

# 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 I and J:** There are no blanks in Column I or Column J. When there are no days away from work or days in job transfer or restricted work activity, you have zeros in Column I (dafw\_num\_away) and Column J (djtr\_num\_tr).
- Columns I and J:** There are no decimals in the numbers.
- Column K:** You have chosen the correct code for Column K type\_of\_incident:
  - 1 = Injury
  - 2 = Skin disorder
  - 3 = Respiratory condition
  - 4 = Poisoning
  - 5 = Hearing loss
  - 6 = Other illnesses
- Column L:** Date of birth is entered as MM/DD/YYYY or MM-DD-YYYY.
- Column M:** Date of hire is entered as MM/DD/YYYY or MM-DD-YYYY.
- Column N:** Gender is M or F or left blank in circumstances when an employer is recording a gender other than male or female as well as privacy case circumstances.
- Column O:** Whether an employee was treated in the emergency room has been coded as:
  - 1 for Yes
  - 0 for No
- Column P:** Whether an employee was hospitalized as an inpatient has been coded as:
  - 1 for Yes
  - 0 for No
- Columns Q and R:** The time the employee started work and time of incident are formatted in H:MM AM/PM format. Excel often defaults to including seconds in the time. To change the formatting in Excel, first select the header of the column to highlight the column. Then, select the pop-up icon next to "Number" on the Toolbar, select "Custom" and choose "h:mm AM/PM."
- Column S:** If the time the incident occurred is unknown, 1 is entered.
- Column T:** Text describes what the employee was doing before the incident and does not include personally identifiable information (PII).
- Column U:** Text describes how the employee was injured or became ill and does not include PII.
- Column V:** Text describes what the injury or illness was and does not include PII.
- Column W:** Text describes what object or substance directly harmed the employee and does not include PII.
- Column X:** If the employee died, the date of death is entered as MM/DD/YYYY or MM-DD-YYYY.

## Review of 300/301 CSV File Before Uploading

- Your file does not include special characters: (, ), ~, @, #, \$, %, ^, &, \*, ?, ..., \
- The text fields in **Columns D, F, G, T, U, V, and W** contain no PII, such as names, addresses, telephone numbers, Social Security numbers, or details about family members.

## Additional Resources

- [ITA 300/301 Case Data Specifications](#)
- [CSV Sample File for 300/301](#)
- OSHA's [Injury Tracking Application](#) webpage