

**PULMONARY FUNCTION TESTING COURSE APPROVAL PROGRAM**  
Regulation 29 CFR 1910.1043 (h) (1) (iii)  
(0920-0138)

Request for Office of Management and Budget (OMB) Review and Approval  
for a Federally Sponsored Data Collection  
**Revision**

Part B

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## **B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS**

Data collection procedures are outlined below. This collection of information does not employ statistical methods. The following procedures are used to collect information:

Parties interested in becoming a sponsor for the NIOSH-approved spirometry training program request an application and the program office forwards an electronic copy by e-mail (Attachment C). Approved sponsors submit requests to NIOSH when they have a change in curriculum or new faculty to be approved by the program committee (Attachment G). Sponsors submit an annual report of classes completed to NIOSH via dedicated e-mail (Attachment D). A course renewal application and supporting documentation is submitted by approved sponsors once every 5 years if they choose to continue teaching (Attachment E). Approved-sponsors interested in teaching the refresher training course submit an application and supporting materials (Attachment F).

### **B1. Respondent Universe and Sampling Methods**

The respondent universe includes sponsor applicants and NIOSH-approved course sponsors.

### **B2. Procedures for the Collection of Information**

The data collection associated with the course approval program consists of an introductory course application that is submitted to NIOSH by potential course sponsors; annual reports in which approved sponsors provide information on the status of their courses; a program renewal application for approved sponsors; and a refresher course application for those sponsors already approved at the introductory (initial) instruction level. Course sponsors may also voluntarily submit requests for changes in course content or for additional faculty approval. NIOSH will administer a voluntary one-time customer satisfaction survey (Attachment H).

Parties interested in becoming a sponsor for the NIOSH-approved spirometry training program request an application and the program office forwards an electronic copy by e-mail (Attachment C). The party returns the application and supporting materials to the program office at their convenience. The program chairperson checks the submitted materials to determine if the package contains all of the requested information. If any information is missing, the chairperson contacts the applicant to forward the requested material.

All sponsors receive an electronic notification at the end of the calendar year that annual reports are due (Attachment D). Sponsors submit their reports electronically via a dedicated

e-mail. Any sponsor who fails to submit a report is contacted by the program chairperson by e-mail or telephone to ascertain if they are still teaching courses and is requested to submit their report if they are teaching.

A 5-year renewal process is established for each sponsor. Each sponsor will receive a notification with the application 6 months prior to approval expiration. The sponsor will return the application and any supporting documentation to the program office (Attachment E). The sponsor will choose to submit materials either electronically or by regular postal mail. The program chairperson will check the submitted materials to determine if the package contains all of the requested information. If any information is missing, the chairperson will contact the sponsor to forward the requested material.

Sponsors who choose to have their refresher course approved by NIOSH will submit an application and any supporting materials electronically or by regular postal mail (Attachment F). The program chairperson will check the submitted materials to determine if the package contains all of the requested information. If any information is missing, the chairperson will contact the sponsor to forward the requested material.

There is no instrument for a sponsor to request a change to their curriculum or for a new faculty member to be approved. Sponsors send their requests via e-mail to the program office (Attachment G). The program chairperson checks the submitted materials and may ask the sponsor to provide more documentation in accordance with the qualification criteria posted on the NIOSH spirometry training course web page. These qualification criteria were distributed to all sponsors following a meeting with course directors in 2005.

NIOSH will disseminate a one-time customer satisfaction survey to course directors and sponsor representatives to evaluate our service to courses, the effectiveness of the program changes implemented since 2005, and the usefulness of potential Program enhancements (Attachment H). Each respondent will receive a personalized advance notification email, followed by an email with a link to the Survey Monkey site.

### **B3. Methods to Maximize Response Rates and Deal with Non-response Rates**

This section does not apply to this data collection because 29 CFR 1910.1043 (h) (1) (iii) is a federally mandated regulation requiring administration of this program. All submissions are voluntary on the part of the sponsors and new entities wishing to become sponsors.

In regards to the annual report (Attachment D), our course sponsor response rate has been historically high. In 2018, 94% (29/31 sponsors) have submitted their annual course tallies (2018: 371 courses conducted with 3,907 attendees). In 2019, the program had a 100%

(36/36 sponsors) course sponsor voluntary response rate (2019: 386 courses with 3,799 attendees).

**B4. Tests of Procedures or Methods to be Undertaken**

The NIOSH project officer routinely discusses the use of the data collection instruments with program sponsors and has updated all instruments so they may be submitted electronically if the sponsor so chooses.

**B5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data**

This project has been ongoing since NIOSH was given the statutory authority under 29 CFR 1910.1043 (h) (1) (iii).

The purpose of this collection is to provide information that will be used by NIOSH staff to determine whether the courses meet minimum NIOSH/ Occupational Safety and Health Administration (OSHA) requirements for hours, content, instrumentation, technique, and faculty as set forth in the OSHA standard, and are consistent with standard practice guidelines for administering spirometry tests as set forth by the American Thoracic Society.

This collection of information does not employ statistical methods.