

**Request for genIC Approval
CDC/ATSDR Formative Research and Tool Development**

0920-1154

CIO: NCBDDD

PROJECT TITLE: Formative Assessment of the Information Needs to Prevent Work-related Musculoskeletal Disorders and Falls among Aging Retail Workers.

PURPOSE AND USE OF COLLECTION:

The purpose of conducting these formative research focus groups is to improve the researchers' understanding of workers' and employers' knowledge of work-related musculoskeletal disorders (WMSDs), slips, trips and falls (STFs), activities and factors that lead to WMSDs and STFs, how workers deal with injuries, information workers have already received about WMSDs and falls, and how experience and attitude towards WMSDs and STF injuries change with age. This information will be used internally to inform the development of draft educational materials and resources for older retail workers.

No information will be collected that is of a personal or sensitive nature. The proposed information collection was reviewed by NIOSH Associate Director for Science (Division of Science Integration) who determined that this is a non-research project and does not need further IRB review.

DESCRIPTION OF RESPONDENTS:

Four of the focus groups will consist of employees in the retail sector in different age groups while two focus groups will consist of employers in large and small businesses.

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. Information gathered will not be used to substantially inform influential policy decisions.
5. The study is not intended to produce results that can be generalized beyond its scope.

Name: ___ Harpriya Kaur _____

To assist review, please answer the following questions:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? [] Yes [X] 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 [X] No

Gifts or Payments:

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

Focus group participants will be given an incentive up to \$40 as a token of appreciation, and in order to compensate participants for their time and anticipated travel costs to the site where the focus group will take place.

BURDEN HOURS

Type of Respondent	Form Name	Number of Respondents	Number of Responses per Respondent	Average Hours Per Response	Total Response Burden (Hours)
Retail Workers	Young Workers	18	1	1.5	27
Retail Workers	Older workers	18	1	1.5	27
Retail Employers	Employers	18	1	1.5	27
Total					81

FEDERAL COST: The estimated annual cost to the Federal government is \$42,771.

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?

The focus groups will include workers and employers from the retail industry. The contractor will reach out to employers and employees to recruit them for focus group participation. Individuals who would like to volunteer would be selected based on the eligibility criteria of the focus group (age group and occupation). The focus group will have a number of female workers that represent the female proportion of the worker population in the retail sector. The contractor will

recruit potential participants from pre-existing lists of personnel; therefore, no new personally identifiable information (PII) will be collected.

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 all instruments, instructions, and scripts are submitted with the request.

Instructions for completing genIC Request for Approval for
CDC/ATSDR Formative Research and Tool Development

TITLE OF INFORMATION COLLECTION: Provide the name of the collection that is requested.

PURPOSE and USE: 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: Briefly describe the targeted group/groups for this collection.

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.

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.

Form: Provide the title of the information collection form.

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 in Minutes: Multiply the Number of responses and the participation time and divide by 60.

FEDERAL COST: Estimate the annual cost to the Federal government for this collection.

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.