

ATSDR Communication Activities Survey (ACAS)

OMB Control No. 0923-NEW

New Information Collection Request

Supporting Statement Part A –

Justification

Project Officer

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Part A. Justification

Goal of the study: Ascertain effectiveness and assess the consistency of ATSDR activities delivery and respondent perceptions across sites and over time; determine how effectively ATSDR's site team engages community members; and discover how well ATSDR provides effective, clear and consistent communication and information through the activities they implement in communities.

Intended use of the resulting data: Provide suggestions to standardize and ensure consistent delivery of ATSDR activities, improve implementation of activities, help ATSDR and communities address environmental issues in the most impactful manner. The data will be used to show site differences in delivery of activities, respondent knowledge, perceptions, and community interactions.

Methods to be used to collect: Survey conducted in three modes (hardcopy, online, and telephone). After the community meeting takes place (post only); with community meeting members (one group); survey questions establishes time before the community meeting and after the meeting, as well as before ATSDR came into the community and after the agency came into the community (baseline embedded)

Subpopulation to be studied: Community members and agency stakeholders at sites where ATSDR is engaged in environmental public health activities. The community members may include, but are not limited to, the general public, community leaders, faith-based leaders, and business leaders. The agency stakeholders may include, but are not limited to, state and local environmental health department employees, such as environmental health assessors, toxicologists, and departmental officials.

How data will be analyzed: Stata[®], using a simple paired t-test of the difference in proportions, analysis of variance (ANOVA), and/or mediation/moderation analysis.

A.1. Circumstances Making the Collection of Information Necessary

In 1980, Congress created the Agency for Toxic Substances and Disease Registry ([ATSDR](#)) to implement the health-related sections of laws that protect the public from hazardous wastes and environmental spills of hazardous substances. The Comprehensive Environmental Response, Compensation, and Liability Act of 1980 ([CERCLA](#)), commonly known as the "Superfund" Act, provided the Congressional mandate to remove or clean up abandoned and inactive hazardous waste sites and to provide federal assistance in toxic emergencies (**Attachment A1-A3**). As the lead agency within the Public Health Service for implementing the health-related provisions of CERCLA,

ATSDR is charged to assess the presence and nature of health hazards at specific Superfund sites, to help prevent or reduce further exposure and the illnesses that result from such exposures, and to expand the knowledge base about health effects from exposure to hazardous substances. ATSDR determines public health implications associated with hazardous waste sites and other environmental releases. This information collection request (ICR) supports ongoing site investigations conducted by other agencies, addresses community health concerns, and results in recommendations for preventing harmful exposures and conducting additional scientific study.

The ATSDR Division of Community Health Investigations ([DCHI](#)) administers programs and site activities in communities to advance the science of environmental public health (EPH); to support environmental public health practice; to educate partners and policy makers about environmental health risks and protective measures; to promote environmental justice and reduce health disparities related to environmental exposures; and to provide unique scientific and technical expertise to advance public health science and practice. DCHI provides liaison, technical advice, and consultation to the Environmental Protection Agency ([EPA](#)), other federal, tribal, and state agencies, private organizations, community groups, and individuals. DCHI also conducts and evaluates exposure pathway analyses and other exposure screening analyses to identify impacted communities, to include exposure investigations (biologic sampling, personal monitoring, etc. under ATSDR Exposure Investigations [EIs], OMB Control No. 0923-0048, expiration date 03/31/2019), exposure-dose reconstruction, and related environmental assessments.

ATSDR's goal for this new ICR is to ascertain the effectiveness, and to evaluate the differences and consistency, of ATSDR activity delivery and respondent perceptions across sites and over time; determine how effectively ATSDR's site team engages community members; and discover how well ATSDR provides effective, clear and consistent communication and information on how to promote healthy and safe environments and prevent harmful exposures through the activities they implement in communities. This will help ATSDR understand whether its activities are helping communities address environmental issues and how it may improve activities to make a greater impact within the communities served. ATSDR is seeking a three-year Paperwork Reduction Act (PRA) clearance for this new ICR titled the "ATSDR Communication Activities Survey (ACAS)." The 60-day Federal Register Notice was published on September 26, 2016 (**Attachment B**), and is further discussed in Section A.8.

