

RSB Product and STLT Preparedness Assessment

OSTLTS Generic Information Collection Request

OMB No. 0920-0879

Supporting Statement – Section B

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Program Official/Project Officer

Name: Carol McCurley

Title: Lead Health Education Specialist

Organization: CDC, National Center for Environmental Health, Division of Environmental Hazards and Health Effects, Radiation Studies Branch

Address: 4730 Buford Highway MS: F58, Atlanta, GA 30341

Phone number: 770.488.3738

Fax Number: 770.488.1539

Email: cmo3@cdc.gov

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Section B – Information Collection Procedures

1. Respondent Universe and Sampling Methods

The respondent universe for this assessment consists of state, local, tribal, and territorial government staff involved in planning for the public health response to radiation emergencies (i.e. radiological and nuclear incidents). As described in Statement A, potential respondents can be found under multiple programs/offices at each level of government. For this assessment, we will recruit from three different programs/offices to capture the greatest cross-section of radiation emergency preparedness personnel. The programs/offices include CDC Public Health Emergency Preparedness (PHEP) Grantees, Radiation Control Program Officials, and FEMA Radiological Emergency Preparedness (REP) Program Participants. The figures we provide encompass the total respondent universe. The figures account for all jurisdictions participating in public health radiation emergency response planning under the PHEP, REP, or Rad Control Programs. We plan to deliver the assessment to the appropriate radiation emergency planner in each jurisdiction – whether that government official is employed by public health, emergency management, or radiation control.

The breakdown of the respondent universe as it relates to these programs/offices is described in greater detail below:

- CDC Public Health Emergency Preparedness (PHEP) Grantees – 50 state respondents, 4 local respondents, and 8 territory respondents fall under the PHEP Program, totaling to 62 PHEP respondents.
- Radiation Control Program Officials – 52 state respondents, 4 local respondents, and 1 territory respondent fall under the Radiation Control Programs, totaling to 57 Radiation Control Programs respondents.
- FEMA Radiological Emergency Preparedness (REP) Program Participants – 32 state respondents, 184 local respondents, and 1 tribal respondent fall under the FEMA REP program, totaling to 217 FEMA REP respondents.

Table 1 provides a breakdown of the respondent universe by program and level of government and links directly with Table A12 of statement A. Data will be collected from 336 respondents; 134 state, 9 territorial, 1 tribal, and 192 local government officials engaged in public health preparedness planning for radiation emergencies acting in their official capacities.

Table 1: Respondent Universe for RSB Impact Assessment

Program	State	Local	Territorial	Tribal	TOTAL
PHEP	50	4	8	0	0
Rad Control	52	4	1	0	0
REP	32	184	0	1	0
TOTAL	0	0	0	0	0

The planned information collection will be administered to the respondents with the aid of partner organizations/programs that can either provide contact information for respondents or direct potential respondents to the assessment through newsletters and/or links on the organization's website. Potential partners for dissemination include:

- The National Alliance for Radiation Readiness [NARR]
- Conference of Radiation Control Program Directors (CRCPD, Inc.)
- National Emergency Management Association (NEMA)
- International Association of Emergency Managers (IAEM)
- Association of State and Territorial Health Officials [ASTHO]
- Public Health Emergency Preparedness [PHEP] Programs
- National Association of County and City Health Officials [NACCHO]

2. Procedures for the Collection of Information

Data will be collected through a one-time web-based assessment and the respondents will be sent an email notification with a link to the information collection instrument (see **Att. G—Notification Email**). The notification email will explain:

- The purpose of the assessment
- The link to the web assessment
- The time it will take to complete the assessment
- Participation in the assessment is voluntary
- Contact information for ORAU and CDC personnel if they have questions about the assessment

The email will also state instructions for participating and a link to the online assessment and consent form.

Respondents will be asked for their response to the instrument within a 4 week period to allow ample time for respondents to complete it. Email reminders will be sent to non-responders on day 14 and day 21 of the assessment open period (see **Att. H & I—Reminder Emails**). Respondents may complete the assessment in multiple sessions, if necessary.

Data from the web-based instrument will be downloaded, cleaned, and analyzed in SPSS. Quantitative analyses will involve using descriptive statistics to determine frequency distributions for responses to each item. Qualitative thematic analyses will be conducted on the one open-ended item.

3. Methods to Maximize Response Rates Deal with Nonresponse

Although participation in the assessment is voluntary, the project lead will make every effort to maximize the rate of response. The assessment tool was designed with particular focus on streamlining questions to allow for skipping questions based on responses to previous questions, thereby minimizing response burden. Email notification and reminder emails will be sent to

maximize response rates. An email reminder will be sent on day 14 and day 21 of the assessment's open period (see **Att. H & I—Reminder Emails**).

4. Test of Procedures or Methods to be Undertaken

The estimate for burden hours is based on a pilot test of the information collection instrument by nine of public health preparedness professionals. In the pilot test, the average time to complete the instrument including time for reviewing instructions, gathering needed information and completing the instrument, was approximately 20 minutes. Based on these results, the estimated time range for actual respondents to complete the instrument is 15-20 minutes. For the purposes of estimating burden hours, the upper limit of this range (i.e., 20 minutes) is used.

5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data

CDC and ORAU staff members will be responsible for majority of the data collection and analysis activities.

Name: Carol McCurley
Title: Lead Health Education Specialist
Phone: 770-488-3738
Email: cmo3@cdc.gov

Name: Karen Carera
Title: Evaluation Specialist
Phone: 404-291-2236
Email: gke5@cdc.gov

Name: Scott Hale
Title: Evaluation Specialist
Phone: 865-318-6764
Email: fr4@cdc.gov

LIST OF ATTACHMENTS – Section B

Att. G. Notification Email
Att. H. Reminder Email Day 14
Att. I. Reminder Email Day 21