

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

Cognitive Research for Proposed Modifications to Forms EIA-816 and EIA-819

PURPOSE:

The U.S. Energy Information Administration (EIA) requests approval to conduct research on the ability of EIA survey respondents to report information on natural gas processing activities and ethanol production for transportation purposes. EIA also seeks to collect information to assess the burden on respondents to report this information.

Form EIA-816, “Monthly Natural Gas Liquids Report” collects information regarding the balance between the supply (beginning stocks, receipts, and production) and disposition (input, shipments, fuel use and losses, and ending stocks) of natural gas liquids. EIA is interested in collecting information on the inputs and outputs from gas processing condensate stabilization, and/or fractionation at gas plant processing facilities. EIA also seeks to collect similar information on a weekly basis and would like to assess the capability of and burden on respondents to report this information.

Form EIA-819 “Monthly Oxygenate Report” collects information on fuel ethanol production capacity (Nameplate), fuel ethanol production, ending stocks, gasoline blending at fuel ethanol plants, storage capacity of fuel ethanol, and production and ending stocks of other oxygenates and.

EIA is interested in collecting information on ethanol production intended for transportation fuel purposes on Form EIA-819. EIA seeks to determine the ability of these respondents to identify and report ethanol produced for transportation fuel from their denatured and undenatured ethanol production. EIA also seeks to collect additional information on ethanol production from cellulosic feedstocks and collect data on renewable transportation fuels (renewable diesel fuel, gasoline, heating oil, and jet fuel) made from cellulosic ethanol production. EIA seeks to better understand ethanol production processes and, the level of detail respondents’ records have on ethanol production at their facilities. This information will be used to determine modifications to Forms EIA-816 and EIA-819 that will collect information relevant to assessing market supply conditions.

DESCRIPTION OF RESPONDENTS:

Current respondents that report on Forms EIA-816 and EIA-819.

TYPE OF COLLECTION: (Check one)

- | | |
|-------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Field Testing | <input checked="" type="checkbox"/> Cognitive Interviews |
| <input type="checkbox"/> Usability Testing | <input type="checkbox"/> Focus Groups |
| <input type="checkbox"/> Pilot Surveys | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> 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:
 - 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: Tom Leckey, Assistant Administrator for Office of 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 [X] No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? [] Yes [X] 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-816 Respondents	15	1	15
EIA-819 Respondents	15	1	15
Totals	30	1	30

ESTIMATE OF RESPONDENT BURDEN HOURS AND COST – The burden to respondents is 30 hours and the cost to the respondents is estimated to be $(\$73.66*30) = \$2,209.80$

FEDERAL COST: The estimated annual cost to the Federal government is: $(\$73.66*30) = \$2,209.80$

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?

EIA will recruit respondents to participate in cognitive research by contacting active companies listed in the current frame file for Forms EIA-816 (~500 respondents) and EIA-819 (~220 respondents).

Respondents will be selected from different geographic regions and sizes of their production capacities to ensure adequate market coverage across large and small sized facilities. EIA plans to conduct cognitive interviews, both telephone and onsite visits, with respondents to these surveys. The onsite cognitive interviews will be the primary research tool. EIA will solicit interviews with gas plants along the Gulf Coast, Midwest, and along the East Coast. Depending on the responses to the requests for in person interviews across all three regions, EIA will supplement the research with telephone cognitive interviews, to provide EIA with adequate assessment of the capabilities of survey respondents.

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
“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.