A.2. Purpose and Use of the Information Collection

To effectively implement the above mentioned ATSDR programs, the agency works with communities by listening to and understanding their health concerns and seeking their guidance on where, when, and how to take public health actions. Communities in proximity to hazardous waste sites are concerned that they are being exposed to hazardous substances being released into the environment. ATSDR activities implemented in communities involve a two-way exchange of information between ATSDR health assessors, the site team, and community members. Community members are key participants in ATSDR activity implementations and communications within the community and should be actively involved in decisions that impact their community.

The ACAS will be administered in communities where the agency implements activities to address environmental risks. For each engaged community, the ACAS will be used to assess a standardized set of effectiveness indicators for ATSDR site-specific activities including respondent involvement, knowledge, satisfaction, observations, opinions, and ATSDR community engagement, interactions, and educational outreach efforts to inform communities. This survey will help DCHI understand its impact, how it may improve the activities implemented in communities, and how to make a greater impact in helping communities address environmental issues. DCHI plans to administer its standardized survey to community members and agency stakeholders. The community members may include, but are not limited to, the general public, community leaders, faith-based leaders, and business leaders. The agency stakeholders may include, but are not limited to, state and local environmental health department employees, such as environmental health assessors, toxicologists, and departmental officials. In summary, using the ACAS, DCHI aims to measure respondent involvement and knowledge of site activities; respondent opinions on ATSDR site activities, their community capacity to deal with environmental contamination, their personal risk for exposure, and environmental concerns; respondent demographics; and any additional feedback. The ACAS will be conducted via three modes, which are further discussed in Section A.10.

This information is needed to support ATSDR's mission to serve the public through responsive public health actions to promote healthy and safe environments and prevent harmful exposures. ATSDR activities implemented in communities have the potential to reduce and minimize harmful toxic environmental exposures through community engagement, interactions, educational outreach efforts, and informing communities. Information collected from the ACAS will be used to help DCHI

standardize and ensure consistent delivery of ATSDR activities, improve implementation of activities, and help ATSDR and communities understand and improve ATSDR activities to make a greater significant impact in addressing environmental issues in the communities they serve.

Survey findings will allow ATSDR to improve its activities implemented at each site. The ACAS will be administered at the public meeting toward the end of the site activities, at which time ATSDR will release its findings to the community.

A.3. Use of Improved Information Technology and Burden Reduction

The ACAS will be offered in three modes (hardcopy, online, and telephone) allowing respondents to complete questions in the most convenient manner of their choosing. We estimate that 80 percent will be self-administered by hardcopy, 15 percent will be administered online via SurveyMonkey®, and 5 percent will be administered by telephone. In total, we estimate that 20 percent of the requested time burden (20 hours for both respondent types) will be spent using improved information technology (online and telephone survey).

The aim is to have the hardcopy ACAS self-administered, right after the public community meeting. If this not a convenient time for the respondent, it may be completed online using SurveyMonkey®, or by telephone. An online survey allows respondents to complete the questions at their convenience and take as much time as they need. Trained interviewers will use the telephone recruitment script on the first page of the telephone ACAS, responses will be recorded on hardcopy, and then manually entered into SurveyMonkey® and Stata® statistical software.

Due to the absence of embedded skip patterns, we do not expect the use of improved technology for the online and telephone survey to reduce the time to complete the survey (estimated as 15-minutes per response for all three modes); however, ATSDR anticipates the flexibility offered via three collection modes will maximize the response rate and increase the quality of the agency's data. Only the minimum amount of information necessary for the goals of this ICR will be collected.

A.4. Efforts to Identify Duplication and Use of Similar Information

DCHI searched the literature and program records and documents and found no evidence of any current efforts to ascertain the effectiveness and evaluate the differences and consistency of ATSDR activities including: efforts at delivery or implementation, community engagement, interactions, educational outreach efforts, and respondent perceptions across sites and over time; efforts to determine how effectively ATSDR's site team engages community members; and efforts to discover how well ATSDR provides effective, clear and consistent communication and information on how to promote healthy and safe environments and prevent harmful exposures through the activities they implement in communities. This new undertaking is unique and will allow ATSDR, for the first time, to query the usefulness of our activities implemented in communities. To date, no similar data has been gathered or maintained by the Division or are available from other sources known to the Division.

