

Special Bacteriology Reference Laboratory Assessment

OSTLTS Generic Information Collection Request
OMB No. 0920-0879

Supporting Statement – Section B

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Contact person:

Shannon Cooney, MPH candidate, Emory Rollins School of Public Health
Graduate Researcher, Special Bacteriology Reference Laboratory
Bacterial Special Pathogens Branch
Office of Infectious Disease
Centers for Disease Control & Prevention
1600 Clifton Road NE,
Atlanta, Georgia 30333
Phone Number: 404-639-0270
Fax Number: 404-639-3172
E-mail: yqj1@cdc.gov

Section B – Information Collection Procedures

1. Respondent Universe and Sampling Methods

Respondents will consist of 55 laboratory officials representing the 55 of the 57 U.S. public health jurisdictions (which include the 50 states, plus U.S. territories, NYC and District of Columbia; there are currently no laboratory officials in America Samoa or the U.S. Virgin Islands). Officials asked to respond to the web-based assessment all function as state infectious disease laboratory managers, and may hold the titles of laboratory director, administrator, chief, commissioner, or supervisory microbiologist. Regardless of title, the individuals asked to participate in the assessment were chosen because of their managerial role in a public health laboratory. Laboratory officials are the staff most likely to have complete knowledge of isolate submissions received by their laboratory and submissions sent to the Special Bacteriology Reference Laboratory (SBRL), so they are the ideal respondents for this information collection.

To identify the respondent universe (n=55), investigators contacted The Association of Public Health Laboratories (APHL) to obtain a list of public health laboratory officials (**see Attachment D – Laboratory Titles and Email List** and **Attachment A: Public Health Laboratory Name and Location List**). No sampling methods will be utilized as the entire universe will be included in this collection. Since the SBRL has a collaborative history with each state laboratory, and because the assessment is short, we expect above an 80% response rate.

2. Procedures for the Collection of Information

Data will be collected through a one-time web-based assessment. Respondents will be recruited through an introductory email which will explain (**see Attachment E: Email Introduction Letter**):

- The purpose of the assessment, and why participation is important
- That participation is voluntary
- The expected time to complete the assessment
- Contact information for the assessment team
- Assessment details with included link
- Timeframe for participation in the assessment (4 weeks from initial email)

The link to the assessment will be included at the end of the introductory email (**see Attachment E: Email Introduction Letter**), with instructions for assessment completion, and request for completion within four weeks. A second follow-up email (**see Attachment F: Email Introduction Reminder Letter**) will be sent two weeks after the initial email, reminding the laboratory official about the assessment and participation deadline. This reminder will be sent to those jurisdictions who have not yet submitted an assessment, and will contain the same content of the initial email, with an extra introduction stating that this is a reminder of the approaching assessment deadline. The assessment was designed to collect the minimum information necessary while fulfilling the purposes of this project.

The assessment will be created in Epi Info, and data will be exported and stored on internal CDC servers that are fully CDC compliant. Only those BSPB staff who work directly on the project will have access to the folder. After assessment collection is completed, a report will be created using Epi Info and Excel data analysis tools, and then shared with SBRL staff.

3. Methods to Maximize Response Rates and Deal with Nonresponse

The assessment tool (**see Attachment B: SBRL Instrument – Word Version**) was designed with particular focus on streamlining questions to allow for skipping patterns based on responses to previous questions, thereby minimizing response burden. A reminder email will be sent to those who have not completed the assessment halfway through the data collection period (sent two weeks after the initial email) (**see Attachment F: Email Introduction Reminder Letter**).

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 5 public health 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 5 minutes. Based on these results, the estimated time range for actual respondents to complete the instrument is 5 to 10 minutes, as it is more likely to take some respondents longer to find information. For the purposes of estimating burden hours, the upper limit of this range (i.e., 10 minutes) is used.

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

Name	Title	Phone Number	E-mail	Role
Shannon Cooney	MPH candidate, Emory University Graduate Researcher, SBRL		yqj1@cdc.gov	Collect and analyze data
John McQuiston	PhD, Microbiology Microbiologist, SBRL	(404) 639-0270	zje8@cdc.gov	Supervise and review information collection tool and data analysis

LIST OF ATTACHMENTS – Section B

Attachment D: Laboratory Titles and Email List

Attachment E: Email Introduction Letter

Attachment F: Email Introduction Reminder Letter