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

## Cognitive Research for Proposed Modifications to Form EIA-176

**PURPOSE:**

The U.S. Energy Information Administration (EIA) plans to use the Office of Management and Budget (OMB) approved generic clearance, EIA-882T, (Generic Clearance For Questionnaire Testing and Research OMB No. 1905-0186), to conduct research on the ability of EIA-176 survey respondents to report information on alternative fuel vehicle fleets, distribution locations of end use customers, the use of natural gas in liquefaction and vaporization operations, and the locations of aboveground LNG facilities. Your action is anticipated within two weeks; however, EIA will not conduct this survey without approval. Results of this data collection will be submitted in the annual report of surveys conducted under the generic clearance.

Form EIA-176, “Annual Report of Natural and Supplemental Gas Supply and Disposition” collects data onthe origin of natural gas supplies and the disposition of natural gas on a State basis. Respondents include natural and synthetic gas producers, processors, distributors, storage operators. EIA is considering collecting information of the use of alternative fuel vehicle usage by EIA-176 respondents, including the use of CNG and LNG as a fuel source. EIA is also considering collecting additional information on respondents’ end use customers, and respondents’ ability to report location information on end-use customers. Additionally, EIA also seeks to collect information on respondents’ use of above ground LNG storage facilities, and respondents’ ability to provide name and location information of these facilities that they have interactions with. Furthermore, EIA seeks to understand respondents’ use of natural gas, or other fuels, in vaporization or liquefaction activities.

**DESCRIPTION OF RESPONDENTS**:

Current respondents that report on Form EIA-176

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

[ ] Field Testing [X] Cognitive Interviews

[ ] Usability Testing [ ] Focus Groups

[ ] Pilot Surveys [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Respondent Debriefings

**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:
	1. Why the information is being collected;
	2. Use of information;
	3. Burden estimate;
	4. Nature of response (voluntary, required for a benefit, or mandatory);
	5. Nature and extent of confidentiality; and
	6. 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: Tom 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 [ X] 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 [X] No

**BURDEN HOURS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category of Respondent**  | **No. of Respondents** | **Participation Time (hours)** | **Burden Hours** |
| EIA-176 Respondents  | 15  | 1  | 15  |
| **Totals** | **15** | 1 | **15** |

**ESTIMATE OF RESPONDENT BURDEN HOURS AND COST** – The burden to respondents is 15 hours and the cost to the respondents is estimated to be ($73.66\*15) = $1,104.90

**FEDERAL COST:** The estimated annual cost to the Federal government is: $1,104.90.

**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? [X] 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?

EIA will recruit respondents to participate in cognitive research by contacting active companies listed in the current frame file for Form EIA-176 who reported, in prior years, having Alternative Fuel Vehicle usage and reported having above ground natural gas storage facilities. Local Distribution Companies would be the most common type of respondent that satisfy both of these criteria. EIA will conduct up to 15 on-site or telephone interviews with respondents identified by the program office as being in scope based on these two criteria. EIA will seek to travel to within an approximate 2 hour driving distance of the Washington DC metropolitan area to conduct in-person interviews with up to five (5) facilities and schedule one trip to the Gulf coast to conduct up to five (5) in-person interviews. The remaining interviews with respondents located in other areas of the U.S. will be conducted by telephone.

**Administration of the Instrument**

1. How will you collect the information? (Check all that apply)

[ ] Web-based or other forms of Social Media

[X] Telephone

[X] In-person

[ ] Mail

[ ] Other, Explain

1. Will interviewers or facilitators be used? [X] Yes [ ] No

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

Instructions for completing Request for Approval under the

“Generic Clearance for Questionnaire Testing and Research”

## (OMB Control Number: 1905-0186)

**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.**