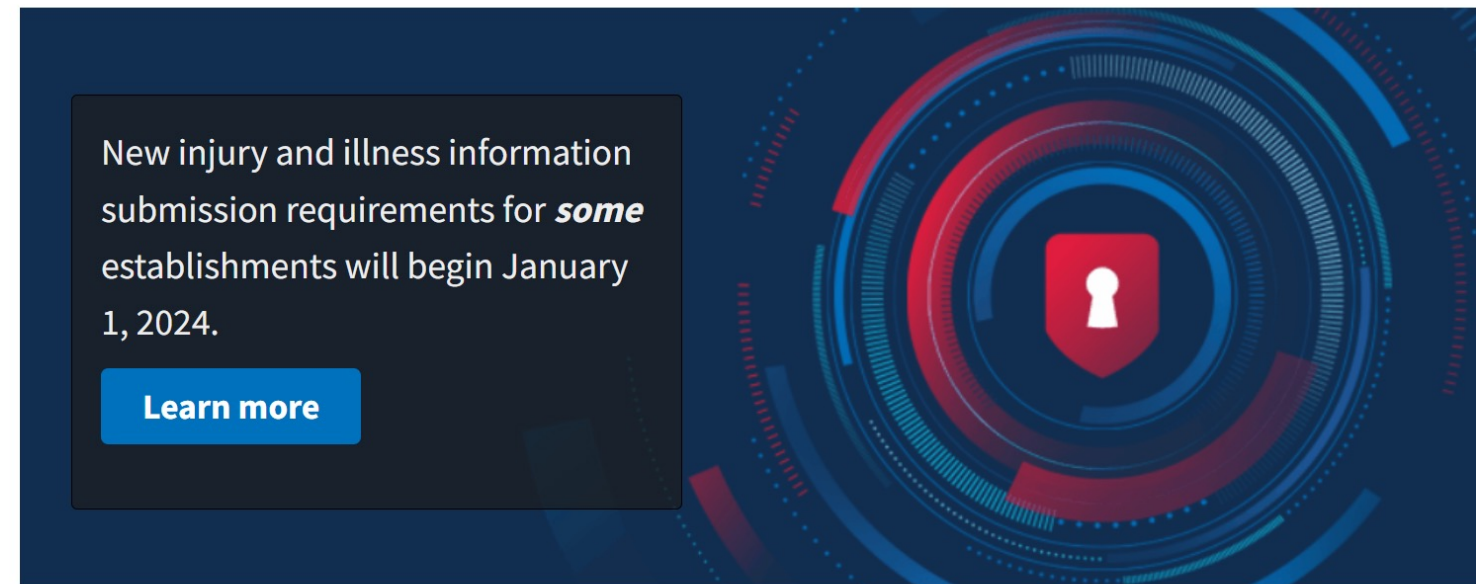# Electronic Submission of records – ITA review

- **Collects RK* data from some employers.**
- **Targets specific high hazard industries.**
- **Assists OSHA in targeting inspections**
- **OSHA ITA website (new look since last year)**
- **29CFR1904.41**

Injury Tracking Application (ITA)

New injury and illness information submission requirements for *some* establishments will begin January 1, 2024.

Learn more

*OSHA Recordkeeping

OSHA® Occupational Safety and Health Administration

Injury Tracking Application (ITA) Information

Notice: Injury and illness data submission begins January 2, 2024. Visit the ITA Coverage Application to determine whether you are required to submit this data.

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.

ITA 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.

OSHA Requirements

- OSHA Injury and Illness Recordkeeping and Reporting Requirements
- Detailed Guidance for OSHA's Injury and Illness Recordkeeping Rule
- Final Rule to Improve Tracking (2023)
- Recording and Reporting Occupational Injuries and Illnesses (2019)

Instructions for CSV Upload

- **Form 300A:** Instructions, Template, Sample
- **Form 300/301:** Instructions, Template, Sample
- **API Technical Specifications:** 300A, 300/301
- Video: Using the ITA to Submit Form 300A and Forms 300/301 (2023)

Other Helpful ITA Resources

- ITA Coverage Application
- Factsheet: Protecting Personally Identifiable Information (PII)
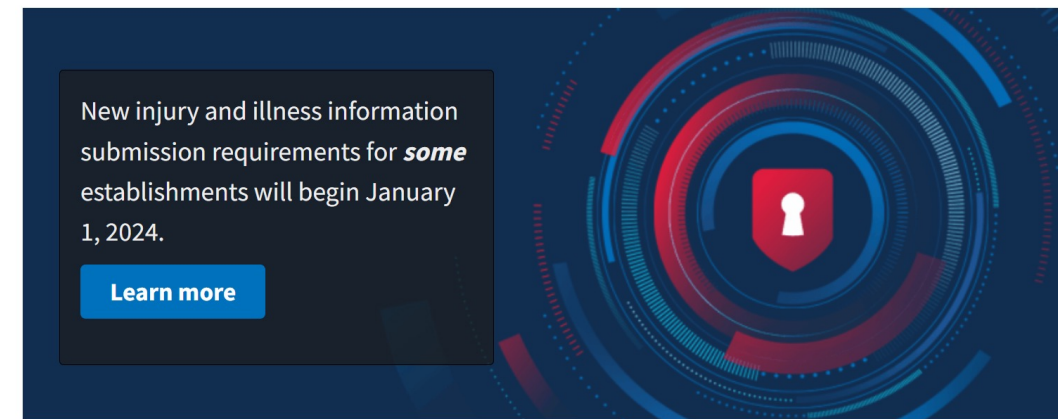- Help Request Form

