An end user utilizes the *Upload a File* screen to submit a batch file containing establishment and 300A summary data. Please be aware that we recommend creating and uploading a CSV file **ONLY** if you are providing information for more than several establishments. If you are submitting data for just one or a few establishments, we recommend entering the data manually using the web forms.

1. Click the *Upload a File* button on the *Injury Tracking Application Home* screen in the *For Batch Data Transmission* section

   or

   Select the *Upload a Batch File* option from the dropdown *Navigation Menu* on any ITA screen.

2. Create a comma separate values (CSV) file. **Note**: If needed, instructions for creating a CSV file, and a template are available in the *Step 1: Read the instructions* section.

3. In the *Step 2: Locate and select your file* section, click the *Browse* button, locate, and select the file from your computer.
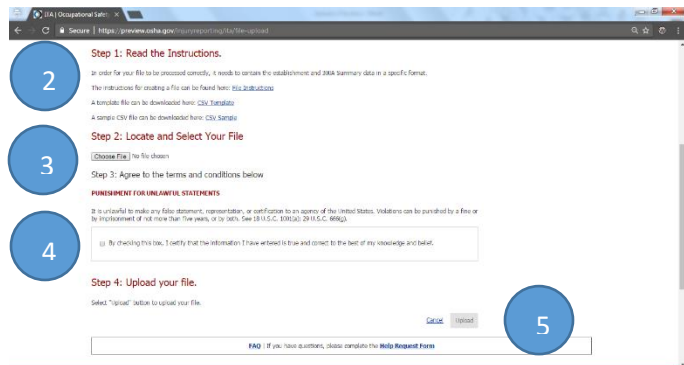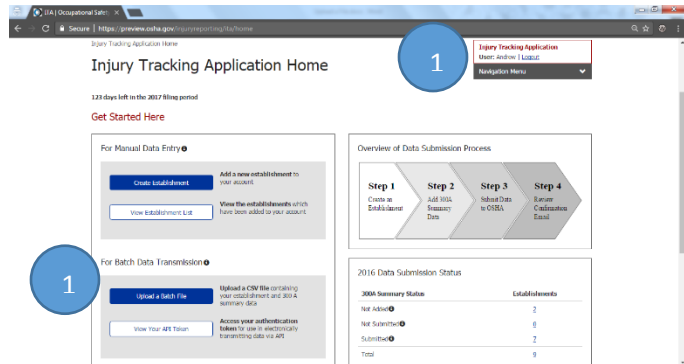
   Note: No specifc file name needs to be set for a CSV file.

4. In the *Step 3: Agree to the terms and conditions* section, read the Terms and Conditions, and click the checkbox to indicate agreement.

5. In the *Step 4: Upload your file* section, click the *Upload* button.

6. An on-screen confirmation message is displayed after the system has received your file, as well as sending one by email. 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 recevied. 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.

<u>CSV File FAQs</u>

Do I need to submit my data by using the web forms AND by csv file?

No, you only have to provide the data using one of those methods. Please be aware that if you are submitting data for just one or for a small handful of establishments, it is <u>much</u> easier to enter the data manually by selecting the "Create Establishment" button and filling out a couple of web forms rather than trying to create and upload a csv file. If you have already provided your establishment information for a previous collection(s), you only need to click on "View establishment list", select the already entered establishment and provide the new 300A summary data.

I am trying to submit my data using a csv file but it keeps stripping the leading zeroes from my zip codes. How can I fix this problem?

When you edit a csv file using Excel, it does strip the leading zeroes. To stop that from happening, put an apostrophe (') in front of the zero then save it. Be aware that if you open the file again with Excel, it will strip the zeroes again. You can also edit it with Notepad (right click on the file and choose the Open With feature). Notepad will not strip the zeroes.

Can I include decimals in my numbers?

No. The system will reject the file if you include decimals in any of the number fields. Only enter whole numbers.

I use the Excel spreadsheet from your website as my OSHA forms. Can I change this to a csv file to upload to the ITA?

No, that would not be in the correct format, the system would reject that file. The format must be the same as the template file located at https://www.osha.gov/injuryreporting/osha_ita_summary_data_csv_template.csv. Please be aware that if you are submitting data for just one or for a small handful of establishments, it is <u>much</u> easier to enter the data manually by selecting the "Create Establishment" button and filling out a couple of web forms rather than trying to create and upload a csv file. If you have already provided your establishment information for a previous collection(s), you only need to click on "View establishment list", select the already entered establishment and provide the new 300A summary data.