

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 2010-0042)

TITLE OF INFORMATION COLLECTION: National Tanks Conference and Expo—overall conference evaluation

PURPOSE:

The National Tanks Conference (held every 18 months) is the primary forum for federal, state and tribal tank regulators to meet, learn and discuss current issues and upcoming developments that affect the management and implementation of tank programs. Evaluations of the conference, are used to evaluate its effectiveness and seek input for future conferences. There is an evaluation for the actual overall conference and one for each of the sessions held.

DESCRIPTION OF RESPONDENTS:

The respondents for the conference consists of technical, scientific, and managerial personnel from state, federal, and tribal regulatory agencies and national trade associations from across the U.S. and its six territories

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: _____ Julie Beasley _____ 5/6/13 _____

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, is the information that will be collected included in records that are subject to the Privacy Act of 1974? Yes No
3. If Applicable, has a System or Records Notice 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

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
State, local and tribal governments	100 (20% of 500 conferees)	5 min.	500 min. 8.30 hrs
Totals	100	5 min	8.3 hrs

FEDERAL COST: It will take approximately 12 hrs to review results for the conference evaluations, by a federal employee.

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 have a registration list that provides the contact information for attendees. We plan to send the survey to all 500 attendees and anticipate about a 20% response rate.

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

Conference attendees will receive the survey and may drop it in a collection box.

2. Will interviewers or facilitators be used? Yes No

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