Request for Approval under the "DOL Departmental Generic Clearance for the Collection of Routine Customer Feedback"
(OMB Control Number: 1225-0088)

TITLE OF INFORMATION COLLECTION: Injury Tracking Application (ITA) 3.0 Beta Testing

PURPOSE: OSHA is modifying its Injury Tracking Application (ITA) to reflect newly-issued requirements, under the new rule implemented on July 21, 2023 "Improve Tracking of Workplace Injuries and Illnesses" (88 FR 47254), for some establishments to electronically submit their OSHA Form 300 and 301 injury and illness data to the agency. The ITA is OSHA's web-based system for this data collection. The revised system is designated as ITA 3.0, and the new data submission requirements will be approved under 1218-0279. As with any system modification or redesign, it needs to be tested by users before release to uncover potential problems or issues. The pre-release testing will involve Department of Labor (DOL) staff, but also requires outside users to test the system as well. During the testing, users will complete new web forms, submit data via csv file, and provide feedback via a feedback form. OSHA will identify and invite current ITA account holders who will be subject to the new requirements to test the ITA 3.0. This is on a voluntary basis. DOL's Office of the Chief Information Officer has indicated that 30 outside testers would be optimal. OSHA will first reach out to 60 potential participants as a group, then continue reaching out until there is a total of 30 volunteers who have agreed to participate. The goals of the testing are to 1) identify any bugs in the system; and 2) receive any feedback on how to improve the interface. A sample invitation is attached.

DESCRIPTION OF RESPONDENTS: Current ITA account holders who will be subject to the new requirements to participate in testing the ITA 3.0, under the new rule. The participants will include 60 ITA account invitations to be sent for possible testing, which would result in 30 ITA account testers to conduct the ITA 3.0 testing. An estimated 60 invitations will be sent to recruit the 30 participants for testing. The respondents for this information collection fall under the Private Sector category.

TYPE OF COLLECTION: (Check one)

[ ] Customer Comment Card/Complaint Form   [ ] Customer Satisfaction Survey
[X] Usability Testing (e.g., Website or Software)   [ ] Small Discussion Group
[ ] Focus Group   [ ] 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 <u>not</u> raise issues of concern to other federal agencies.
4. The results are <u>not</u> intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of <u>substantially</u> informing <u>influential</u> 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: <u>Injury Tracking Application (ITA) 3.0 Beta Testing</u>

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

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time (In Hrs.)	Total Burden Hours
ITA Account Holders Invited for Testing (Businesses or other for-profits)	60	15/60	15
ITA Account Holders Conducting Testing (Businesses or other for-profits)	30	3	90
Totals	**90**	**3.25**	**105**

FEDERAL COST: The estimated annual cost to the Federal government is ___$0_____

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?

  [X] 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?

  We have a customer list of user accounts/establishments that have submitted information to the ITA in the past and that have establishments that meet the submission criteria for the new data collection. We will select the potential group of respondents from that customer list based on the following criteria: 1. User accounts with a large number of establishments that will meet the criteria (for example, U.S. Post Office, Amazon, Walmart, United Parcel Service, Fed Ex, Lowe's, Public, Whole Foods, Pepsi Co, J.B. Hunt Trucking, Sodexo) 2. Other user accounts with multiple establishments that meet the submission criteria, in a range of industries.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
   [X] Web-based or other forms of Social Media
   [ ] Telephone
   [ ] In-person
   [ ] Mail
   [ ] Other, Explain

2. Will interviewers or facilitators be used? [] Yes [X] No

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