

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number 0690-0030)

TITLE OF INFORMATION COLLECTION: Feedback of Students Collaborating to Undertake Tracking Efforts for Sturgeon (SCUTES) Elementary-Middle-and Middle-High School Educational Kits

PURPOSE: The purpose of the evaluation is to find out how teachers and educators use the SCUTES educational kits, and how well the kits’ lesson plans and activities worked in the classroom. We will use this information to further improve the kits.

DESCRIPTION OF RESPONDENTS: Aquarium educators, elementary, middle, and high school teachers who have used the SCUTES educational kits.

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> Other: _____ |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program
or may have experience with the program in the future.

Name: Kimberly Damon-Randall

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? Yes No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? Yes No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? Yes No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes No

ANNUAL BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
Individuals or Households	60	5 minutes	5 hours
Totals	60	5 minutes	5 hours

This is an ongoing collection and the above totals are for a three-year period.

FEDERAL COST: The estimated annual cost to the Federal government is \$50.00.

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?
 Yes No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

We will be gathering a list of interested participants from various events (conferences, workshops, etc.), and we will be offering the evaluation to all participants who use the educational kits.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
 Web-based or other forms of Social Media
 Telephone
 In-person
 Mail
 Other, Explain
2. Will interviewers or facilitators be used? Yes No

Please make sure that all instruments, instructions, and scripts are submitted with the request.