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Privacy Impact Assessment Form

v 1.21

Status | Form Number | Form Date 01/08/20

	Question	Answer
1	OPDIV:	CDC
2	PIA Unique Identifier:	TBD
2a	Name:	Distribution of Traceable Opioid Material Kits across U.S. Labora
3	The subject of this PIA is which of the following?	○ General Support System (GSS) ○ Major Application ○ Minor Application (stand-alone) ○ Minor Application (child) ◉ Electronic Information Collection ○ Unknown
3a	Identify the Enterprise Performance Lifecycle Phase of the system.	Operations and Maintenance
3b	Is this a FISMA-Reportable system?	○ Yes ◉ No
4	Does the system include a Website or online application available to and for the use of the general public?	○ Yes ◉ No
5	Identify the operator.	◉ Agency ○ Contractor
6	Point of Contact (POC):	POC Title: Senior Service Fellow POC Name: Melissa Carter POC Organization: DHHS/CDC/DDNID/NCEH/DLS/ER POC Email: melissa.carter@cdc.hhs.gov POC Phone: 770-488-7263
7	Is this a new or existing system?	◉ New ○ Existing
8	Does the system have Security Authorization (SA)?	○ Yes ◉ No
8b	Planned Date of Security Authorization	☒ Not Applicable

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8c	Briefly explain why security authorization is not required	Vendor will be collecting information.
10	Describe in further detail any changes to the system that have occurred since the last PIA.	
11	Describe the purpose of the system.	The purpose of this information collection (IC) is to respond to the US opioid epidemic and ensure that labs have the test materials they need to detect various opioids. CDC, through a vendor, will assure that the Traceable Opioid Material Kits (TOM Kits) are being distributed to different types of laboratories in public, private, and non-profit sectors.
12	Describe the type of information the system will collect, maintain (store), or share. (Subsequent questions will identify if this information is PII and ask about the specific data elements.)	The types of information the study will collect and maintain will be: Lab Contact Information (address, phone number, email); lab contact information would be for the lab itself and not specific to any individual working for that lab. Lab Survey (capacity, analysis techniques, size, testing type, DEA number, monthly sample volume) The information collected will be used to determine which laboratories will receive kits and the number of kits needed. This information will not be shared outside of CDC. Laboratories will not be authenticated when submitting information. The vendor will authenticate all of its internal users.
13	Provide an overview of the system and describe the information it will collect, maintain (store), or share, either permanently or temporarily.	Manufacturers of the TOM Kits will use their established client relationship management systems to manage laboratory requests for kits and their responses to study questions. The types of information the study will collect and maintain will be: Lab Contact Information (address, phone number, email); lab contact information would be for the lab itself and not specific to any individual working for that lab. Lab Survey (capacity, analysis techniques, size, testing type, DEA number, monthly sample volume) The information collected will allow CDC to prioritize the distribution of TOM Kits by (1) the recipient DEA number, (2) which laboratories requested kits and the number of kits requested, and (3) then mail kits to the selected laboratories. Information in the study will be submitted by various academic, public, private, and commercial laboratories. This information will not be shared outside of CDC. Laboratories will not be authenticated when submitting information. The vendor will authenticate all of its internal users.
14	Does the system collect, maintain, use or share **PII**?	○ Yes ◉ No

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Reviewer Questions	Answer
REVIEWER QUESTIONS: The following section contains Reviewer Questions which are not to be filled out unless the user is an OPDIV Senior Officer for Privacy.	

	Reviewer Questions	Answer
1	Are the questions on the PIA answered correctly, accurately, and completely?	◯ Yes ◯ No
Reviewer Notes		
2	Does the PIA appropriately communicate the purpose of PII in the system and is the purpose justified by appropriate legal authorities?	◯ Yes ◯ No
Reviewer Notes		
3	Do system owners demonstrate appropriate understanding of the impact of the PII in the system and provide sufficient oversight to employees and contractors?	◯ Yes ◯ No
Reviewer Notes		
4	Does the PIA appropriately describe the PII quality and integrity of the data?	◯ Yes ◯ No
Reviewer Notes		
5	Is this a candidate for PII minimization?	◯ Yes ◯ No
Reviewer Notes		
6	Does the PIA accurately identify data retention procedures and records retention schedules?	◯ Yes ◯ No
Reviewer Notes		
7	Are the individuals whose PII is in the system provided appropriate participation?	◯ Yes ◯ No
Reviewer Notes		
8	Does the PIA raise any concerns about the security of the PII?	◯ Yes ◯ No
Reviewer Notes		
9	Is applicability of the Privacy Act captured correctly and is a SORN published or does it need to be?	◯ Yes ◯ No
Reviewer Notes		
10	Is the PII appropriately limited for use internally and with third parties?	◯ Yes ◯ No

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	Reviewer Questions	Answer
Reviewer Notes		
11	Does the PIA demonstrate compliance with all Web privacy requirements?	◯ Yes ◯ No
Reviewer Notes		
12	Were any changes made to the system because of the completion of this PIA?	◯ Yes ◯ No
Reviewer Notes		
General Comments		
OPDIV Senior Official for Privacy Signature	Beverly E. Walker -S Digitally signed by Beverly E. Walker -S Date: 2020.02.04 14:23:35 -05'00'	HHS Senior Agency Official for Privacy