A.5. Impact on Small Businesses or Other Small Entities

No small businesses will be involved in this data collection.

A.6. Consequences of Collecting the Information Less Frequently

The purpose of this request is to ensure collection of data that are not otherwise available at each engaged site. Specifically, without this data, there would be:

- No information or timely feedback via the survey about the effectiveness of ATSDR activities including community engagement, interactions, educational outreach efforts, and informing communities. The survey is designed to measure the effectiveness of ATSDR's ability to convey health risks and how people should respond to them.
- No information on the differences or consistency of ATSDR activities delivery or implementation, and respondent perceptions across sites and over time
- Less effective ATSDR activities implementation to assist communities and stakeholders in addressing environmental issues

- Limitations to effective and timely assessment of activities of government agencies to fulfill their public health mission.

There are no legal obstacles to reduce the burden.

A.7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

There are no special circumstances with this information collection package. This request fully complies with the regulation 5 CFR 1320.5 and participation will be voluntary.

A.8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside the Agency

The 60-day Federal Register Notice was published on September 26, 2016, Vol. 81, No. 186; pp. 66024 (**Attachment B**). No public comments were received. ATSDR has developed this survey for program improvement purposes. In July 2015, ATSDR contractors pilot tested the ACAS data collection tool among 5 community members from Lockhart, SC, as described in Section A.12.

A.9. Explanation of Any Payment or Gift to Respondents

ATSDR is concerned that without offering an incentive, it will be difficult to recruit sufficient numbers of participants. As a recent example, ATSDR sought to recruit 9 or fewer pilot participants, without tokens of appreciation, during the 2015 Bennett Landfill community meeting in Lockhart, SC. Based on intense recruitment by the ATSDR contractor, a total of 5 meeting attendees agreed to the pilot activity out of 64 invitees which resulted in an 8% response rate. With the limited amount of resources available for this project, we will not be able to spend large amounts of resources recruiting. Thus, ATSDR proposes that small tokens of appreciation in the form of gift cards be offered to community members who agree to take the ACAS to increase ACAS response rates.

Recruitment will occur as follows: ATSDR typically conducts one community meeting per site, after ATSDR will administer one survey per community at the public meeting near the end of agency site activities. As attendees arrive, contractors will hand out a fact sheet to the community meeting attendees (**Attachment D**). The fact sheet explains that ATSDR will recruit people for the ACAS, and that community members who participate will be provided a gift card as a token of appreciation.

A public community meeting will occur once near the end of the site work. ATSDR's findings are made public at this time. At the end of this public community meeting, all interested respondents will sign in with trained ATSDR survey administrators (contractors). They will indicate on the sign-in sheet (**Attachment E**) their contact information, preference for taking the survey (in-person, online, or over the phone), and whether they are a community member or a stakeholder. At the sign-in desk, the ATSDR contractors will prominently display a sign defining who community members are and who stakeholders are (**Attachment E1**) as a visual aid for sign-in. It will also include a description of gift card levels by mode of data collection offered to community members as a token of appreciation. Contractors will administer the survey according to each respondent's preference. Community members are volunteering their time to provide information for the survey.

At the completion of the ACAS survey in-person, ATSDR survey administrators will hand each community member a \$ 5 gift card or small gifts (mug, t-shirt, etc. not to exceed the value of - \$5 (**Attachments E1 & F1-F3**)). Participants who take the survey online, or over the phone will receive their gift card or gifts via mail.

Agency stakeholders who will be at the public meetings include EPA and State and Local Public Health Department employees. These individuals are partners, and duties performed are considered to be part of their job. They will not receive gift cards as tokens of appreciation.

