

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 2010-0042)

TITLE OF INFORMATION COLLECTION: Participant Evaluation of the January 26, 2017 Webinar on the TRI-MEweb 2.0

PURPOSE: The purpose of this webinar is to help participants:

- Become more familiar with using TRI-MEweb to submit TRI reporting forms
- Learn about new TRI-MEweb features that will streamline TRI (EPCRA Section 313) reporting
- Learn time-saving tips for filling out the Reporting Form R and the Form A Certification Statement

DESCRIPTION OF RESPONDENTS:

The respondents for the information collection include webinar participants from diverse backgrounds, with the majority from industry but since it is open to the public, other participants could include federal, state, local, and tribal government agencies, academia, non-profit organizations, concerned citizens, industry, technical and legal consulting firms, and international organizations.

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> Other: _____ |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: _____ Guy Tomassoni 1/11/17 _____

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? Yes No
2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? Yes No
3. If Applicable, has a System or Records Notice been published? Yes No

Gifts or Payments:

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

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
Webinar participants from categories identified above.	200 (20% of total anticipated webinar participants)	5 minutes per evaluation	1000 mins. or 16.7 hours
Totals	200	5 minutes per	16.7 HOURS

FEDERAL COST: It will take approximately 8 hours for a federal employee to review results of the webinar evaluations.

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 [x] 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?

There will be approximately 1000 webinar participants. All participants will be emailed a link to the webinar evaluation to fill out and submit electronically. We anticipate about a 20% response rate.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
 - [X] Web-based or other forms of Social Media
 - [] Telephone
 - [] In-person
 - [] Mail
 - [] Other, Explain (see above)
2. Will interviewers or facilitators be used? [] Yes [X] No

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