

**Request for Approval under the “DOI Generic Clearance for the Collection of Qualitative
Feedback on Agency Service Delivery”
(OMB Control Number: 1018-0090)**

TITLE OF INFORMATION COLLECTION:

American Ginseng Biology Working Group - Questionnaire

PURPOSE: To send a brief questionnaire to 22 State and Tribe American Ginseng Program Coordinators to inquiry about monitoring the native plant, American ginseng. The 22 States and Tribe are approved under the U.S. Fish and Wildlife Service (USFWS) CITES (Convention on International Trade in Endangered Species of Wild Fauna and Flora) Export Program for American ginseng.

The American Ginseng Biology Working Group, composed of State, Tribe, and USFWS officials, will evaluate the responses received from the States and Tribe to develop recommendations concerning monitoring ginseng. The resulting recommendations will be provided to the State and Tribe Program Coordinators. As a result of this inquiry, the State and Tribe American Ginseng Programs will be informed of monitoring systems in place for American ginseng, and recommendations to improve the effectiveness and efficiency of monitoring ginseng populations, and the sustainability of this important species in trade.

DESCRIPTION OF RESPONDENTS: USFWS employee Patricia Ford, Co-Chair of the Ginseng Biology Working Group, will email the questionnaire to the 22 State and Tribe American Ginseng Program Coordinators.

TYPE OF COLLECTION: (Check one)

- | | |
|--|---|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input checked="" type="checkbox"/> Other: State and Tribe agency personal. |

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: /s/ Patricia Ford

To assist review, please provide answers to the following questions:

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 If “Yes”, please include the SORN title, number, and Federal Register citation for the publication:

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	Total Hour Burden**
State and Tribe agency personal	22	13 mins*	4.77

*Average of our 10-15 minute estimate

**Rounded

FEDERAL COST: The estimated annual cost to the Federal government is **\$362.43**.

If we receive 22 submissions and it takes 12 minutes to process and implement each one, then the total burden is \$362.43 (rounded), assuming a GS-13 step 5 is processing the submissions (\$51.48/hour X 1.6 to account for benefits = \$82.37 fully burdened x 4.4 hours).

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

The 22 States and Tribe are approved under the U.S. Fish and Wildlife Service (USFWS) CITES (Convention on International Trade in Endangered Species of Wild Fauna and Flora) Export Program for American ginseng. The 22 individuals are the designated program managers of approved State and Tribe ginseng programs.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
 - Web-based or other forms of Social Media
 - Telephone
 - In-person
 - Mail
 - Other, Explain: Respondents will be contacted via e-mail.

2. Will interviewers or facilitators be used? Yes No

Please make sure that all instruments, instructions, and scripts are submitted with the request.

Attachments:

- Questionnaire
- List of State and Tribe American ginseng program coordinators
- 1st email to State and Tribe American ginseng program coordinators regarding questionnaire.
- 2nd email to remind State and Tribe American ginseng program coordinators to respond to questionnaire.