



U.S. Department of  
Health and Human Services  
Centers for Disease  
Control and Prevention

Print Date: 2/22/24

**Title:** Airline and Traveler Information Collection Domestic Manifests and the Passenger Locator Form - Request for OMB approval of revised information collection

**Project Id:** 0900f3eb8230e0a0

**Accession #:** NCEZID-TERMT-2/16/24-0e0a0

**Project Contact:** Shannon Gearhart

**Organization:** NCEZID/DGMH/TRAM/TERMT

**Status:** Pending Clearance

**Intended Use:** Project Determination

**Estimated Start Date:** 04/01/2024

**Estimated Completion Date:** 03/31/2027

**CDC/ATSDR HRPO/IRB Protocol #:**

**OMB Control #:** 0920-1181

## Determinations

Determination	Justification	Completed	Entered By & Role
HSC: Does NOT Require HRPO Review	Not Research - Public Health Surveillance <i>45 CFR 46.102(1)(2)</i>	2/22/24	Peterson_James M. (iy1) CIO HSC
PRA: PRA Applies		2/22/24	Vice_Rudith (nhr9) OMB / PRA

## Description & Funding

---

### Description

**Priority:** Urgent

**Date Needed:** 02/28/2024

**Priority Justification:** Since this OMB package expires on 3/31/24, the goal is to get the completed 30-day FRN package to ICRO by 3/1 to allow ICRO time to review and publish the 30-day FRN before the 3/31 expiration date.

**Determination Start Date:** 02/16/24

**Description:** Consistent with the regulations at 42 CFR 70.1 and 71.2, and the authorities in the Public Health Service Act, CDC can collect contact information on exposed travelers to provide to health departments in a timely manner for the provision of public health follow up and any recommended interventions. DGMH is submitting an OMB revision package (OMB 0920-1181) for the Domestic Manifest Order Template and Passenger Locator Form, which are used to collect this information from airlines and/or travelers in the event there is a communicable disease risk to other passengers or crew and public health follow-up is needed.

**IMS/CIO/Epi-Aid/Lab-Aid/Chemical Exposure Submission:** No

**IMS Activation Name:** Not selected

**Primary Priority of the Project:** Not selected

**Secondary Priority(s) of the Project:** Not selected

**Task Force Associated with the Response:** Not selected

**CIO Emergency Response Name:** Not selected

**Epi-Aid Name:** Not selected

**Lab-Aid Name:** Not selected

**Assessment of Chemical Exposure Name:** Not selected

**Goals/Purpose** The goal of this information collection is to ensure that, consistent with the terms of regulations at 42 CFR 70.1 and 71.5, and the authorities in the Public Health Service Act and in Code of Federal Regulations (CFR), CDC can collect conveyance, passenger and crew contact information from airlines (aka manifests) and from travelers in the Passenger Locator Forms (PLF) in the event an individual with a confirmed or suspected case of a communicable disease is known to have traveled on an interstate flight while infectious or potentially infectious and presented a risk of spread to other passengers or crew. This information is collected so that CDC can initiate the process of contact tracing or provision of other public health follow up to prevent further disease spread.

The objective of the domestic manifest order template is to enable CDC to provide contact information to state, local, and territorial health departments, so they can contact travelers in a timely manner to provide them with a notification that they may have been exposed to a communicable disease and to provide follow-up health information and any recommended interventions. The Passenger Locator Form (PLF) is used when there is a confirmation of or strong suspicion that an individual(s) aboard a flight is infected with or exposed to a communicable disease that is a threat to other travelers, and CDC is made aware of the ill traveler(s)

**Objective:** prior to arrival in the United States. This prior awareness can provide CDC with an opportunity to collect traveler contact information directly from the traveler and other passengers seated near the traveler prior to departure from the arrival airport. If the ill traveler is confirmed to have a disease of public health concern, the contact information collected from the nearby travelers in the PLF will be provided to state, local, and territorial health departments with a notification of the potential exposure to the communicable disease, similar to what is done with the information collected from an airline through a manifest order.

