



State of Alaska
Department of Labor and Workforce Development
Division of Labor Standards and Safety

AKOSH Program Directive No. 23-07

Date: September 22, 2023

To: All AKOSH Staff

From: Tanya Keith, Director *PK*

Subject: Electronic Submission of Workplace Injuries and Illnesses to Federal OSHA

This document is a program directive to provide the final rule and clarification for businesses to electronically submit their 300A forms to Federal OSHA via the [Injury Tracking Application website](#).

Attachment: Final Rule to Improve Tracking of Workplace Injuries and Illnesses

cc: Jack Rector, Acting Regional Administrator, OSHA, Region X
Abby Lopez, Assistant Regional Administrator, OSHA, Region X
Arlene Lamont, Anchorage Area Director, OSHA Region X

General Information

What is happening: Federal OSHA has recently updated the electronic injury and illness data reporting requirements. The requirements are based on two sets of criteria: The type of business employers engage in (as depicted through the North American Industrial Classification System [NAICS] code on your business license), and the number of employees working in the establishment at any time in the year. These submissions must be made through OSHA's Injury Tracking Application (ITA).

Employers who employ less than ten (10) people during the year are **not required** to maintain OSHA 300 Logs unless they are individually instructed to by the Bureau of Labor Statistics.

Employers who employ ten (10) or more employees and fall into the Partially Exempt Industry List below are not required to maintain OSHA 300 Logs unless they are individually instructed to by the Bureau of Labor Statistics.

Employers who fall into the range of NAICS codes listed in Appendix A below **and** employed 20-249 employees at any time during the year must electronically submit their OSHA 300A form using the ITA.

Employers who fall into the range of NAICS codes listed in Appendix B below **and** employed 100 or more employees at any time during the year must electronically submit their OSHA 300, 300A, and 301 forms using the ITA.

All employers in the State of Alaska are still required to report all workplace fatalities, in-patient hospitalizations, loss of an eye, and amputations within 8 hours per [AS 18.60.058\(a\)](#).

The ITA will begin accepting 2023 injury and illness data on January 2, 2024. The due date to complete this submission is March 2, 2024. The submission requirement is annual, and the deadline for timely submission of the previous year's injury and illness data will be on March 2 of each year.

The data must be electronically submitted through OSHA's [Injury Tracking Application \(ITA\)](#). There are 3 ways to submit the data: (1) webform on the ITA, (2) submission of a csv file to the ITA, or (3) use of an application programming interface (API) feed. The ITA will begin accepting 2023 injury and illness data on January 2, 2024. The due date to complete this submission is March 2, 2024. The submission requirement is annual, and the deadline for timely submission of the previous year's injury and illness data will be on March 2 of each year.

Federal OSHA has a Frequently Asked Questions page which may be found here:

<https://www.osha.gov/injuryreporting/faqs>

Partially Exempt Industries- No recordkeeping is required unless instructed to by BLS.

| NAICS Code | Industry |
|-------------------|--|
| 4412 | Other Motor Vehicle Dealers. |
| 4431 | Electronics and Appliance Stores. |
| 4461 | Health and Personal Care Stores. |
| 4471 | Gasoline Stations. |
| 4481 | Clothing Stores. |
| 4482 | Shoe Stores. |
| 4483 | Jewelry, Luggage, and Leather Goods Stores. |
| 4511 | Sporting Goods, Hobby, and Musical Instrument Stores. |
| 4512 | Book, Periodical, and Music Stores. |
| 4531 | Florists. |
| 4532 | Office Supplies, Stationery, and Gift Stores. |
| 4812 | Nonscheduled Air Transportation. |
| 4861 | Pipeline Transportation of Crude Oil. |
| 4862 | Pipeline Transportation of Natural Gas. |
| 4869 | Other Pipeline Transportation. |
| 4879 | Scenic and Sightseeing Transportation, Other. |
| 4885 | Freight Transportation Arrangement. |
| 5111 | Newspaper, Periodical, Book, and Directory Publishers. |
| 5112 | Software Publishers. |
| 5121 | Motion Picture and Video Industries. |
| 5122 | Sound Recording Industries. |
| 5151 | Radio and Television Broadcasting. |
| 5172 | Wireless Telecommunications Carriers (except Satellite). |
| 5173 | Telecommunications Resellers. |
| 5179 | Other Telecommunications. |
| 5181 | Internet Service Providers and Web Search Portals. |
| 5182 | Data Processing, Hosting, and Related Services. |
| 5191 | Other Information Services. |

