

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 2010-0042)

TITLE OF INFORMATION COLLECTION:

State and tribal feedback on training and resources for Quality Assurance Project Plan (QAPP) development and review

PURPOSE:

In support of the [E-Enterprise for the Environment, Quality Assurance Project Plan \(QAPP\) Initiative](#), the survey will assist us in better understanding our state and tribal partners’ training and resource needs for QAPP development and review, contribute to developing QAPP training content, and aid our effort to improve transparency, consistency and timeliness of QAPP processes.

DESCRIPTION OF RESPONDENTS:

State and tribal environmental program Quality Assurance Project Plan developers and reviewers.

TYPE OF COLLECTION: (Check one)

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

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. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of 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: Vincia C. Francis-Holloman, Director, Enterprise Quality Management Division, Office of Enterprise Information, U.S. EPA

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 [X] No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden Hours
Tribal Environmental Representative	573	10 minutes	
State Environmental Representative	50	10 minutes	
Totals	623 X 0.30 = 187	10 minutes	31 hours

FEDERAL COST: The estimated annual cost to the Federal government is \$3,200 GS13 base pay X 1.6 (overhead) X 40 hours, + postage and supplies for mailing.

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?
[X] Yes [] No

Universe of respondents is state and tribal environmental program Quality Assurance Project Plan developers and reviewers.

- All federally recognized tribes as identified by the Office of Tribal and International Affairs.
- State environmental participants will be verified by EPA Regional Quality Assurance Mangers.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
[X] Web-based or other forms of Social Media
[X] Telephone
[] In-person
[X] Mail
[] Other, Explain
2. Will interviewers or facilitators be used? [] Yes [X] No

Please make sure that all instruments, instructions, and scripts are submitted with the request.