

## OE-417: Electric Emergency Incident and Disturbance report

### Cognitive Testing Protocol

March 2017

*(This protocol is a guide – the questions presented here won't necessarily be asked exactly as worded in the protocol or in this order. It is important to note that not all questions will be asked in every interview.)*

#### Research Goals:

- To estimate any changes in reporting burden associated with collecting this information

#### Part A – Introduction

- Introduce self and observers

#### Purpose of Interview:

Let me start by telling you a little about what we will be doing today:

- We are asking you some questions to measure the amount of time it takes you to file the OE-417 “Electric Emergency Incident and Disturbance” report.
- **This session is confidential**, the report combines information from all of our interviews and contains no information that personally identifies you or the company at which you work.

#### Part B – Estimating Burden

Let's first talk about the number of burden hours that it takes for you to complete this form.

- Do you file your OE-417 report online or do you submit an electronic file by email?
- How much time does it take you to review the instructions, search data sources, and gather the information for this form?
- Are you able to directly access the data needed from company records to report on this form, or do you depend on receiving information from outside your company to gather this information?
- Once you have gathered the information needed, how much time does it take you to record that information on the survey form and report this information to DOE?
- Adding the time it takes you to gather the information and the time it takes for you to report, what is the total amount of time it take you to file your report for this survey?  
[NOTE: Burden for this form is 2.16 hours, if respondent indicates that it takes < .5 hours or > 4 hours ask how they are able to report so quickly or why it takes so long.]
- How long have you been filling out the OE-417?
- In the past, is this the usual time that it takes your company to report this information?

#### Part C– Wrapping Up

**OMB Control No: 1905-0186**  
**Expiration Date: 3/31/2019**

- Do you have any problems when completing the OE-417?
- Do you have any suggestions on how to improve this form or the filing procedures?

**Thank you for your time!**