Request for Approval under the "Generic Clearance for the Collection of Routine Customer Feedback" (OMB Control Number: 0923-0047)

TITLE OF INFORMATION COLLECTION: Participant feedback at ATSDR-organized conference session, August 5, 2015

PURPOSE: ATSDR is best able to serve the public when it works alongside other organizations and community members to address environmental contamination. The purpose of this information collection is for ATSDR to improve customer service by learning more about how key stakeholders collaborate with ATSDR and other organizations at contaminated sites. ATSDR and the University of Arizona will collect this information through a series of facilitated small group discussions held during an August 5, 2015 EPA Community Involvement Training Conference session (titled "Transdisciplinary Collaborations to Enhance Interactions with Communities at Contaminated Sites"). Collecting this information at this conference session will provide a unique opportunity to better understand ATSDR customer and partner experiences and opinions about site-specific collaborations. This information may be used in future presentations to ATSDR staff about collaborating effectively with other organizations. As a result, ATSDR will be better prepared to establish and/or participate in productive collaborations that further our mission of preventing harmful exposures.

DESCRIPTION OF RESPONDENTS: Conference session attendees will likely include Federal, State, local, and tribal environmental and health department personnel, community leaders from communities located near hazardous waste sites, and academics

TYPE OF COLLECTION: (Check one)

[ ] Customer Comment Card/Complaint Form   [ ] Customer Satisfaction Survey
[ ] Usability Testing (e.g., Website or Software)   [X] Small Discussion Group
[ ] Focus Group   [ ] 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 <u>not</u> raise issues of concern to other federal agencies.
4. The results are <u>not</u> intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of <u>substantially</u> informing <u>influential</u> 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: _Stephanie Davis_   6/16/2015

        Stephanie Davis, NCEH/ATSDR PRA Coordinator

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

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? [ ] Yes [X] 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 [X] No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time (in hrs.)	Burden (in hrs.)
Conference session attendees	50	40/60	34
Totals			

FEDERAL COST: The estimated annual cost to the Federal government is __$317.05____
The cost estimate follows. Managing this information collection will take 1 FTE one hour to facilitate the small group discussions and record responses, and post-conference four hours to abstract and collate hardcopy notes from verbal discussions for agency use (GS-14 hourly wage rate is $63.41 from http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2015/SF_h.pdf).

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?
   [X] Yes   [ ] No

Respondents will be a convenience sample of session participants in a World Café small group discussion format. See Appendix A (Conference Session Abstract).

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?

Small group discussions will total 40 minutes per respondent. ATSDR presenter will explain the World Café activity to session participants. Presenters will serve as discussion leaders. Attendees will count off to form small groups and then spend 10 minutes discussing each of four sets of questions (Appendix B). After each 10 minute discussion attendees will move to a new discussion table. Each discussion leader will report back to the full group on key themes and ideas that emerged over the course of the discussions.

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

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

The following attachments are included:

Appendix A. Conference session abstract
Appendix B. Small group discussion leader guide

Instructions for completing Request for Approval under the "Generic Clearance for the Collection of Routine Customer Feedback"

TITLE OF INFORMATION COLLECTION: Provide the name of the collection that is the subject of the request. (e.g. Comment card for soliciting feedback on xxxx)

PURPOSE: Provide a brief description of the purpose of this collection and how it will be used. If this is part of a larger study or effort, please include this in your explanation.

DESCRIPTION OF RESPONDENTS: Provide a brief description of the targeted group or groups for this collection of information. These groups must have experience with the program.

TYPE OF COLLECTION: Check one box. If you are requesting approval of other instruments under the generic, you must complete a form for each instrument.

CERTIFICATION: Please read the certification carefully. If you incorrectly certify, the collection will be returned as improperly submitted or it will be disapproved.

Personally Identifiable Information: Provide answers to the questions.

Gifts or Payments: If you answer yes to the question, please describe the incentive and provide a justification for the amount.

BURDEN HOURS:
Category of Respondents: Identify who you expect the respondents to be in terms of the following categories: (1) Individuals or Households;(2) Private Sector; (3) State, local, or tribal governments; or (4) Federal Government. Only one type of respondent can be selected.
No. of Respondents: Provide an estimate of the Number of respondents.
Participation Time: Provide an estimate of the amount of time required for a respondent to participate (e.g. fill out a survey or participate in a focus group)
Burden: Provide the Annual burden hours: Multiply the Number of responses and the participation time and divide by 60.

FEDERAL COST: Provide an estimate of the annual cost to the Federal government.

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. Please provide a description of how you plan to identify your potential group of respondents and how you will select them. If the answer is yes, to the first question, you may provide the sampling plan in an attachment.

Administration of the Instrument: Identify how the information will be collected. More than one box may be checked. Indicate whether there will be interviewers (e.g. for surveys) or facilitators (e.g., for focus groups) used.

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