A.10. Protection of the Privacy and Confidentiality of Information Provided by Respondents

On December 12, 2016, the NCEH/ATSDR PRA Contact determined that the Privacy Act does apply to this data collection from community members. The applicable Privacy Act System of Records Notice is [SORN No. 09-19-0001](#) ATSDR "Record of Persons Exposed or Potentially Exposed to Toxic or Hazardous Substances" (retrievable by name). The NCEH/ATSDR Information System Security Officer (ISSO) Privacy Impact Assessment is found in **Attachment C**.

The PRA Contact also has determined that the agency stakeholders (e.g., employees of state and local public health agencies) will be speaking from their official roles and will be solely asked their business contact information.

Items of Information to be collected –

The following Information in Identifiable Form (IIF) Categories apply to this information collection. Collecting this information is necessary for the contractor to contact the respondent who elected to take a phone or online survey and to mail out the gift cards. The contractor will delete the contact information from the database as soon as the gift card has been mailed to the respondent.

- Name
- Mailing Address
- Phone Numbers
- Email Address

Overview of the Data Collection System –

ATSDR typically conducts community meetings at sites where agencies implement activities to address environmental issues. The ACAS will be administered to community meeting attendees after each of approximately six to seven such meetings per year. Contractors will have a table set up at the entrance where they will hand out a fact sheet to the community meeting attendees (**Attachment D**). The fact sheet explains what ATSDR does, and the purpose of ATSDR's site activities and the survey.

At the end of the meeting there will be an announcement to ask interested community meeting attendees to sign in with the trained ATSDR contractors (**Attachment E**). The sign-in sheet will be used to collect contact information, whether they are a community member or a stakeholder, and whether the potential respondent would prefer to take the survey in-person, online, or over the phone (**Attachments F1-F3**). The information on the sign in sheet will only be used to recruit and contact ACAS participants and for no other purpose. Written consent will not be administered. The fact sheet, sign in sheet, and the first page of the ACAS will explain how respondents are asked to give voluntary consent. They will indicate they are 18 years of age or older and consent to participate in the survey by proceeding to answer questions on the survey.

The ACAS will preferably be self-administered by hardcopy (**Attachment F1**), right after the public community meeting, and then trained contractors will manually enter responses into SurveyMonkey® and Stata® statistical software. If this not a convenient time for the

participant, the ACAS may be completed online via SurveyMonkey® link (**Attachment F2**), or by telephone (**Attachment F3**).

An email containing the link to take the survey (**Attachment G**) will be sent to those that would like to take the survey online. If the potential respondent does not take the online survey after receiving the initial email with the online survey link, they will subsequently receive an additional three reminder emails to take the survey (**Attachment H**), once every 2 weeks after the initial email. This will give the respondent a total of 8 weeks to take the survey. A web-based survey allows respondents to complete the survey at their convenience and take as much time as they need.

Trained contractors will attempt to contact potential respondents that prefer taking the survey over the phone a total of four times as well. Trained interviewers will use the telephone recruitment script on the first page of the telephone ACAS (**Attachment F3**), responses will be recorded on hardcopy, and then manually entered into SurveyMonkey® and Stata® statistical software. If community members or state/local environmental health department employees or officials cannot be contacted to participate within a total of four attempts, then that individual will be classified as a non-respondent.

A thank you letter will accompany the mailout of the gift card to community members that complete the survey (**Attachment I**).

ATSDR/DCHI will choose sites that will have community meetings to administer the survey only one time at the end of the community meeting. This is a post-only design where data is collected after the community meeting is held to limit burden.

For each engaged community, the ACAS will be used to assess a set of effectiveness indicators for ATSDR site-specific activities including respondent involvement, knowledge, satisfaction, observations, opinions, and ATSDR community engagement, interactions, and educational outreach efforts to inform communities. These questions will help the Division understand how ATSDR activities are making an impact in addressing environmental issues in the communities they serve.

