The purpose of the “GenIC Expedited Approval Request Notification” email is to give ICRO, HHS, and OMB advance notification that an expedited request for OMB approval (in 72 or 24-hours) for an ACE Investigation will be received with justification. The team is in the planning stages and wants to alert OMB that an expedited request is forthcoming. Requests for 5-day approvals will be submitted to ICRO without advance notification through customary agency procedures.

**From:** [ACE Investigation Information Collection Request Liaison (ICRL)]
**To:** [CDC OMB Clearance Mailbox]; [Chief, CDC Information Collection Review Office]
**Subject:** Expedited Approval Request Notification for GenIC 0923-XXXX – ACE Investigations

This is advance notification that NCEH/ATSDR will submit the following GenIC request for expedited approval to the CDC Information Collection Review Office (ICRO) within the next [insert] day(s). We request that ICRO provide HHS and the OMB Desk Officer this preliminary information as soon as possible.

**INVESTIGATION LEAD:**

**Name:**

**Title:**

**Affiliation:**

**CDC/ATSDR SPONSORING PROGRAM:** [insert]

**NAME, TITLE, AND CONTACT INFORMATION OF PROGRAM CONTACT:** [insert]

**TITLE OF INFORMATION COLLECTION:** [insert]

**REQUESTED TYPE OF EXPEDITED APPROVAL AND EFFECTIVE DATE:**

 [ ] 72-hour [ ] 24-hour Requested Approval Date: [insert]

**JUSTIFICATION:** [insert reason why 72 or 24-hour approval is requested and a description of the public health need]

**DESCRIPTION OF THIS SPECIFIC COLLECTION:**

1. Chemical incident to be Investigated:

 [insert]

1. Location of the Investigation:

 [insert]

1. Agency Requesting Epidemiological Assistance/Name and Title of Requestor::

 [insert]

1. Target Population:

 [ ] Exposed Individuals

 [ ] Households

 [ ] Health Care Facility Staff

 [ ] Veterinary Facility Staff

 [ ] Other [insert]

5. Duration of Data Collection will be 90 days or less.

Please advise if additional action is required.

[Signature Block]