| NAICS Code | Industry |
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| 5211 | Monetary Authorities—Central Bank. |
| 5221 | Depository Credit Intermediation. |
| 5222 | Nondepository Credit Intermediation. |
| 5223 | Activities Related to Credit Intermediation. |
| 5231 | Securities and Commodity Contracts Intermediation and Brokerage. |
| 5232 | Securities and Commodity Exchanges. |
| 5239 | Other Financial Investment Activities. |
| 5241 | Insurance Carriers. |
| 5242 | Agencies, Brokerages, and Other Insurance Related Activities. |
| 5251 | Insurance and Employee Benefit Funds. |
| 5259 | Other Investment Pools and Funds. |
| 5312 | Offices of Real Estate Agents and Brokers. |
| 5331 | Lessors of Nonfinancial Intangible Assets (except Copyrighted Works). |
| 5411 | Legal Services. |
| 5412 | Accounting, Tax Preparation, Bookkeeping, and Payroll Services. |
| 5413 | Architectural, Engineering, and Related Services. |
| 5414 | Specialized Design Services. |
| 5415 | Computer Systems Design and Related Services |
| 5416 | Management, Scientific, and Technical Consulting Services. |
| 5417 | Scientific Research and Development Services. |
| 5418 | Advertising and Related Services. |
| 5511 | Management of Companies and Enterprises. |
| 5611 | Office Administrative Services. |
| 5614 | Business Support Services. |
| 5615 | Travel Arrangement and Reservation Services. |
| 5616 | Investigation and Security Services. |
| 6111 | Elementary and Secondary Schools. |
| 6112 | Junior Colleges. |
| 6113 | Colleges, Universities, and Professional Schools. |

| NAICS Code | Industry |
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| 6114 | Business Schools and Computer and Management Training. |
| 6115 | Technical and Trade Schools. |
| 6116 | Other Schools and Instruction. |
| 6117 | Educational Support Services. |
| 6211 | Offices of Physicians. |
| 6212 | Offices of Dentists. |
| 6213 | Offices of Other Health Practitioners. |
| 6214 | Outpatient Care Centers. |
| 6215 | Medical and Diagnostic Laboratories. |
| 6244 | Child Day Care Services. |
| 7114 | Agents and Managers for Artists, Athletes, Entertainers, and Other Public Figures. |
| 7115 | Independent Artists, Writers, and Performers. |
| 7213 | Rooming and Boarding Houses. |
| 7221 | Full-Service Restaurants. |
| 7222 | Limited-Service Eating Places. |
| 7224 | Drinking Places (Alcoholic Beverages). |
| 8112 | Electronic and Precision Equipment Repair and Maintenance. |
| 8114 | Personal and Household Goods Repair and Maintenance. |
| 8121 | Personal Care Services. |
| 8122 | Death Care Services. |
| 8131 | Religious Organizations. |
| 8132 | Grantmaking and Giving Services. |
| 8133 | Social Advocacy Organizations. |
| 8134 | Civic and Social Organizations. |
| 8139 | Business, Professional, Labor, Political, and Similar Organizations |

Establishments in the following industries with 20 to 249 employees at any point in the year **must** submit injury and illness summary (Form 300A) data to OSHA electronically using the Injury Tracking Application.

| NAICS | Industry |
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| 11 | Agriculture, forestry, fishing and hunting |
| 22 | Utilities |
| 23 | Construction |
| 31-33 | Manufacturing |
| 42 | Wholesale trade |
| 4413 | Automotive parts, accessories, and tire stores |
| 4421 | Furniture stores |
| 4422 | Home furnishings stores |
| 4441 | Building material and supplies dealers |
| 4442 | Lawn and garden equipment and supplies stores |
| 4451 | Grocery stores |
| 4452 | Specialty food stores |
| 4521 | Department stores |
| 4529 | Other general merchandise stores |
| 4533 | Used merchandise stores |
| 4542 | Vending machine operators |
| 4543 | Direct selling establishments |
| 4811 | Scheduled air transportation |
| 4841 | General freight trucking |
| 4842 | Specialized freight trucking |
| 4851 | Urban transit systems |
| 4852 | Interurban and rural bus transportation |
| 4853 | Taxi and limousine service |
| 4854 | School and employee bus transportation |
| 4855 | Charter bus industry |
| 4859 | Other transit and ground passenger transportation |
| 4871 | Scenic and sightseeing transportation, land |