ACAS will be administered by trained contractors after a community meeting at the site. The ACAS indicators below will measure ATSDR's effectiveness in the following areas, which are mapped to the following questions:

- respondent involvement with the site activities; (Question 1)
- how respondent received information from ATSDR and how they prefer to receive ATSDR information; (Questions 2)
- knowledge and understanding of site activities; (Questions 3-6)
- knowledge of how to reduce or prevent hazardous exposures at the site; (Questions 7-9)
- ATSDR contact information; (Question 10)
- observations and opinions of ATSDR site activities, including ATSDR's understanding of respondent health concerns and whether respondent thinks ATSDR gave the information they need to address their environmental-related health concerns; (Questions 11-12)
- observations and opinions of the community, and the community's ability to address environmental issues; (Question 13)
- questions on how the respondent feels at the time of taking the survey about his or her risk of exposure to possible environmental hazards at the site; (Question 14)
- demographic questions to understand the make-up of the community as an aid in tailoring messages and activities to the audience; (Questions 15-21)
- environmental concerns; and (Question 22)
- any additional feedback. (Question 23)

These indicators will help ATSDR ascertain the effectiveness and evaluate the differences and consistency of ATSDR activities delivery and respondent perceptions across sites and over time; determine how effectively ATSDR's site team engages community members; and discover how well ATSDR provides effective, clear and consistent communication and information on how to promote healthy and safe environments and prevent harmful exposures through the activities they implement in communities. This will help ATSDR understand whether their activities are helping the communities address environmental issues and how they may improve ATSDR's activities to make a greater impact within the communities they serve.

The data collection tool is a survey consisting of 28 Likert-scale questions divided into 7 sections.

- **Section One** (three question) measures respondent involvement in site activities. The questions help ATSDR measure activities implemented in the communities, when and how the respondent first learned about potential hazards in their community, if they live or work

near the site, how they prefer to receive communication about potential hazards in their community, and whether or not respondents have shared ATSDR information with others.

- **Section Two** (seven questions) measures respondent knowledge and understanding of ATSDR site activities. The focus of these questions is to gain insight into participant awareness of the information ATSDR has communicated to the community including understanding of the environmental hazard(s) at the site, what ATSDR does in communities, what respondents should do to prevent contact with potential hazards, what they should do if they come in contact with potential hazards, and ATSDR contact information.
- **Section Three** (two questions) attempts to learn about respondent observations and opinions about ATSDR site activities and whether respondents feel like ATSDR understands their health concerns and has given all the information needed to address health concerns.
- **Section Four** (one question) learns about respondent observations and opinions about their community and their community's ability to address environmental issues.
- **Section Five** (one question) asks the respondent to answer how they feel about their risk of exposure at the time of taking the survey.
- **Section Six** (seven questions) asks about respondent demographics including age, gender, race/ethnicity, employment, education, and number of children.
- **Section Seven** (two questions) asks respondents if they have any other concerns related to environmental hazards that the survey didn't ask or if they have any further feedback.

To protect the individual privacy of respondents, the survey administrators will only record and securely store respondent contact information such as name, address, phone number, email, whether they are a community member or stakeholder, and whether they prefer take the ACAS in-person, online or over the phone. This information will only be used to administer the survey and send community members their gift card after survey completion. This information will be delivered to ATSDR, but no personal identifying information (PII) will be used in the report and all PII will remain confidential. Once the survey has been completed, the PII will be maintained by ATSDR and eventually destroyed by end of fiscal year 2019.

All completed surveys will be entered in SurveyMonkey® and stored in Stata® statistical software package used for managing, analyzing and graphing data.

A.11. Institutional Review Board (IRB) and Justification for Sensitive Questions

The ACAS collection will not yield data that can be generalized. The NCEH/ATSDR Human Subjects Contact has determined that this data collection is not research (**Attachment J**). The purpose of this non-research activity is to assess or improve a public health program or service. Intended benefits of the project are primarily or exclusively for the respondents or their community. Knowledge that is generated does not extend beyond the scope of the activity.

No information will be collected that are of personal or sensitive nature.

A.12. Estimates of Annualized Burden Hours and Costs

ATSDR will recruit an annual total of approximately 167 individuals per year (n=24-28 individuals per site each year), aged 18 and older, to participate in the ACAS where ATSDR is holding a public community meeting (n=6 to 7 sites per year). As previously described, per year the mix of respondents will be approximately 75 percent community members (n=125 per year) and 25 percent agency stakeholders (n=42 per year). The total time burden requested is 49 hours per year.

