 of Form 300) *

Strain

Fracture

Skin Disorder

Hearing Loss

Respiratory condition

All other illness

An injury or ill event is damage to the body resulting from an event in the work environment. Skin disorders or other recordable illnesses involving the respiratory, circulatory and reproductive systems are included in this category, as well as other recordable respiratory conditions such as asthma, emphysema, chronic bronchitis, and other respiratory conditions. Hearing loss is defined as a permanent hearing loss in one or both ears. Respiratory conditions are defined as chronic respiratory conditions such as asthma, emphysema, chronic bronchitis, and other respiratory conditions. All other recordable illnesses include fractures, sprains, strains, and other recordable conditions. Strains, sprains, and other recordable conditions are defined as damage to the body resulting from an event in the work environment. Do not include injuries or illnesses that are not recordable under the criteria in this category. Do not include injuries or illnesses that are not recordable under the criteria in this category. Do not include injuries or illnesses that are not recordable under the criteria in this category. Do not include injuries or illnesses that are not recordable under the criteria in this category.

* Mandatory Field

Employee Information

9. Date of birth (Question 3 on Form 301) *

mm/dd/yyyy

MM-DD-YYYY or MM/DD/YYYY (e.g. 11-23-2023, 11/23/2023)

10. Employee's date hired: (Question 4 on Form 301) *

mm/dd/yyyy

MM-DD-YYYY or MM/DD/YYYY (e.g. 11-23-2023, 11/23/2023)

11.

- Male
- Female

Upload 300/301 Data Webform

Incident Information

12. Was employee treated in an emergency room: (Question 8 on Form 301) *

Yes

No

13. Was employee hospitalized overnight as an in-patient? (Question 9 on Form 301) *

Yes

No

14. Time employee began work: (Question 12 on Form 301)

HH-MM (e.g. 3:30 pm or 15:30)

15. Time of event: (Question 13 on Form 301) *

HH-MM (e.g. 3:30 pm or 15:30)

OR Check this box if time cannot be determined

Time cannot be determined



Mandatory Field

If you don't know the time of the event, click this box.

Upload 300/301 Data Webform

16. What was the employee doing just before the incident occurred? (Question 14 on Form 301) *

Do not include any personally identifiable information (PII) (e.g., no names, phone numbers, or SSNs) in this field.

17. What happened? Tell us how the illness or injury occurred. (Question 15 on Form 301) *

Do not include any personally identifiable information (PII) (e.g., no names, phone numbers, or SSNs) in this field.

18. What was the injury or illness? (Question 16 on Form 301) *

Do not include any personally identifiable information (PII) (e.g., no names, phone numbers, or SSNs) in this field.

19. What object or substance directly harm the employee? (Question 17 on Form 301) *

Do not include any personally identifiable information (PII) (e.g., no names, phone numbers, or SSNs) in this field.

20. If the employee died, when did death occur? Date of death: (Question 18 on Form 301) ⓪

MM-DD-YYYY or MM/DD/YYYY (e.g. 11-23-2023, 11/23/2023)

* Mandatory Field

DO NOT INCLUDE PERSONALLY IDENTIFIABLE INFORMATION IN FIELDS 16-19!

- Name,
- Phone numbers,
- Social Security number,
- Address,
- Any other identifiable information.

Save

Upload 300/301 Data Webform

+ Add 300/301 Data

Search for 300/301 Data

To filter your list of 300/301 data, input your criteria in one or more fields below, and then click the "Filter" button to update the list.

Case Number

Most Serious Outcome:

Injury Type:

Clear

Filter

1 out of 4 cases submitted

	Case Number	Job Title	Date of Injury or Onset of Illness	Where the event occurred	Most Serious Outcome	Number of days away from work	Number of days on job transfer or restriction	Injury Type	
Edit	1	Welder	2023-11-20	loading dock	Other recordable cases	0	0	Injury	Delete

Results 1 of 1

Page 1 of 1

Show 20 per page

Back to Establishment

Summary for Filing Year 2023

2023

Employee Information

Annual average number of employees: 150

Total hours worked by all employees last year: 300000

Total Cases Submitted: 1 out of 4

Edit 300A Data

Add or Edit 300/301 Data

Submit Data

Confirm submission

Total Submitted Cases is not equal to Total Expected Cases. Do you want to proceed?

