

**Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB#: 0925-0648 Exp., date: 06/30/2024)**

**TITLE OF INFORMATION COLLECTION:** NIH/NIST Health Assessment Measurements Quality Assurance Program (HAMQAP) Participant Feedback Survey

**PURPOSE:**

NIST has established a Health Assessment Measurements Quality Assurance Program (HAMQAP), in part as a collaboration with the National Institutes of Health (NIH) Office of Dietary Supplements (ODS). Participants measure concentrations of nutritional and toxic elements, fat- and water-soluble vitamins, fatty acids, active and/or marker compounds, and contaminants in samples distributed by NIST. Samples that represent human intake (e.g., foods, dietary supplements, tobacco) are paired with samples that represent human output (e.g., blood, serum, plasma, urine), and analytes are paired where possible to represent the full spectrum of health assessment. Participant data is compiled at NIST and analyzed for accuracy, precision, and concordance within the community. Reports and certificates of completion are sent to participants, and workshops and webinars are held to discuss results as well as methodological advancements in the area of health assessment measurements.

The purpose of this feedback survey is to gather information on participants’ experiences with the HAMQAP exercises including: value of participation, usefulness of HAMQAP exercise design, relevance of measurement categories and analyte groups in HAMQAP studies, appropriateness of HAMQAP exercise frequency, clarity and value of HAMQAP communications and reports, usability of the HAMQAP website, identification of challenges or bottlenecks to HAMQAP participation.

**DESCRIPTION OF RESPONDENTS:**

Respondents for this effort will include those who have participated in HAMQAP exercises since the program began. Participants include individuals representing private sector organizations involved in analytical measurements (manufacturer quality control managers, laboratory managers, analytical chemists, analytical instrumentation or test kit manufacturers, third-party testing laboratories or contract research organizations) and public sector organizations (academic or research facility, government research labs).

**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: \_\_\_\_\_Adam Kuszak\_\_\_\_\_

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

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected? [ ] Yes [x] No
2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? [ ] Yes [ x] No
3. If Applicable, has a System or Records Notice been published? [ ] Yes [ x] No

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? [ ] Yes [ x] No

**ESTIMATED BURDEN HOURS and COSTS**

Category of Respondent	No. of Respondents	No. of Responses per Respondent	Time per Response (in hours)	Total Burden Hours
Private sector	550	1	20/60	183
<b>Totals</b>		<b>550</b>		<b>183</b>

**COST TO RESPONDENT**

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
HAMQAP participants	183	\$38.79	\$7,098.57
<b>Totals</b>			<b>\$7,098.57</b>

\* <https://www.bls.gov/ooh/life-physical-and-social-science/chemists-and-materials-scientists.htm#tab-1>

**FEDERAL COST:** The estimated annual cost to the Federal government is \$19,207.48

Staff	Grade/Step	Salary*	% of Effort	Fringe (if applicable)	Total Cost to Gov't
<b>Federal Oversight</b>					
Program Director	GS-14 Step 5	\$138,866	0.0375		\$5,207.48
<b>Contractor Cost</b>		\$175/hr	80		\$14,000
Travel					0
Other Cost					0
<b>Total</b>					19,207.48

\*the Salary in table above is cited from <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2021/DCB.pdf>

**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       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?

All participants in past HAMQAP exercises (550 people) will be invited to participate in the feedback survey. NIST maintains an active list of HAMQAP participants and communicates with them through email.

**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
2. Will interviewers or facilitators be used?  Yes  No