

Request for Approval under the “DOL Departmental Generic Clearance for the Collection of Routine Customer Feedback”

(OMB Control Number: 1225-0088)

TITLE OF INFORMATION COLLECTION: Survey Questionnaire for OSHA Challenge Administrators

PURPOSE: The purpose of this request for approval is to allow the Occupational Safety and Health Administration (OSHA), Directorate of Cooperative and State Program (DCSP) to request data from past and current OSHA Challenge Administrators. Administrators are organizations such as corporations, non-profit associations, or Federal agencies that have met OSHA criteria including, dedicated resources to administer the Challenge program for their worksites/members or other organizations’ worksites/members.

DCSP is attempting to collect data from current and past administrators in order to gauge were to make improvements to the Challenge Program. If granted approval DCSP would send the nine questions below to approximately forty-five administrators utilizing survey monkey, an online survey platform.

DESCRIPTION OF RESPONDENTS: OSHA Challenge Administrators. Administrators are organizations such as corporations, non-profit associations, or Federal agencies that have met OSHA criteria including, dedicated resources to administer the Challenge program for their worksites/members or other organizations’ worksites/members.

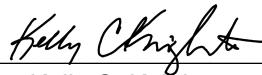
TYPE OF COLLECTION: (Check one)

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

CERTIFICATION:

I certify the following 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 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: 
Kelly C. Knighton August 18, 2020

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 No

BURDEN HOURS

Category Of Respondent	Number of Respondents	Number of Responses Per Respondent	Total Number of Responses	Participation Time (In hrs.)	Total Burden Hours
Stakeholders	45	1	45	.75	34
Totals	45	1	45	.75	34

FEDERAL COST: The estimated annual cost to the Federal government is GS-13 Step/10 3-hours (\$192.50)

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

- 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)? OSHA is using a list of all the former and current OSHA Challenge Administrators. There is no sampling plan because we plan to contact all administrators identified on the list.

Administration of the Instrument

- How will you collect the information? (Check all that apply)
 - Web-based or other forms of Social Media
 - Telephone
 - In-person
 - Mail
 - Other, utilizing survey monkey, an online survey platform. Will interviewers or facilitators be used? Yes No