

NASA Safety Reporting System

**TYPE OF COLLECTION: Extension without Change of the Currently Approved Information Collection**

A. Justification.

**1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection.**

Authority for creation of the NASA Safety Reporting System (NSRS) is found in the Space Act, 42 U.S.C. 2451. In addition, NPR 8715.3/*The NASA General Safety Program Requirements* directs the Chief, Safety and Mission Assurance to implement a backup safety notification system.

The safety notification is designed to afford individual NASA and contractor employees with a mechanism to alert NASA Headquarters to potential safety concerns that have not been resolved adequately through normal, local safety reporting processes. This information collection focuses on information collected by individuals who are not civil service employees.

Creation of a strengthened safety office was also one of the major recommendations of the Presidential Commission which investigated the Challenger accident, and implementation of the NSRS is one manifestation of NASA's commitment to meeting the Commission's recommendation.

**1. Indicate how, by whom, how frequently, and for what purpose the information will be used.**

The NSRS was established to provide a fast response hazard identification and reporting system, which aids in the elimination of unsafe conditions and the prevention of accidents. In addition, the NSRS serves as a mechanism for elevating problems to selected upper management when standard channels fail. The NSRS is a voluntary, anonymous, and non-punitive supplement to formal safety reporting procedures and is administered by an independent agent, Futron Corporation of Bethesda, Maryland. The only means of reporting to the NSRS is the NSRS report form, which is available to all NASA and contractor employees. During the first year of operation the NSRS handled safety hazard reports pertaining to the Space Shuttle program. Subsequently, the NSRS has been expanded to handle safety hazard reports pertaining to all NASA programs, projects, and operations. The information provided by these reports has resulted in direct changes to NASA policies, procedures, and operations which has significantly reduced NASA's safety risk.

Information collected is maintained in accordance with NASA Records Retention Schedule 1/119.5 Safety Concerns and Suggestions Reporting. These records are currently handles as permanent pending retention approval.

2. Describe whether, and to what extent the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology. Also describe any consideration of using information technology to reduce burden.

The NSRS is designed, first and foremost, to be an anonymous hazard reporting system whereby individuals can notify NASA's upper management of safety concerns. Paramount is the protection of that anonymity, and the continued trust and confidence on the part of the submitters that their anonymity will never be compromised. The current, paper-based reporting system ensures the protection of a submitter's anonymity and secure submission of their report by way of the U.S. Postal Service.

An independent contractor receives and processes incoming NSRS reports, removes submitters' identifying information (known as the identification strip), and forwards a transcribed version of the reporter's concerns to the NASA Headquarters Office of Safety and Mission Assurance for immediate analysis and investigation. The report is transcribed in an attempt to cloak the submitter's handwriting and writing style. Unfortunately, electronic and computer based submissions would be at greater risk of government or outside monitoring and/or interception, and the awareness of that possibility in the minds of potential NSRS submitters has a chilling effect on their future willingness to trust and use an electronic reporting system.

**4. Describe efforts to identify duplication.**

The NSRS is a unique, overarching safety reporting system.

The NSRS is the only Agency wide safety reporting system that encompasses all NASA programs, projects, and operations.

**5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.**

Not applicable.

**6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently.**

The NSRS is a critical element of NASA's overall approach to ensuring safety and mission success for all NASA activities. Without the NSRS, NASA's upper management would not have a direct and anonymous Agency wide line of communication for individuals to report hazards or safety concerns that could potentially harm the general public, the NASA workforce, NASA facilities and equipment.

**7. Explain any special circumstances that would cause an information collection to be conducted in certain manners.**

Not applicable.

**8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR § 1320.8 (d), soliciting comments on the information collection before submission to OMB.**

60-day Federal Register Notice: **Volume 81, Number 153, Notice 16-055 was published on August 9, 2016 (pages 52715-52716). No comments were received from the public.**

30-day Federal Register Notice: **Volume 81, Number 196, Notice 16-074 was published on October 11, 2016 (page 70171). No comments were received from the public.**

**9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.**

**NASA will not provide payments or gifts to respondents.**

**10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.**

The information collection specifically states: "this identification section will be separated from the report and mailed back to you to protect your anonymity. YOUR IDENTITY WILL NOT BE SHARED WITH NASA AT ANY POINT. NO RECORD OF YOUR IDENTITY WILL **BE KEPT.**"

**8. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.**

**Questions of this nature are not included.**

**9. Provide estimates of the hour burden of the collection of information.**

**An average of 75 reports are received annually from individuals who are not civil service employees. We estimate 15 minutes for respondents to read the instructions, complete the**

**report, and submit. The estimated annual burden is 19 hours.**

**10.** Provide an estimate of the total annual cost burden to respondents or record keepers resulting from the collection of information.

Respondents incur the cost of a postage stamp/ mailing,

At 2016 rates, the cost for one ounce or less would be \$0.46 in the USA and \$1.15 internationally.

**14. Provide estimates of annualized cost to the Federal government.**

The annualized cost to the Federal government is approximately \$188,000. This includes the cost of investigation of the condition or situation by the principal NASA investigator and supporting investigative team (\$100,000), the cost of the promotional material (\$8,000), and the cost of the administration of the NSRS (\$80,000). The NSRS is administered for NASA's Office of Safety and Mission Assurance by Futron Corporation, and NSRS costs include report processing, database maintenance, and administration of an ongoing awareness program.

**15.** Explain the reasons for any program changes or adjustments reported (Items 13 or 14.)

**Not applicable.**

**14.** For collections of information intended for publication, outline plans for tabulation and publication.

**Not applicable.**

**14. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display may be inappropriate.**

**The information collection instrument is distributed throughout both the USA and internationally in paper format. It would be a challenge to collect expired information collection instruments. Therefore, the OMB control number is displayed, however the expiration date is not.**

**18. Explain each exception to the certification statement identified in item 19, "Certification for Paperwork Reduction Act Submissions" of OMB Form 83-1.**

**Per the information collection sponsor. Eric Raynor, the NASA Office of Safety and Mission Assurance does not take exception to the certification requirements. This information collection complies with 5 CFR 1320.9.**

**B. Collections of Information Employing Statistical Methods.** The collection does not employ statistical methods.