Access Publicly Available ITA Data

www.osha.gov/injuryreporting

Electronic Submission of records – ITA review

- **ITA coverage is determined by size of establishment and NAICS*.**
- **Peak number of employees, previous CY**
- **Covered employers must submit OSHA RK information annually.**
- **Submit from Jan. 2 to March 2.**
- **Even if late, employers are required to submit ITA – access is open until Dec 31**

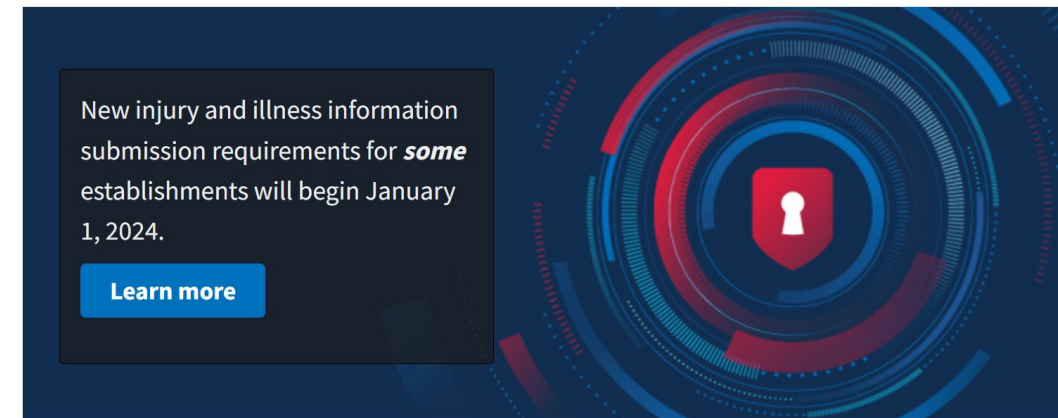**Injury Tracking Application (ITA)**

New injury and illness information submission requirements for *some* establishments will begin January 1, 2024.

Learn more

*North American Industry Classification System

OSHA® Occupational Safety and Health Administration

Electronic Submission of records – ITA review

- **If exempt from RK, then no ITA requirements.**
- **Not everyone who has to keep OSHA logs has to do ITA electronic submission.**
- **Not everyone has to submit the same RK form: 300A, 300 and 301**
- **Use ITA Coverage App to find out**

Injury Tracking Application (ITA)

New injury and illness information submission requirements for *some* establishments will begin January 1, 2024.

Learn more

ITA Coverage App

Covered establishments must electronically submit their OSHA injury and illness data (Forms 300A, 300, and 301 data) by March 2 of the year following the covered year of the data (e.g., for submission of calendar year 2024 data that is March 2, 2025). However, not all establishments need to submit these data. To determine if your establishment is required to electronically submit data to OSHA, please complete the following selections. All selections are required.

State

Select a state

Did your firm have 11 or more employees during the previous year? ( ) No ( ) Yes

Peak establishment employment from the previous year

Is the establishment a government facility? ( ) No ( ) Yes, Federal Government ( ) Yes, State or Local Government

NAICS Code

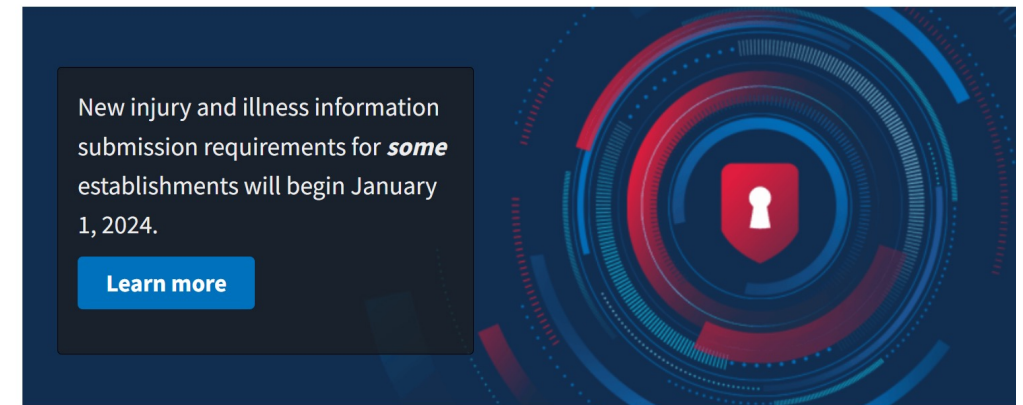Start typing a code or keyword to search...

