

**Foreign Quarantine Regulations (42 CFR 71)  
(OMB Control No. 0920-0134)  
Expiration 09/30/2017**

**Program Contact**

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**Circumstances of Change Request for OMB 0920-0134**

CDC requests approval for a nonmaterial/non-substantive change to the approved OMB information collection number 0920-0134: Foreign Quarantine Regulations (expiring 09/30/2017). This request is for a change in respondent to the Passenger Locator Form (PLF) (Attachment A). No additional burden is expected.

Description of Changes

The burden tables in the current approved OMB Control Number 0920-0134 currently list the respondents to the PLF as **airline commanders or operators**. After reviewing operations undertaken during the Ebola response, the actual respondents are those individuals who will be completing the form: the **travelers** themselves. This correction will not change hourly burden, but will have the effect of decreasing respondent costs to the information collection due to a lower average wage for the travelers.

Burden

The annualized burden hours and cost to reporting jurisdictions to submit this data to CDC will not change from the original estimates in the “Estimates of Annualized Burden Hours and Costs” section in A.12 of the supporting documentation for OMB Control Number 0920-0134. There remain two estimates for the use of the PLF: one during a large outbreak of public health significance, and one during a smaller response to more limited instances of ill passengers where follow-up may be needed.

Traveler	Locator Form used in an outbreak of public health significance	2,700,000	1	5/60	225,000
Traveler	Locator Form used for reporting of an ill passenger(s)	800	1	5/60	67

This request involves a change in the estimates wage of the respondent to the PLF. The estimated average wage for travelers is \$22.33 (00-0000 All Occupations: [http://www.bls.gov/oes/current/oes\\_nat.htm#00-0000](http://www.bls.gov/oes/current/oes_nat.htm#00-0000)). This change in respondents from Airline Commanders or Operators to Travelers results in a decrease of \$5,928,750 in the scenario involving a widespread use of the PLF during an outbreak of public health significance, and a decrease of \$1,766 in a limited use of the PLF in responding to reports of an ill passenger.

Traveler	Locator Form used in an outbreak of public health significance	225,000	\$22.33	\$5,024,250
Travel	Locator Form used for reporting of an ill passenger(s)	67	\$22.33	\$1,496

## Privacy Impact Assessment

Personal identifying information is collected using the PLF. No change to how individuals' privacy is protected is requested. The existing applicable Systems of Records Notice for this revision is 09-20-0171, Quarantine- and Traveler-Related Activities, Including Records for Contact Tracing Investigation and Notification under 42 CFR Parts 70 and 71.

Highly sensitive information is being collected and would affect a respondent's privacy if there were a breach of confidentiality. However, stringent safeguards are in place to ensure a respondent's privacy including authorized users, physical safeguards, and procedural safeguards. Authorized users: A database security package is implemented on CDC's computer systems to control unauthorized access to the system. Attempts to gain access by unauthorized individuals are automatically recorded and reviewed on a regular basis. Access is granted to only a limited number of physicians, scientists, statisticians, and designated support staff of CDC or its contractors as authorized by the system manager to accomplish the stated purposes for which the data in this system have been collected. Physical safeguards: Access to the CDC facility where the mainframe computer is located is controlled by a cardkey system. Access to the computer room is controlled by a cardkey and security code (numeric code) system. Access to the data entry area is also controlled by a cardkey system. Guard service in buildings provides personnel screening of visitors. The computer room is protected by an automatic sprinkler system, numerous automatic sensors are installed, and a proper mix of portable fire extinguishers is located throughout the computer room. Computer files are backed up on a routine basis. Hard copy records are stored in locked cabinets at CDC headquarters and CDC Quarantine Stations which are located in a secure area of the airport. Procedural safeguards: Protections for computerized records include programmed verification of valid user identification code and password prior to logging on to the system, mandatory password changes, limited log-ins, virus protection, and user rights/file attribute restrictions. Password protection imposes user name and password log-in requirements to prevent unauthorized access. Each user name is assigned limited access rights to files and directories at varying levels to control file sharing. There are routine daily back-up procedures, and secure off-site storage is available. To avoid inadvertent data disclosure, measures are taken to ensure that all data are removed from electronic medical records containing Privacy Act information. Finally, CDC and contractor employees who maintain records are instructed to check with the system manager prior to making disclosures of data. When individually identified data are being used in a room, admittance at either CDC or contractor sites is restricted to specifically authorized personnel. Privacy Act provisions are included in contracts and the CDC Project Director, contract officers and project officers oversees compliance with these requirements.