

Assessment of Waste Left in Place (WLIP) Ordinances

OSTLTS Generic Information Collection Request
OMB No. 0920-0879

Supporting Statement – Section B

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Table of Contents

Section B – Information Collection Procedures..... 3

- 1. Respondent Universe and Sampling Methods..... 3
- 2. Procedures for the Collection of Information..... 3
- 3. Methods to Maximize Response Rates Deal with Nonresponse..... 4
- 4. Test of Procedures or Methods to be Undertaken..... 4
- 5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data..... 4

LIST OF ATTACHMENTS – Section B..... 5

Section B – Information Collection Procedures

1. Respondent Universe and Sampling Methods

The primary respondents for this assessment will be environmental health officials from local or territorial health departments. We intend to assess a maximum of 100 individuals. We will attempt to assess approximately 90 respondents across 4 states (Connecticut, Florida, Michigan, and Texas) and 10 respondents in the Navajo Nation. For a specific breakdown of respondents (**See Attachment A**).

Due to the limited amount of resources available for this project and the relatively short time frame, we will be targeting specific states and/ or territories with whom we have worked in brownfields redevelopment and have a relatively high number of brownfields. We will utilize our partners in these states to help us identify appropriate respondents in these states. Specifically, we will be utilizing members of ATSDR's Brownfields Reuse and Opportunities Working Network (BROWN) to disseminate the assessment in these target areas (**See attachment D**). BROWN is a coalition of stakeholders with a wide range of expertise in redevelopment. These ATSDR partners help our National Brownfields/Land Reuse Health Initiative reach out to more communities to integrate health in redevelopment.¹

2. Procedures for the Collection of Information

Data will be collected through a one-time web-based assessment utilizing Survey Monkey and respondents will be recruited through a notification email to the respondent universe (see **Attachment E—Notification Email**). The notification email will explain:

- The purpose of the assessment, and why their participation is important
- Method to safeguard their responses
- That participation is voluntary
- The expected time to complete the assessment
- Contact information for the assessment team

The email will also state instructions for participating and a link to the online assessment. The Assessment of Waste Left In Place Ordinances online data collection tool will be used to gather the data. This will reduce the burden of respondents by allowing them to take the assessment online at their own convenience and by allowing them to skip irrelevant questions. The assessment was designed to collect the minimum information necessary for the purposes of this project.

Respondents will be asked for their response to the instrument within a 3-week period to allow ample time for respondents to complete it. Respondents may complete the assessment in multiple sessions, if necessary.

Data from the web-based instrument will be downloaded from Survey Monkey in to an excel spreadsheet. The open-ended questions will be qualitatively analyzed using thematic analysis and

categorization of the emergent themes encountered in the response data. The few quantitative items will be analyzed using simple descriptive statistics and will not require analysis utilizing any type of specialized statistical software.

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 is very short and based on pilot testing requires up to 4 minutes to complete. A reminder email will be sent to those who have not completed the assessment during the third (final) week of the assessment period (see **Attachment F—Reminder Email**).

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 6 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 3 minutes (range: 2 to 4 minutes). For the purposes of estimating burden hours, the upper limit of this range (i.e., 4 minutes) is used.

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

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LIST OF ATTACHMENTS – Section B

Attachment A Respondent Breakdown

Attachment D List of Partners

Attachment E Notification Email

Attachment F Reminder Email

REFERENCE LIST

1. Agency for Toxic Substances and Disease Registry. “Brownfields & Reuse Opportunity Working Network (BROWN).
<http://www.atsdr.cdc.gov/sites/brownfields/stakeholders.html> Accessed 9/8/2016.