	Total Expected Cases	Total Submitted Cases
Cases with deaths	0	0
Cases with days away from work	52	0
Cases with days on job transfer	54	1
Other cases	197	0

No

Yes

Establishment: Batch File CSV

Injury Tracking Application Home

User: ITA | Logout
Navigation Menu

For Manual Data Entry

Create Establishment: Add a new establishment to your account

View Establishment List: Add 300A data (and 300/301 case data if required) to existing establishments in your account

For Batch Data Transmission

Upload 300A Data: Upload a CSV file containing your establishment and 300A summary data

Upload 300/301 Data: Upload a CSV file containing your 300/301 case data

View Your API Token: Access your authentication token for use in electronically transmitting data via API

Overview of Data Submission Process

Step 1: Create an Establishment

Step 2: Add 300A Summary Data

Step 2a: Add 300/301 Data (If Required)

Step 3: Submit Data to OSHA

Step 4: Review Confirmation Email

2023 Data Submission Status

Status	Establishments
Not Added	1
Not Submitted	0
Submitted	0
Total	1

Step 1: Read the Instructions
Step 2: Locate and Select File

Choose File No file chosen

Step 3: Upload Your File

Upload

Instructions for CSV Upload

- CSV Form 300A File: [Instructions](#), [Template](#), [Sample](#)
- CSV Form 300/301 File: [Instructions](#), [Template](#), [Sample](#)
- API Technical Specifications: [300A](#), [300/301](#)

Error: Uploaded file contains an incorrect number of header columns.

Your file was successfully submitted, you will receive two emails once it has been successfully processed.

Establishment: Batch File CSV

300/301 CSV Submission Task List

Use the checklist below to prepare your CSV file for submission.

Before Entering Data

- You reviewed the [ITA Coverage Application](#) to see what data your establishment(s) must submit.
- You added 300A data for your establishment(s).
- You downloaded the ITA 300/301 [CSV Template](#).

Entering 300/301 Data Using the CSV Upload

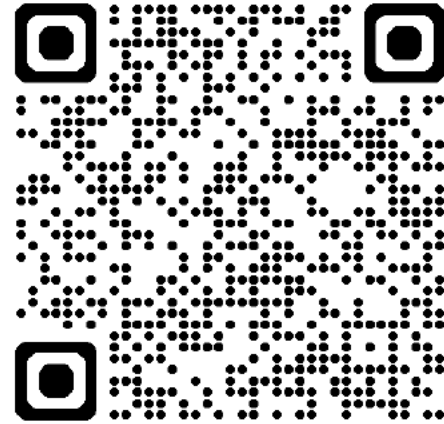
- Row 1:** The first row of the 300/301 case file is a header row containing all column names.
- Column A:** The establishment(s) name is entered in Column A exactly as it is entered in the corresponding 300A data.
- Column B:** The filing year in Column B is the calendar year in which the injury or illness occurred. For 2024, the filing year is 2023.
- Column C:** The case number in Column C is unique within each establishment.
- Column D:** The job title in Column D only contains alphabetic and numeric characters and no other characters like periods, slashes, dashes, or colons.
- Column E:** The date of incident in Column E is in the filing year (i.e., 2023 for records submitted in 2024).
- Column F:** The incident location contains only alphabetic and numeric characters and no other characters like periods, slashes, dashes, or colons.
- Column G:** The incident description does not have special characters and does not contain personally identifiable information (PII).
- Column H:** For each record, you have chosen the correct code for the **most severe outcome** from the injury or illness:
 - 1 = Death
 - 2 = Days away from work
 - 3 = Job transfer or restricted work activity
 - 4 = Other recordable cases
- Columns I and J:** For all cases resulting in days away from work (incident_outcome = 2), there is a positive whole number in Column I (dafw_num_awa) and a number in Column J (djtr_num_tr).
- Columns I and J:** For all cases resulting in job transfer or restricted work activity (incident_outcome = 3) there is a positive whole number in Column J (djtr_num_tr).

