

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

**TITLE OF INFORMATION COLLECTION:** Office of Environmental Information (OEI)  
Vendor Day Survey

**PURPOSE:** The purpose of this request is to receive feed-back from those attendees who will be in attendance at an upcoming EPA event, which will occur on June 25, 2013 and sometime in 2014. The audience will be vendors seeking to do business with the Agency’s Environmental Information office.

**DESCRIPTION OF RESPONDENTS:** Vendors from large businesses, medium-sized businesses, and an array of small businesses (i.e., woman-owned businesses, serviced disabled-veteran-owned businesses, HubZone businesses).

**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: Angela Edwards

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
Private Sector (Vendors) 2013	89 anticipated	10.0 M	15.0 H
Private Sector (Vendors) 2014	89 anticipated	10.0M	15.0H
Total	178 anticipated	20.0M	30.0H

M – denotes Minutes; H – denotes Hours.

**FEDERAL COST:** The estimated annual cost to the Federal government is \_\_\_\_\_0\_\_\_\_\_

**If you are conducting a focus group, survey, or plan to employ statistical methods, please provided 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 list of attendees from last year. We will solicit the conference primarily through the web by way of a government-based websites, such as FedbizOpps. Additionally, we would like to send this survey to all vendors who will attend the Vendor Day event.

**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