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| 4881 | Support activities for air transportation |
| 4882 | Support activities for rail transportation |
| 4883 | Support activities for water transportation |
| 4884 | Support activities for road transportation |
| 4889 | Other support activities for transportation |
| 4911 | Postal service |
| 4921 | Couriers and express delivery services |
| 4922 | Local messengers and local delivery |
| 4931 | Warehousing and storage |
| 5152 | Cable and other subscription programming |
| 5311 | Lessors of real estate |
| 5321 | Automotive equipment rental and leasing |
| 5322 | Consumer goods rental |
| 5323 | General rental centers |
| 5617 | Services to buildings and dwellings |
| 5621 | Waste collection |
| 5622 | Waste treatment and disposal |
| 5629 | Remediation and other waste management services |
| 6219 | Other ambulatory health care services |
| 6221 | General medical and surgical hospitals |
| 6222 | Psychiatric and substance abuse hospitals |
| 6223 | Specialty (except psychiatric and substance abuse) hospitals |
| 6231 | Nursing care facilities |
| 6232 | Residential mental retardation, mental health and substance abuse facilities |
| 6233 | Community care facilities for the elderly |
| 6239 | Other residential care facilities |
| 6242 | Community food and housing, and emergency and other relief services |
| 6243 | Vocational rehabilitation services |
| 7111 | Performing arts companies |
| 7112 | Spectator sports |
| 7121 | Museums, historical sites, and similar institutions |

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| 7131 | Amusement parks and arcades |
| 7132 | Gambling industries |
| 7211 | Traveler accommodation |
| 7212 | RV (recreational vehicle) parks and recreational camps |
| 7213 | Rooming and boarding houses |
| 7223 | Special food services |
| 8113 | Commercial and industrial machinery and equipment (except automotive and electronic) repair and maintenance |
| 8123 | Dry-cleaning and laundry services |

Establishments in the following industries with 100 or more employees at any point in the year **must** submit injury and illness summary (Form 300A), OSHA 300 Log, and OSHA 301 data to OSHA electronically using the Injury Tracking Application.

| NAICS | Industry |
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| 1111 | Oilseed and Grain Farming. |
| 1112 | Vegetable and Melon Farming. |
| 1113 | Fruit and Tree Nut Farming. |
| 1114 | Greenhouse, Nursery, and Floriculture Production. |
| 1119 | Other Crop Farming. |
| 1121 | Cattle Ranching and Farming. |
| 1122 | Hog and Pig Farming. |
| 1123 | Poultry and Egg Production. |
| 1129 | Other Animal Production. |
| 1133 | Logging. |
| 1141 | Fishing. |
| 1142 | Hunting and Trapping. |
| 1151 | Support Activities for Crop Production. |
| 1152 | Support Activities for Animal Production. |
| 1153 | Support Activities for Forestry. |
| NAICS | Industry |
| 2213 | Water, Sewage and Other Systems. |
| 2381 | Foundation, Structure, and Building Exterior Contractors. |
| 3111 | Animal Food Manufacturing. |
| 3113 | Sugar and Confectionery Product Manufacturing. |
| 3114 | Fruit and Vegetable Preserving and Specialty Food Manufacturing. |
| 3115 | Dairy Product Manufacturing. |
| 3116 | Animal Slaughtering and Processing. |
| 3117 | Seafood Product Preparation and Packaging. |
| 3118 | Bakeries and Tortilla Manufacturing. |
| 3119 | Other Food Manufacturing. |
| 3121 | Beverage Manufacturing. |

