## Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0923-0047)

**TITLE OF INFORMATION COLLECTION:** Environmental Health Land Reuse (EHLR) Immersion Training Pilots

**PURPOSE:** ATSDR’s Land Reuse Program has developed a suite of environmental health and land reuse (EHLR) trainings. Through a long-standing partnership and a FY 2023 cooperative agreement, the National Environmental Health Association (NEHA) collaborates with ATSDR to produce a “EHLR Immersion” training which includes three modules: 1.) Community Engagement, 2) Evaluating Environmental and Health Risks, and 3) Communicating Environmental and Health Risks.

The Land Reuse Program plans to pilot the content of the EHLR Immersion training modules in a minimum of 2-4 conference sessions consisting of 10-35 respondents before the end of FY 2023. NEHA will assist with the pilots. A maximum of 100 respondents are projected during the EHLR Immersion training pilot phase. This number is derived from previous EHLR Basic trainings, which typically were attended by 25 or fewer participants.

The Land Reuse Program routinely relies on partner registration at various environmental health conferences, such as the NEHA annual conference. The ATSDR EHLR Training Registration Form will be used for just the conference session. ATSDR will use REDCap’s survey environment and provide a link, for example through an email to a training host, for online registration. It should take no more than 3 minutes to complete the ATSDR EHLR Registration Form. The information collected during registration will be used to issue certificates of completion and continuing education units.

The Land Reuse Program’s assumption is that a total of 100 participants will complete one Registration Form for one EHLR Immersion Pilot training event (e.g., 100 registrants across three modules, such as respondents attending only the Community Engagement training, the Evaluating Environmental and Health Risk training, and the Communicating Environmental and Health Risk Training).

The Land Reuse Program will use EHLR Knowledge Assessments for each of three modules. These are completely voluntary and anonymous and will be used by the Land Reuse Program to evaluate the effectiveness of the three individual EHLR Immersion training modules. While each pilot will typically focus on one module independent of the other two modules, the assumption is that a total of 100 participants maximum will complete one Knowledge Assessment that pertains to their particular training, e.g., 33 people for the first module, 33 people for the second module, and 34 people for the third module to total 100 participants. Each Knowledge Assessment should take a maximum of 15 minutes to complete. ATSDR will use REDCap’s survey environment for the Knowledge Assessments, by posting an online link within the conference materials (i.e., on a PowerPoint slide).

The Land Reuse will use the EHLR Post Training Feedback form for each of the three modules. Completion of this form is voluntary and anonymous. The Land Reuse Program will assess participant feedback to understand participants’ feelings about the training environment, instructors’ capabilities, and effectiveness of training content. This information may be used to adjust or improve the EHLR Immersion training overall. While each pilot will typically focus on one module independent of the other two modules, the assumption is that a total of 100 participants maximum will complete one Post Training Feedback form that pertains to their particular training, e.g., 33 people for the first module, 33 people for the second module, and 34 people for the third module to total 100 participants. The post training feedback should take a maximum of 10 minutes to complete. ATSDR will use REDCap’s survey environment for the post training feedback by posting an online link within conference materials (i.e., on a PowerPoint slide).

**DESCRIPTION OF RESPONDENTS**: The respondents will be from state, local, or tribal governments. There may also be participants from federal governments. The Land Reuse Program anticipates a maximum of 100 participants total during the pilot phase of EHLR Immersion training.

**TYPE OF COLLECTION:** (Check one)

[ ] Customer Comment Card/Complaint Form [ ] Customer Satisfaction Survey

[ ] Usability Testing (e.g., Website or Software) [ ] Small Discussion Group

[ ] Focus Group [x] Other: Registration, Knowledge

Assessment, and Feedback Form

**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:\_\_Laurel Berman, PhD\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To assist review, please provide answers to the following question:

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected? [ x ] Yes [ ] No

PII is collected for the EHLR Registration.

If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? [ x ] Yes [ ] No

ATSDR will send the names of participants who complete training requirements to NEHA to issue certificates of completion and CEUs.

1. If Applicable, has a System or Records Notice been published? [ x ] Yes [ ] No

The applicable System of Records Notice is [SORN 09-20-0161](https://www.hhs.gov/foia/privacy/sorns/09200161/index.html) (Records of Health Professionals in Disease Prevention and Control Training Programs, HHS/CDC/NCPS). Name of individual respondent, identification number, and type of training received are some of the indices used to retrieve records from this system.

**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** |
| State, local, or tribal governments – Registration | 100 | 3 minutes | 5 hours |
| State, local, or tribal governments – Immersion Training Knowledge Assessment (one of three modules) | 100 | 15 minutes | 25 hours |
| State, local, or tribal governments –  Immersion Training Feedback Form | 100 | 10 minutes | 17 hours |
| **Totals** |  |  | **47 hours** |

**FEDERAL COST:** The estimated annual cost to the Federal government for the EHLR Immersion training pilots, including planning and coordinating each pilot, delivering each pilot, and assessing/evaluating each survey instrument for Registration Form, Knowledge Assessments, and Training Feedback form that will be used in the pilots is $10,400/one year for a total of 160 hours. These costs reflect approximately 20 hours maximum for the Land Reuse lead (GS-13 level).

**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? [ ] Yes [ x ] No

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?

ATSDR and their partners, such as NEHA, will not directly select respondents. Respondents will register for this pilot through a conference-related event. ATSDR will share information about the EHLR Immersion training pilots through partners’ events and conferences or by posting an announcement to the Land Reuse Program’s stakeholder network.

**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

[x] Other, Explain: Online REDCap Forms

The Land Reuse Program will use a REDCap survey instrument link for the Registration Form that can be emailed by the Land Reuse Program lead to a partner hosting the conference pilot (e.g., at US EPA, NEHA, or a local agency) for distribution.

The Land Reuse Program lead will use a REDCap survey instrument link, incorporated in the training materials, for the Knowledge Assessment.

The Land Reuse Program lead will use a REDCap survey instrument link, incorporated in the training materials, for the EHLR Post Training Feedback.

REDCap has been reviewed and approved as compliant with HHS IT security standards. An IT security plan is in place for this application.

1. Will interviewers or facilitators be used? [ ] Yes [ x ] No

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

**List of Attachments**

Attachment A: EHLR Immersion Training Registration Form (REDCap)

Attachment A: EHLR Immersion Training Registration Form (Word)

Attachment B: EHLR Immersion Training Knowledge Assessment (REDCap)

Attachment B: EHLR Immersion Training Knowledge Assessment (Word)

Attachment C: EHLR Immersion Training Feedback Form (REDCap)

Attachment C: EHLR Immersion Training Feedback Form (Word)

Attachment D. STARS Determination Form