

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

TITLE OF INFORMATION COLLECTION: ATSDR "Don't Mess with Mercury" Webinar Survey

PURPOSE: The purpose of the survey is to collect information from "Don't Mess with Mercury" (DMWM) webinar participants about the DMWM website. The Agency for Toxic Substances and Disease Registry (ATSDR) Division of Community Health Investigations (DCHI) presented a webinar on August 12, 2015 to school teachers and administrators to educate them about the hazards of mercury in schools and the tools used to address these hazards on the DMWM website. ATSDR is seeking approval to collect feedback from webinar participants in order to evaluate the effectiveness of the information presented in the webinar and the efficiency of the DMWM website. ATSDR will use this information to identify strengths and weaknesses of the DMWM website and webinar. ATSDR will also make improvements to future webinars based on this feedback. Responses will be assessed by ATSDR to plan and inform efforts to improve or maintain the quality of DCHI services offered to the public. This information will be collected via Survey Monkey.

DESCRIPTION OF RESPONDENTS: DMWM webinar participants.

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| ☐ Customer Comment Card/Complaint Form | ☒ Survey Questionnaire |
| ☐ Usability Testing (e.g., Website or Software) | ☐ 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 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: _____

Michelle Howard

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
Don't Mess with Mercury Webinar participants	20	5/60	1.67
Totals	20	5/60	1.67

FEDERAL COST: The estimated annual cost to the Federal government is \$5,500. The cost estimate follows. Managing this survey will take 0.05 FTE (\$5,500).

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?

Participants in the DMWM webinar, conducted on August 12, 2015 will be provided a questionnaire via email to evaluate the webinar (Attachment A). The questionnaire will not collect any personally identifiable information.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)

☒ Web-Based or other forms of Social Media

Xenophon, an ATSDR contractor, will provide an electronic questionnaire to DMWM webinar participants.

☐ 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.

The following attachments are included:

Attachment A. Email invitation for DMWM Webinar Survey

Attachment B. DMWM Webinar Survey (text)

Attachment C. DMWM Webinar Survey (on-line)