Columns A-X

- Description on what the entry is,
- Description on how to enter data.

**For
Assistance**

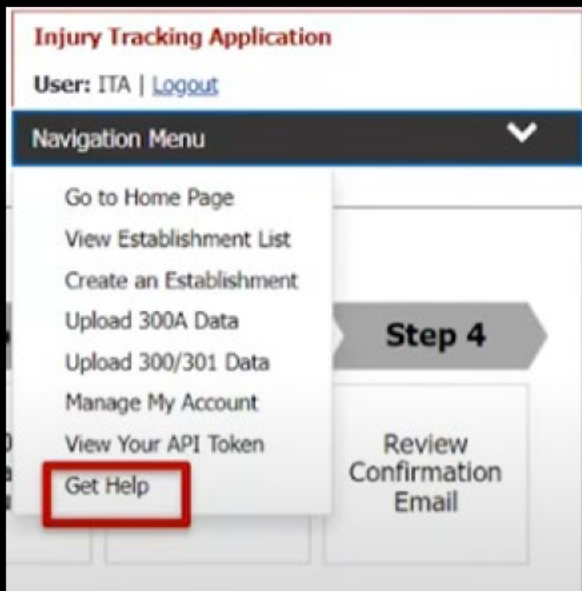
Frequently Asked Questions



For Assistance

Launch the Application

If you are having difficulty with the ITA application or have another ITA technical question, please complete our [Help Request Form](#).



Injury Tracking Application (ITA) Help Request Form

i Please use this form to ask for help from OSHA's help desk, and provide a detailed description of the issue you need help with. NOTE: If you already have an ITA account, please provide the email address associated with that account.

All Fields are Required *

First Name *

Last Name *

Email Address (Enter email associated with your ITA account, if applicable.) *

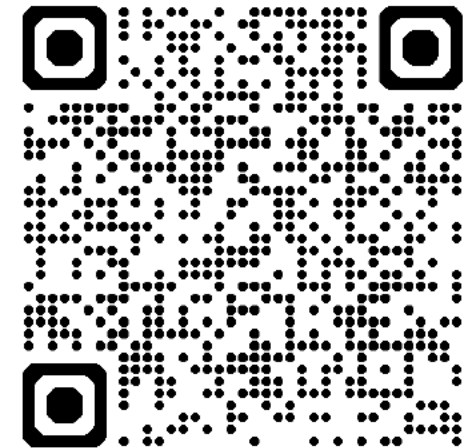
Confirm Email Address *

Phone Number *

Your Location *

Request Topic *

Please provide a detailed description of the issue you need help with. *



I'm not a robot



reCAPTCHA
Privacy - Terms

For Assistance



Using OSHA's Injury Tracking Application to Submit Your Form 300A and Form 300/301 Data - Webinar

USDepartmentofLabor
59.6K subscribers

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ITA Data



Also available on the ITA data page,

- Current ITA Data
- Technical Guidance
- ITA Data Report
- Video
- Additional Information
- Historical Data



Historical Data

For work-related injuries and illnesses that occurred between 2016-2023, OSHA collected establishment summary data from the OSHA Form 300A: Summary of Work-Related Injuries and Illnesses. Download establishment summary data:

- [2023 Summary Data](#)
- [2023 Case Detail Data](#)
- [2022 Summary Data](#)
- [2021 Summary Data](#)
- [2020 Summary Data](#)
- [2019 Summary Data](#)
- [2018 Summary Data](#)
- [2017 Summary Data](#)
- [2016 Summary Data](#)
- [Summary Data Dictionary \(2016-2023 Data\)](#)

Objectives

By the end of this program viewers will be able to...

- *Explain* where to find information on *WHO* must electronically submit their injury and illness data,
- *Create* an account in the OSHA ITA system,
- *Upload* data successfully into the OSHA ITA system.





thank you!

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