**Does your project measure health disparities among populations/groups experiencing social, economic, geographic, and/or environmental disadvantages?:** No

**Does your project investigate underlying contributors to health inequities among populations /groups experiencing social, economic, geographic, and/or environmental disadvantages?:** No

**Does your project propose, implement, or evaluate an action to move towards eliminating health inequities?:** No

**Activities or Tasks:** New Collection of Information, Data, or Biospecimens ; Programmatic Work

**Target Populations to be Included/Represented:** Other - Travelers (passengers and airline crew)

**Tags/Keywords:** Aircraft ; Contact tracing ; Air Travel ; Communicable Disease Control

**CDC's Role:** Activity originated and designed by CDC staff, or conducted at the specific request of CDC, or CDC staff will approve study design and data collection as a condition of any funding provided

**Method Categories:** Outbreak Investigation; Public Health Assessment

**Methods:** There are no statistical sampling or research design methods being used. CDC makes a determination of whether or not to collect manifest information depending on the risk of communicable disease spread during and after travel.

In the event that a communicable disease is identified in a traveler aboard an aircraft, and the disease presents a risk to other passengers or crew, a CDC Division of Global Migration Health staff member prepares the manifest order and email templates and receives official approval to email the order and template email to the appropriate airline company point of contact. In the event that advanced notice to the airline operator is needed in extremely pressing cases of infectious diseases, an informal manifest request template is sent, which is followed as soon as possible by the formal order. If the airline operator responds to the informal request prior to the formal order, CDC will follow up with a formal receipt of manifest letter for the airline's records. Each order contains the specific pieces of data CDC requires for each passenger or crew at risk given the risk posed by the communicable disease. For airlines, CDC has developed standard operating procedures (SOPs) for several infectious diseases, such as tuberculosis and meningococcal disease. These SOPs detail which passenger seats in relation to the ill traveler were at greatest risk for infection. Some SOPs for highly communicable or highly concerning diseases specify that a larger portion of the aircraft, or even all passengers and crew, should be included in the manifest submission to CDC. Ebola disease, for instance, calls for the entire manifest, regardless of the aircraft size. In the case of measles and rubella, the entire manifest is requested if the aircraft is less than 50 seats. Once CDC receives the manifest information, CDC works with the Department of Homeland Security to cross-check passenger information with federal databases to ensure the most accurate contact and locating data is identified. The information is compiled into a clean data set and each state health department receives pertinent identifying and contact information for those travelers residing or temporarily located in their state. CDC uses the secure Epi-X (Epidemic Information Exchange) system to provide the passenger or crew information to the state health departments. In the vast majority of cases, state, local, and territorial health departments will then conduct contact tracing and appropriate public health follow-up. The Passenger Locator Forms (PLF) is

**Collection of Info, Data or Biospecimen:**

used very rarely and only when there is a confirmation of or a strong suspicion that there is an ill person on board an aircraft who is ill with a communicable disease of public health concern, i.e. posing a significant risk of disease spread to others onboard during travel. The ill or exposed individual must be identified prior to the aircraft arriving into the United States or prior to passengers or crew disembarking the aircraft or departing the airport for the use of the PLF to be considered. The PLF requests personally identifiable information and contact information for potentially exposed travelers. The form is completed by the travelers and provided to CDC either prior to departure from the aircraft, upon departure, or at some other time prior to the traveler leaving the airport. As with the data collected via the manifest order, CDC uses the secure Epi-X system to provide the passenger or crew information to state health departments.

The intended use of the information is to enable CDC to provide contact information to state, local, and territorial health departments, so they can contact travelers in a timely manner to provide them with a notification that they may have been exposed to a communicable disease and to provide follow-up health information and any recommended interventions. In limited circumstances CDC may contact travelers directly. The Passenger Locator Form (PLF), a form developed by the International Civil Aviation Organization (ICAO) in concert with its international member states, is used when there is a confirmation or strong suspicion that an individual(s) aboard a flight is infected with or exposed to a communicable disease that is a threat to co-travelers, and CDC is made aware of the ill traveler(s) prior to arrival in the United States. This prior awareness can provide CDC with an opportunity to collect traveler contact information directly from the traveler and other passengers seated near the traveler prior to departure from the arrival airport. If the ill traveler is confirmed to have a disease of public health concern, the contact information collected from the nearby travelers in the PLF will be provided to state, local, and territorial health departments with a notification of the potential exposure to the communicable disease, similar to what is done with the information collected from an airline through a manifest order. This will facilitate the timely public health follow-up and any recommended interventions.