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| 3161 | Leather and Hide Tanning and Finishing. |
| 3162 | Footwear Manufacturing. |
| 3211 | Sawmills and Wood Preservation. |
| 3212 | Veneer, Plywood, and Engineered Wood Product Manufacturing. |
| 3219 | Other Wood Product Manufacturing. |
| 3261 | Plastics Product Manufacturing. |
| 3262 | Rubber Product Manufacturing. |
| 3271 | Clay Product and Refractory Manufacturing. |
| 3272 | Glass and Glass Product Manufacturing. |
| 3273 | Cement and Concrete Product Manufacturing. |
| 3279 | Other Nonmetallic Mineral Product Manufacturing. |
| 3312 | Steel Product Manufacturing from Purchased Steel. |
| 3314 | Nonferrous Metal (except Aluminum) Production and Processing. |
| 3315 | Foundries. |
| 3321 | Forging and Stamping. |
| 3323 | Architectural and Structural Metals Manufacturing. |
| 3324 | Boiler, Tank, and Shipping Container Manufacturing. |
| 3325 | Hardware Manufacturing. |
| 3326 | Spring and Wire Product Manufacturing. |
| NAICS | Industry |
| 3327 | Machine Shops; Turned Product; and Screw, Nut, and Bolt Manufacturing. |
| 3328 | Coating, Engraving, Heat Treating, and Allied Activities. |
| 3331 | Agriculture, Construction, and Mining Machinery Manufacturing. |
| 3335 | Metalworking Machinery Manufacturing. |
| 3361 | Motor Vehicle Manufacturing. |
| 3362 | Motor Vehicle Body and Trailer Manufacturing. |
| 3363 | Motor Vehicle Parts Manufacturing. |
| 3366 | Ship and Boat Building. |
| 3371 | Household and Institutional Furniture and Kitchen Cabinet Manufacturing. |
| 3372 | Office Furniture (including Fixtures) Manufacturing. |
| 3379 | Other Furniture Related Product Manufacturing. |

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| 4231 | Motor Vehicle and Motor Vehicle Parts and Supplies Merchant Wholesalers. |
| 4233 | Lumber and Other Construction Materials Merchant Wholesalers. |
| 4235 | Metal and Mineral (except Petroleum) Merchant Wholesalers. |
| 4239 | Miscellaneous Durable Goods Merchant Wholesalers. |
| 4244 | Grocery and Related Product Merchant Wholesalers. |
| 4248 | Beer, Wine, and Distilled Alcoholic Beverage Merchant Wholesalers. |
| 4413 | Automotive Parts, Accessories, and Tire Stores. |
| 4422 | Home Furnishings Stores. |
| 4441 | Building Material and Supplies Dealers. |
| 4442 | Lawn and Garden Equipment and Supplies Stores. |
| 4451 | Grocery Stores. |
| 4522 | Department Stores. |
| 4523 | General Merchandise Stores, including Warehouse Clubs and Supercenters. |
| 4533 | Used Merchandise Stores. |
| 4543 | Direct Selling Establishments. |
| 4811 | Scheduled Air Transportation. |
| 4841 | General Freight Trucking. |
| 4842 | Specialized Freight Trucking. |
| 4851 | Urban Transit Systems. |
| NAICS | Industry |
| 4852 | Interurban and Rural Bus Transportation. |
| 4853 | Taxi and Limousine Service. |
| 4854 | School and Employee Bus Transportation. |
| 4859 | Other Transit and Ground Passenger Transportation. |
| 4871 | Scenic and Sightseeing Transportation, Land. |
| 4881 | Support Activities for Air Transportation. |
| 4883 | Support Activities for Water Transportation. |
| 4889 | Other Support Activities for Transportation. |
| 4911 | Postal Service. |
| 4921 | Couriers and Express Delivery Services. |
| 4931 | Warehousing and Storage. |

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| 5322 | Consumer Goods Rental. |
| 5621 | Waste Collection. |
| 5622 | Waste Treatment and Disposal. |
| 6219 | Other Ambulatory Health Care Services. |
| 6221 | General Medical and Surgical Hospitals. |
| 6222 | Psychiatric and Substance Abuse Hospitals. |
| 6223 | Specialty (except Psychiatric and Substance Abuse) Hospitals. |
| 6231 | Nursing Care Facilities (Skilled Nursing Facilities). |
| 6232 | Residential Intellectual and Developmental Disability, Mental Health, and Substance Abuse Facilities. |
| 6233 | Continuing Care Retirement Communities and Assisted Living Facilities for the Elderly. |
| 6239 | Other Residential Care Facilities. |
| 6243 | Vocational Rehabilitation Services. |
| 7111 | Performing Arts Companies. |
| 7112 | Spectator Sports. |
| 7131 | Amusement Parks and Arcades. |
| 7211 | Traveler Accommodation. |
| 7212 | RV (Recreational Vehicle) Parks and Recreational Camps. |
| 7223 | Special Food Services. |