

## Upload 300/301 Data

If you are submitting data for a large number of establishments, using the “Upload 300/301 Data” option can help speed up the process. This option allows you to submit a comma-separated values (CSV) file containing batch establishment data. This option is not recommended for use if you have only one or a few establishments to enter data for. **Note: The corresponding 300A data must already be in the application prior to using this upload option AND the establishment names entered on the 300/301 submission must match the 300A entry.**

Reference the [DOL OSHA ITA Case Data CSV Specifications](#) as well as the [CSV file template](#) and [CSV sample file](#) for additional information.

Complete the following steps to upload a CSV file for 300/301 data.

1. Select the “Upload 300/301 Data” button in the “For Batch Data Transmission” section on the “Injury Tracking Application” screen, **or**
2. Select the “Upload 300/301 Data” option from the dropdown “Navigation Menu”.
3. Create a CSV file using the instructions and template provided on the “Upload 300/301 Data” screen under “Step 1: Read the Instructions” section.

**REMINDER:** Do not include any personally identifiable information (PII) pertaining to worker(s) involved in the incident (e.g., no names, phone numbers, or SSNs) in the narrative fields.

4. After the CSV file has been created, select the “Choose File” button under “Step 2: Locate and Select Your File” section. Locate your CSV file, select the file and then select the “Open” button.
5. In the “Step 3: Agree to the terms and conditions below” section, read the Terms and Conditions, and select the checkbox to indicate agreement.
6. In the “Step 4: Upload Your File” section, select the “Upload” button and Select Your File” section. Locate your CSV file, select the file and then select the “Open” button.

Following the submission of 300/301 CSV file, you will receive a confirmation on-screen as well as a follow-up email notification. Additional emails indicating if the data in your file was

correctly formatted will be sent once the system has finished processing your file. The processing of files occurs at regular three-hour intervals in the order they were received. Depending on the volume of file submissions, it may take some time before an ITA user's file is processed and receive the processing results.

If you need further assistance, please complete the [ITA Help Request Form](#).