

**OMB INFORMATION COLLECTION SUPPORTING STATEMENT**  
**Food Safety Education and Training Materials Sharing Form**

**1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy if the appropriate section of each statute and regulation mandating or authorizing the collection of information.**

The USDA National Agricultural Library has a Food Safety Education and Training Materials Database (<http://foodsafety.nal.usda.gov/fsic/fseddb/fseddbsearch.php>). The Database is a centralized gateway to access consumer-centric materials for educators and others interested in food safety education. The collection of information is necessary to

- ensure resources are not duplicated (i.e. extension agents creating previously available education materials)
- provide a central gateway to access the education materials
- create a systematic and efficient method of collecting data from USDA grantees
- promote awareness of food safety education materials available for a variety of audiences

Materials that will be collected using the “*Food Safety Education and Training Materials Sharing Form*” will help FSIC staff identify food safety education and training resources for review and inclusion into the Education and Training Materials Database much faster and more efficiently. Extension agents, educators and others interested in food safety education can use this Database to identify and acquire existing, available food safety education materials.

USDA’s National Institute of Food and Agriculture (NIFA), formerly known as Cooperative State Research, Education, and Extension Service (CSREES), grantees in many cases will submit a copy of the education material for inclusion in the NAL collection which is then available for interlibrary loans. However, there is no standardized form to receive input from the extension agents on the materials. The Sharing Form will create a standard for the extension agents.

The authority for NAL to collect this information is contained in CFR, Title 7, Volume 1, Part 2, Subpart K, Sec. 2.65 (92).

**2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.**

Food Safety Information Center,( FSIC) staff members will use information collected by the Sharing Form to build and constantly enhance the Food Safety Education and Training Materials Database. Food safety educators access and use this database to identify and obtain curricula, lesson plans, training tools and participant materials. Vital information about these resources, such as a description of the resource, its creator, publisher and ordering information can be collected in a more standardized and efficient

manner using the Sharing Form. The collection will be ongoing to allow continuous additions/updates to the Database.

**3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g. permitting electronic submission of responses, and the basis for the decision for adopting this means to the collection. Also describe any consideration of using information technology to reduce burden.**

The Sharing Form may be printed from the Web site, and users can mail/fax hard copies to NAL. This option accommodates persons that may have difficulty reading or completing online forms. Since the Sharing Form will enhance the Food Safety Education and Training Materials Database which is currently available online, providing for a Sharing Form online creates a more efficient work process for the NAL staff. Once approved, the form may be printed from the web site.

**4. Describe any efforts to identify duplication, show specifically why any similar information already available cannot be used or modified for use of the purposes described in item 2 above.**

Currently, there is no other known form or system to collect food safety specific information.

**5. If the collection of information impacts small businesses or other small entities (Item 5 of OMB Form 83-I), describe any methods to minimize the burden.**

The collection of information will not have a significant economic impact on small businesses or other small entities.

**6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.**

The President's Food Safety Working Group is focused on improving food safety information sharing and outcomes as they relate to minimizing food borne illness in the United States. The Education and Training Materials Database creates a centralized gateway to access consumer-centric materials for educators and others interested in food safety education.

Failure of the FSIC to collect this information would significantly inhibit the ability to provide up-to-date information on existing food safety education and training materials that are appropriate for food safety educators, consumers and others interested in food safety education. Without this information, extension agents and other educators may use resources to duplicate training materials, and universities and other organizations would be less able to share and collaborate on education materials available.

## **7. Special Circumstances Relating to Guidelines 5 CFR 1320.5**

There are no special circumstances for the collection of information requirements.

## **8. Provide a copy and identify the date and page number of publication of the Federal Register of the agency's notice required by 5 CFR 1320.8 (d). Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instruction format, etc., and comments in Response to the Federal Register Notice.**

A Federal Register Notice was published on April 12, 2010, Volume 75, No. 69, page 18472. No public comments were received. Three outside consults were used for this collection: Ann Cohen and Dan Henroid, University of Missouri, and Jimmy Liu, University of Maryland.

## **9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.**

No payment of gift was or will be provided to respondents.

## **10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.**

The confidentiality of information received by FSIC is consistent with the Freedom of Information Act (FOIA).

## **11. Justification for Sensitive Questions**

Questions of a sensitive nature are not applicable to this information collection.

## **12. Provide estimates of the hour burden collection of information. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated.**

Based on the number of NIFA funded initiatives related to consumer education that result in materials appropriate for inclusion in the Database, it is estimated that 35 responses will be received annually. The estimated hours per response are based on the length of the form. It is expected that it will take 11 minutes to complete the form. (see copy of worksheet) The total estimated cost is based on the number of hours it will take the respondents to complete the form, which is  $7 \times \$29.38 = \$205.66$ .

**13. Estimate of Other Total Annual Cost Burden to Respondents or Record Keepers**

There are no capital and start-up, operation, maintenance, and purchase costs associated with this information collection.

**14. Annualized Costs to the Federal Government**

The estimated annualized cost to the Federal government is \$1236.75. The estimated time for review, data entry, and tracking is 30 minutes per response for a total of 17.5 hours. The information from the form will be extracted by a government contractor with an approximate cost to the government of \$49.47 per hour.

**15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of OMB Form 83-I.**

This is a new collection.

**16. For collections of information whose results are planned to be published, outline plans for tabulation and publication.**

Information will be reported based on queries to the FSIC Education and Training Materials Database.

**17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.**

FSIC is not seeking approval to exempt display of the expiration date for OMB approval.

**18. Explain each exception to the certification statement identified in Item 19 “Certification for Paperwork Reduction Act.”**

There are no exceptions to the certification statement identified in Item 19 of the OMB Form 83-I