Submit   Reset

Electronic Submission of records – ITA https://www.osha.gov/injuryreporting/

- **Employers need an ITA account.**
- **Will get an email confirming submission.**
- **CSV upload: Employers get a confirmation email when submission was received and a second email to indicate success/failure.**
- **You can view your submitted data.**
- **You can update/edit submitted data (for CY2024).**
- **Anyone can check OSHA's public database. CY2024 will be posted starting after March 2.**
- **What about PII? See OSHA PII Fact Sheet AND 1904.41**

Injury Tracking Application (ITA)

New injury and illness information submission requirements for *some* establishments will begin January 1, 2024.

Learn more

OSHA® Occupational Safety and Health Administration

www.osha.gov/injuryreporting/ita

Electronic Submission of records - ITA

- **New this year: ITA User Guide**
- **New this year: test environment, sandbox link or preview: https://preview.osha.gov/injuryreporting/ita**
- **Technical issues with ITA application: Help Request Form for employers.**

Injury Tracking Application (ITA)

New injury and illness information submission requirements for *some* establishments will begin January 1, 2024.

Learn more

OSHA® Occupational Safety and Health Administration
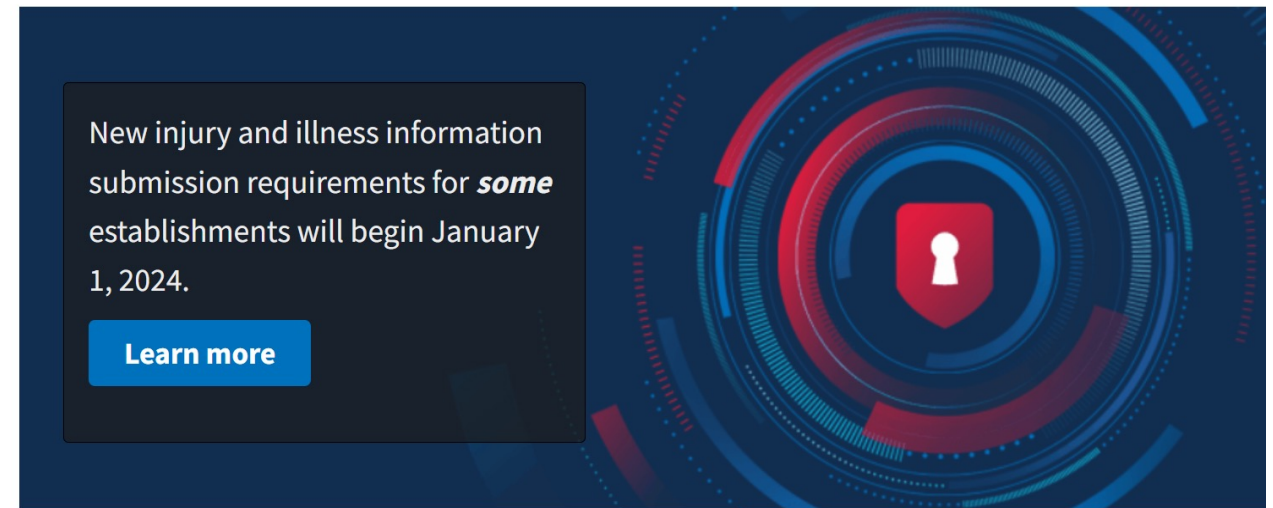
INJURY TRACKING APPLICATION (ITA) USER GUIDE

Instructions for using OSHA's ITA

Summary

This document covers each step from start to finish for using OSHA's ITA. Additional helpful resources are also provided within the document.

Last Update – December 2024

www.osha.gov/injuryreporting

Injury Tracking Application (ITA) Help Request Form

All Fields are Required *

First Name *

julie

Last Name *

kebisek

Email Address *

julianna.kebisek@gmail.com

Confirm Email Address *

julianna.kebisek@gmail.com   ✔

Phone Number *

8888888888

**Your
Location** *

--Select--

Request Topic *

--Select--

Your Question or Comment *

1904 Recordkeeping
Electronic Submission (ITA) Summary
https://www.osha.gov/injuryreporting/

- **Do we have to submit them? ITA Coverage Application**

- **When are they due? January 2 to March 2.**

- **We missed the deadline. Submissions accepted until Dec 31.**

- **Not sure if we submitted. Log into your account to check. Anyone can check OSHA's public database. Data will start to be posted after March 2**

- **What about Personally Identifiable Information (PII)? See OSHA PII Fact Sheet AND 1904.41**

- **New this year: ITA User Guide**

- **Technical issues with ITA application: Help Request Form**