We estimate that approximately 80 percent of respondents will choose the self-administered hardcopy ACAS (n=100 community members and n=34 agency stakeholders per year), 15 percent will choose the online ACAS (n=19 community members and n=6 agency stakeholders per year), and 5 percent will choose the telephone ACAS (n=6 community members and n=2 agency stakeholders per year, or 6 over the next three years).

A community meeting was held in July 2015, in Lockhart, SC, related to the Bennett Landfill fire in Chester, SC. Eight months after this community meeting was held, trained ATSDR contractors pilot tested the ACAS data collection tool among 5 community meeting attendees. The estimate for burden hours is based upon this pilot test. In the pilot test, the average time to complete the survey data collection tool including time for reviewing instructions, gathering needed information and completing the survey, was approximately 30 minutes. The results of the pilot testing are further described in Section B.4. Based on the pilot test results, ATSDR has reduced the number of questions and the ACAS time burden to 15 minutes per response, regardless of data collection mode. Estimated burden and cost information for respondents is shown in **Table A.12.1**.

Table A.12.1: Estimated Annualized Burden Hours

Type of Respondents	Form Name	No. of Respondents	No. of Responses per Respondent	Avg. Burden per Response (in hrs.)	Total Burden (in hrs.)
Community Members	Sign In Sheet	125	1	2/60	4
	Hardcopy ACAS	100	1	15/60	25
	Online ACAS	19	1	15/60	5
	Telephone ACAS	6	1	15/60	2
Agency Stakeholders	Sign In Sheet	42	1	2/60	1
	Hardcopy ACAS	34	1	15/60	9
	Online ACAS	6	1	15/60	2
	Telephone ACAS	2	1	15/60	1
Total					49

Estimates for the average hourly wage for community members and agency stakeholders are based on the May 2015 National Occupational Employment and Wage Estimates (see http://www.bls.gov/oes/current/oes_nat.htm#11-0000). We assume that community member hourly wages are \$23.23 based on all occupations. We assume that agency stakeholder hourly wages are \$35.55 based on Occupation Code 19-2041 (Environmental Scientists and Specialists). There are no costs to the respondents or participants other than their time. The total respondent cost burden requested per year is \$1,298.43.

Table A.12.2: Estimated Annualized Burden Costs

Type of Respondent	Form Name	Total Burden Hours	Hourly Wage Rate	Total Respondent Costs
Community Members	Sign In Sheet	4	\$23.23	\$92.92
	Hardcopy ACAS	25	\$23.23	\$580.75
	Online ACAS	5	\$23.23	\$116.15
	Telephone ACAS	2	\$23.23	\$46.46
Agency Stakeholders	Sign In Sheet	1	\$35.55	\$35.55
	Hardcopy ACAS	9	\$35.55	\$319.95
	Online ACAS	2	\$35.55	\$71.10
	Telephone ACAS	1	\$35.55	\$35.55
Total		49		\$1,298.43

A.13. Estimates of Other Total Annual Cost Burden to Respondents and Record Keepers

There will be no direct costs to the respondents other than their time to participate in the ACAS.

A.14. Annualized Cost to the Federal Government

There are no equipment costs. The only costs to the federal government would be the hourly wage and travel for ATSDR staff and the contract survey developer and the contract costs for data collection activities and associated tasks.

The survey data collection tool was prepared by ATSDR staff. Contractors will recruit, obtain consent from respondents, and administer the survey once per respondent after each community meeting in-person, or send an email link for an online survey, or by phone. Data analysis of the survey findings and reporting including a draft document for internal and external dissemination will be conducted by contractors as well. The estimated total contractor (CommunicateHealth) contract cost including travel and mailout of community member gift cards is \$83,333.33 per year, or \$250,000 over the next three years. The estimated cost to the federal government is \$155,166.53 per year. **Table A.14.1** describes how this cost estimate was calculated.

