

# Request for Approval under the “Generic Clearance for Questionnaire Testing and Research” (OMB Control Number: 1905-0186)

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## Cognitive Test of Alternative Fuel Vehicle Fleets

**PURPOSE:** EIA’s Office of Energy Consumption and Efficiency Statistics (ECES) utilizes the EIA-886, Annual Survey of Alternative Fueled Vehicles (AFV), to collect data on the use of alternative fuel vehicles in the U.S. These data are needed by Federal and State agencies, fuel suppliers, transit agencies and other fleets to determine if sufficient quantities of AFVs are available for purchase and to provide Congress with a measure of the extent to which the objectives of the Energy Policy Act of 1992 are being achieved. These data are also needed to satisfy numerous public requests for detailed information on AFVs and ATFs supplies of crude oil, petroleum products, and related biofuels. EIA seeks to test the ability to collect AFV data for the benefit of both EIA and EPA. If respondents are able to report the information requested, EIA would like to modify the EIA-886 survey form to collect more detailed data items pertaining to AFVs and ATFs.

**DESCRIPTION OF RESPONDENTS:** Respondents for this interview will be selected to voluntarily participate in the cognitive testing regarding potential EIA-886 modifications.

- EIA-886, annual survey of alternative fuel vehicle fleet users and suppliers

**TYPE OF COLLECTION:** (Check one)

Field Testing

Usability Testing

Pilot Surveys

Respondent Debriefings

Cognitive Interviews

Focus Groups

Other: \_\_\_\_\_

### **CERTIFICATION:**

I certify the following to be true regarding the proposed collection of information:

1. It is necessary for the proper performance of agency functions.
2. It avoids unnecessary duplication.
3. It reduces burden on small entities.
4. It uses plain, coherent, and unambiguous language that is understandable to respondents.
5. Its implementation will be consistent and compatible with current reporting and recordkeeping practices.
6. It indicates the retention periods for recordkeeping requirements.
7. It informs respondents of the information called for under 5 CFR 1320.8 (b)(3) about:
  - i. Why the information is being collected;
  - ii. Use of information;
  - iii. Burden estimate;
  - iv. Nature of response (voluntary, required for a benefit, or mandatory);
  - v. Nature and extent of confidentiality; and
  - vi. Need to display currently valid OMB control number
8. It was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected.
9. It uses effective and efficient statistical survey methodology (if applicable).

10. It makes appropriate use of information technology.

Name: Thomas Leckey, Assistant Administrator for Energy Statistics,  
U.S. Energy Information Administration

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, will any information that is collected be included in records that are subject to the Privacy Act of 1974?  Yes  No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published?  Yes  No

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants?  Y  No

**BURDEN HOURS**

EIA will conduct these cognitive interviews over a one month period. The estimated burden for respondents participating in these interviews is .75 hours.

<b>AFV Suppliers</b>				
<b>Category of Respondent</b>	<b>No. of Respondents</b>	<b>Participation Time</b>	<b>No. of responses</b>	<b>Burden</b>
Original Equipment Manufacturer	30	.75	1	22.5
<b>Total Suppliers</b>	<b>30</b>	.75		<b>22.5</b>
<b>AFV Users by Type – Complex Fleets*</b>		.75		
State Government	10	.75	1	7.5
Local Government	10	.75	1	7.5
Fuel Provider	7	.75	1	5.25
Transit Agency	5	.75	1	3.75
Private (corporate fleet)	5	.75	1	3.75
<b>Total Complex fleets</b>	<b>37</b>	.75		<b>27.75</b>
<b>AFV Users by Type- Simple Fleets*</b>		.75		
State Governments	10	.75	1	7.5
Local Governments	10	.75	1	7.5
Fuel Providers	7	.75	1	5.25
Transit Agency	5	.75	1	3.75
Private (corporate fleet)	5	.75	1	3.75
<b>Total Simple Fleets</b>	<b>37</b>	.75		<b>27.75</b>

**FEDERAL COST:** The estimated annual cost to the Federal government is: \$5,617.56

**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

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

The frame for selecting potential participants is the reporting population on Form EIA-886. Currently, there are 2,050 respondents on the frame for filing Form EIA-886. EIA will select a small number of companies to voluntarily report (representing less than 10% of all respondents in the frame) from each of the categories under AFV users of both complex and simple fleets. EIA will request volunteers who represent a cross section of firms in terms of type of operation and geographic location, including those who report for governments private corporations, users of large fleets of AFV, and those with relatively smaller fleet of AFVs. By selecting volunteers from various organizations and size, we will obtain valuable information from a diverse set of firms about their ability to report detailed data regarding their alternative fuel vehicles.

**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

2. Will interviewers or facilitators be used?  Yes  No

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

Instructions for completing Request for Approval under the  
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**TITLE OF INFORMATION COLLECTION:** Provide the name of the collection that is the subject of the request. (e.g. Comment card for soliciting feedback on xxxx)

**PURPOSE:** Provide a brief description of the purpose of this collection and how it will be used. If this is part of a larger study or effort, please include this in your explanation.

**DESCRIPTION OF RESPONDENTS:** Provide a brief description of the targeted group or groups for this collection of information. These groups must have experience with the program.

**TYPE OF COLLECTION:** Check one box. If you are requesting approval of other instruments under the generic, you must complete a form for each instrument.

**CERTIFICATION:** Please read the certification carefully. If you incorrectly certify, the collection will be returned as improperly submitted or it will be disapproved.

**Personally Identifiable Information:** Provide answers to the questions. Note: Agencies should only collect PII to the extent necessary, and they should only retain PII for the period of time that is necessary to achieve a specific objective.

**Gifts or Payments:** If you answer yes to the question, please describe the incentive and provide a justification for the amount.

**BURDEN HOURS:**

**Category of Respondents:** Identify who you expect the respondents to be in terms of the following categories: (1) Individuals or Households; (2) Private Sector; (3) State, local, or tribal governments; or (4) Federal Government. Only one type of respondent can be selected per row.

**No. of Respondents:** Provide an estimate of the Number of respondents.

**Participation Time:** Provide an estimate of the amount of time required for a respondent to participate (e.g. fill out a survey or participate in a focus group)

**Burden:** Provide the Annual burden hours: Multiply the Number of responses and the participation time and divide by 60.

**FEDERAL COST:** Provide an estimate of the annual cost to the Federal government.

**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.** Please provide a description of how you plan to identify your potential group of respondents and how you will select them. If the answer is yes, to the first question, you may provide the sampling plan in an attachment.

**Administration of the Instrument:** Identify how the information will be collected. More than one box may be checked. Indicate whether there will be interviewers (e.g. for surveys) or facilitators (e.g., for focus groups) used.

**Submit all instruments, instructions, and scripts are submitted with the request.**