



An ITA user has completed 300A data entry for an establishment and wishes to submit it to OSHA from the *Establishment List* or *View Establishment* screen. **Note:** For additional information relevant to a particular page or form element, place the cursor over the information icon

Complete the following steps to submit an establishment(s) from the Establishment List page:

1. Click the *View Establishment List* button on the *Injury Tracking Application Home* screen in the *Manual Data Entry* section

or

Select the *View Establishment List* option from the dropdown *Navigation Menu* on any ITA screen to display the *View Establishment List* screen.

2. Select the establishment(s) to submit. **Note:** Only establishments in the Not Submitted status can be submitted
3. Click the *Submit 300A Data for Selected* button. **Note:** The establishment's progress must be Not Submitted in order to be submitted to OSHA.
4. In the Confirm Submission of 300A Data notification, check the checkbox to indicate the data is accurate.
5. Click the *Submit 300A Data* button.
6. Following a submission of an Establishments' 300A data, the user will receive a confirmation message both on-screen and via email. The status of the establishment will change to Submitted.

Note: You should receive this email confirmation shortly after submission. If you do not receive it after several minutes, check the Junk/Spam folder for the account which was registered with ITA. If no email is received, verify the establishment's status was changed to Submitted (with a link to view the submission). If not, try submitting the establishment again.



Complete the following steps to submit an establishment's data from the View Establishment page:

- Click the View Establishment List button on the Injury Tracking Application Home screen in the Manual Data Entry section

or

Select the View Establishment List option from the dropdown Navigation Menu on any ITA screen.

- From the establishment list page, which lists each establishment connected to a user's account, click the establishment's name to access that establishment's View Establishment page.
- From the View Establishment page, click the *Submit 300A Data* button.
Note: The establishment's progress must be Not Submitted in order to be submitted to OSHA.
- In the Confirm Submission of 300A Data notification displays, check the checkbox to indicate the data is accurate.
- Click the *Submit 300A Data* button.
- Following a submission of an Establishments' 300A data, the user will receive a confirmation message both on-screen and via email. The status of the establishment will change to Submitted.

Note: You should receive this email confirmation shortly after submission. If you do not receive it after several minutes, check the Junk/Spam folder for the account which was registered with ITA. If no email is received, verify the establishment's status was changed to Submitted (with a link to view the submission). If not, try submitting the establishment again.

1

Occupational Safety And Health Administration

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Injury Tracking Application Home

123 days left in the 2017 filing period

Get Started Here

For Manual Data Entry • Create Establishment Add a new establishment to your account
View the establishments which have been added to your account

For Batch Data Transmission •

Overview of Data Submission Process

Step 1 Create an Establishment Step 2 Add 300A Summary Data Step 3 Submit Data to OSHA Step 4 Review Confirmation Email

2016 Data Submission Status

2

Establishment List

Instructions for Submitting Your Data to OSHA

- Select one or more establishments from the list below, then click Submit button
- If you have more than one page of establishments, you may select establishments from multiple pages before clicking the submit button.
- To edit this data for an establishment, click its name in the list below.

+ Create an Establishment Submit 300A Data for Selected

Filter

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.

Status: State:

300A Status	Street	City	State	Zip
Submitted	122 Main St	Washington	DC	20002
Submitted	234 Maple Ave	Washington	DC	20001-2234
Submitted	456 4th St	New York	NY	10003
Submitted	223	Washington	DC	20220

3

View Establishment

Establishment Details: Test 22

ID: 670 Company:

Address: 223, Test, TN, 22222

NACRS: 221111
Size: 20-249 employees
Government:

300A Status: Not submitted

Summary for Filing Year 2016

Employee Information

Annual average number of employees: 20
Total hours worked by all employees last year: 20000

Number Of Cases

TOTAL NUMBER OF: Deaths (G): 0

4

Confirm Submission of 300A Data for 1 Establishment(s)

IMPORTANT: Before submitting data to OSHA, be sure to review it for accuracy.

PUNISHMENT FOR UNLAWFUL STATEMENTS

It is unlawful to make any false statement, representation, or certification to an agency of the United States. Violations can be punished by a fine or by imprisonment of not more than five years, or by both. See 18 U.S.C. 1001(a); 29 U.S.C. 666(g).

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

5