Table A.14.1: Estimated Annualized Cost to the Federal Government

Staff (FTE) and Contractor	Average Hours per Collection	Average Hourly Rate	Average Cost
ATSDR Project Officer (GS-14/09, FTE) Review and oversee OMB package preparation, pilot testing, data collection tool development, quality control (One time cost only at the beginning)	100	\$61.32	\$6132.00
ATSDR Project Staff (1, Commission Corp) Lead on development of survey data collection tool, pilot test moderator, OMB package preparation, data collection tool development, planning the data analysis to be done by contractors (One time cost only at the beginning)	200	\$39.05	\$7,810.00
ATSDR Project Staff (GS-12, FTE) Pilot testing, data collection tool development, consulting states to develop data collection tool, consultation with staff lead on OMB package preparation, quality control (One time cost only at the beginning)	80	\$60.74	\$4859.20
Northrop Grumman Contractor Lead on development of survey data collection tool, pilot test moderator, OMB package preparation, data collection tool development, planning the data analysis to be done by contractors	200	240.16	\$48,032.00

(One time cost only at the beginning)			
Other Costs (Recurring each year)			
CommunicateHealth Contract Participant recruitment, data collection and survey administration, analysis of data, reporting and drafting document for dissemination, travel, gift card mailouts			\$83,333.33
CDC Travel 20 trips			\$5,000
Estimated Annual Cost of Information Collection			\$155,166.53

A.15. Explanation for Program Changes or Adjustments

This is a new data collection.

A.16. Plans for Tabulation and Publication and Project Time Schedule

Results of this survey will be shared internally with ATSDR leadership and staff across the agency and disseminated externally to stakeholders and partners through annual reports and budget performance narratives that will be posted via the internet. The data will help ATSDR understand whether their activities are helping the communities address environmental issues and how they may improve ATSDR activities to make a greater impact within the communities they serve. SurveyMonkey® will be used for a simple analysis of the survey data and the online tool can produce the following types of analysis: charts; trends; data tables; basic statistics that show you the minimum, maximum, mean, median, and standard deviation. ATSDR will tabulate the frequency of the responses to each question (e.g., the number that responded yes, no, or don't know), and the percentage of responses to each question. In addition the Likert scale will be calculated based on how they feel about the risk they face in terms of the 11 emotions. ATSDR will report the number and percentage of responses to each of the questions and develop a composite score to characterize the respondents' overall emotional response. It may include a comparison of the percentage that responded with more positive emotions less those that responded with more negative emotions, calibrated for whether the emotion itself is positive or negative. For the questions about the demographics, ATSDR will report the number and percentage of responses for each. It will create cross-tabulations between these data and other responses to the questionnaire. Stata® statistical software will be used for managing, analyzing, and graphing data. Survey data will be analyzed

using a simple paired t-test of the difference in proportions, analysis of variance (ANOVA), and/or mediation/moderation analysis.

Project Time Schedule

- ✓ Design and develop survey data collection tool..... (9/30/2015)
- ✓ Develop analysis plan..... (1/1/2016)
- ✓ Pilot test survey data collection tool..... (2/1/2016)
- ✓ Prepare OMB package..... (COMPLETE)
- ✓ Submit OMB package..... (COMPLETE)
- OMB approval..... (3-6 months)
- Administer surveys at chosen site..... (24-28 weeks)
- Collect, enter, quality control, and analyze data..... (4-6 weeks)
- Prepare report..... (2 weeks)
- Disseminate community results/reports..... (x weeks)

A.17. Reason(s) Display of OMB Expiration Date is Inappropriate

We are requesting no exemption.

A.18. Exceptions to Certification for Paperwork Reduction Act Submissions

There are no exceptions to the certification. These activities comply with the requirements in 5 CFR 1320.9.

List of Attachments

- A. Authorizing Legislation
 - A1. CERCLA Authorizing Legislation
 - A2. RCRA Authorizing Legislation
 - A3. SARA Authorizing Legislation
- B. 60-day Federal Register Notice
- C. Privacy Impact Assessment
- D. Community Meeting Fact Sheet
- E. Sign-In Sheet
 - E1. Sign-In Sheet Aid
- F. ATSDR Communication Activities Survey in 3 Modes
 - F1. Hardcopy ACAS
 - F2. Online ACAS
 - F3. Telephone ACAS
- G. Initial Email for Online Survey Link
- H. Reminder Emails for Online Survey
- I. Thank You Letter for Community Members
- J. Research Determination