

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

TITLE OF INFORMATION COLLECTION:

Evaluation Forms for the National Tanks Conference and Expo

PURPOSE: The National Tanks Conference and Expo is held every 18 months, in which the primary goal is to educate conferees about best management practices, as well as upcoming issues related to protecting the environment and human health. The topics presented will focus on the dangers of releases from underground storage tanks. Respondents will evaluate the conference, as well as the individual sessions held.

DESCRIPTION OF RESPONDENTS:

The respondents for the conference are technical, scientific, and managerial personnel from state, federal, and tribal regulatory agencies and national trade associations from across the U.S. and its six territories.

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: Elizabeth McDermott, Office of Underground Storage Tanks

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	No. of Respondents	Participation Time	Burden
Conference Evaluation Forms	130 (20% of 650 conferees)	2 min.	260 min (4.3 hrs)
Session Evaluation Forms	130 (20% of 650 conferees)	1 min.	130 min (2.16 hrs)
Totals	260		6.5 hrs

FEDERAL COST: The estimated annual cost to the Federal government is \$574.

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 (registration) list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?
 No Yes

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

EPA will identify the potential respondents by targeting the participants that register for the conference. Once registration is completed, a list of the registered respondents will be sent to a staff person in the Office of Underground Storage Tanks.

Administration of the Instrument

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

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