

Attachment 6. Notification Email Template - “Advanced Notification Email for OMB” for Poison Center Collaborations for Public Health Emergencies

The purpose of the “Advanced Notification Email for OMB” email is to give ICRO, HHS, and OMB advance notification that an expedited request for OMB approval (in 72 or 24-hours) for a Poison Center Collaboration for Public Health Emergencies will be received with justification. The team is in the planning stages and wants to alert OMB that an expedited request is forthcoming. Requests for 5-day approvals will be submitted to ICRO without advance notification through customary agency procedures.

From: [Poison Center Collaborations for Public Health Emergencies
Information Collection Request Liaison (ICRL)]

To: [CDC OMB Clearance Mailbox]; [Chief, CDC Information Collection Review Office]

Subject: Expedited Approval Request Notification for GenIC 0920-XXXX – Poison Center Collaborations for Public Health Emergencies

This is advance notification that NCEH will submit the following GenIC request for expedited approval to the CDC Information Collection Review Office (ICRO) within the next [insert] day(s). We request that ICRO provide HHS and the OMB Desk Officer this preliminary information as soon as possible.

INVESTIGATION LEAD:

Name:

Title:

Affiliation:

CDC SPONSORING PROGRAM: [insert]

NAME, TITLE, AND CONTACT INFORMATION OF PROGRAM CONTACT: [insert]

TITLE OF INFORMATION COLLECTION: [insert]

REQUESTED TYPE OF EXPEDITED APPROVAL AND EFFECTIVE DATE:

72-hour 24-hour Requested Approval Date: [insert]

JUSTIFICATION: [insert reason why 72 or 24-hour approval is requested and a description of the public health need]

DESCRIPTION OF THIS SPECIFIC COLLECTION:

1. Event to be Investigated:
[insert]
2. Poison Center(s) Involved in the Investigation (states included):
[insert]
3. Duration of Data Collection will be 60 days or less.

Please advise if additional action is required.

[Signature Block]