**Expected Use of Findings/Results and their impact:**

<b>Could Individuals potentially be identified based on Information Collected?</b>	Yes
<b>Will PII be captured (including coded data)?</b>	Yes
<b>Does CDC have access to the identifiers (including coded data)?:</b>	Yes
<b>Is this project covered by an Assurance of Confidentiality?</b>	No
<b>Does this activity meet the criteria for a Certificate of Confidentiality (CoC)?</b>	No
<b>Is there a formal written agreement prohibiting the release of identifiers?</b>	Yes, <i>see supporting info</i>

**Funding**

Funding yet to be added .....

**HSC Review**

---

## Regulation and Policy

---

Do you anticipate this project will need IRB review by the CDC IRB, NIOSH IRB, or through reliance on an external IRB? No

Estimated number of study participants

Population - Children

Protocol Page #:

Population - Minors

Protocol Page #:

Population - Prisoners

Protocol Page #:

Population - Pregnant Women

Protocol Page #:

Population - Emancipated Minors

Protocol Page #:

Suggested level of risk to subjects

Do you anticipate this project will be exempt research or non-exempt research

### Requested consent process wavers

Informed consent for adults No Selection

Children capable of providing assent No Selection

Parental permission No Selection

Alteration of authorization under HIPAA Privacy Rule No Selection

### Requested Waivers of Documentation of Informed Consent

Informed consent for adults No Selection

Children capable of providing assent No Selection

Parental permission No Selection

## Consent process shown in an understandable language

Reading level has been estimated	No Selection
Comprehension tool is provided	No Selection
Short form is provided	No Selection
Translation planned or performed	No Selection
Certified translation / translator	No Selection
Translation and back-translation to/from target language(s)	No Selection
Other method	No Selection

## Clinical Trial

Involves human participants	No Selection
Assigned to an intervention	No Selection
Evaluate the effect of the intervention	No Selection
Evaluation of a health related biomedical or behavioral outcome	No Selection
Registerable clinical trial	No Selection

## Other Considerations

Exception is requested to PHS informing those bested about HIV serostatus	No Selection
Human genetic testing is planned now or in the future	No Selection
Involves long-term storage of identifiable biological specimens	No Selection
Involves a drug, biologic, or device	No Selection
Conducted under an Investigational New Drug exemption or Investigational Device Exemption	No Selection

## Institutions & Staff

---

### Institutions

## Will you be working with an outside Organization or Institution? No

Institutions yet to be added .....

### Staff

Staff Member	SIQT Exp. Date	CITI Biomedical Exp. Date	CITI Social & Behavioral Exp. Date	CITI Good Clinical Practice Exp. Date	Staff Role	Email	Phone	Organization
Deborah Christensen	02/07 /2026	12/12/2021			Technical Monitor	dqc3@cdc.gov	404-498-3836	TRAVEL RISK ASSESSMENT AND MITIGATION BRANCH
Sundari Mase	08/02 /2026	08/20/2017			Program Lead	fyy0@cdc.gov	- -	TRAVEL RISK ASSESSMENT AND MITIGATION BRANCH

### Data

---

#### DMP

**Proposed Data Collection Start Date:** 4/1/24

**Proposed Data Collection End Date:** 3/31/27

**Proposed Public Access Level:** Non-Public

#### Non-Public Details:

**Reason For Not Releasing Data:** Removal of identifiers renders the remaining data of no value

**Public Access Justification:** Access to the data collected through the Domestic Manifest Order and Passenger Locator Form is restricted to a limited number of CDC staff and health department partners who are involved in following up with the exposed travelers for public health intervention, if needed.

**How Access Will Be Provided for Data:** Access is restricted to agency employees with a bona fide #need to know# in order to carry out the duties of their positions or to accomplish the purposes for which the data were collected. Source data sets, printouts and thumb drives are safeguarded by storing them in locked cabinets in locked offices when not in use.

Information submitted by the airlines, as well as traveler information submitted via the PLF, is entered into a secure electronic database called the Port Health Activity Reporting System (PHARS). It is stored here for analysis, for processing to complete the

**Plans for Archival and Long Term Preservation:** passenger information data set, for swift dissemination to the state, local, and territorial health departments through a secure CDC system called Epi-X (Epidemic Information Exchange), and for later retrieval if necessary.

## Spatiality

Spatiality (Geographic Locations) yet to be added .....

## Dataset

Dataset Title	Dataset Description	Data Publisher /Owner	Public Access Level	Public Access Justification	External Access URL	Download URL	Type of Data Released	Collection Start Date	Collection End Date
Dataset yet to be added...									

## Supporting Info

Current	CDC Staff Member and Role	Date Added	Description	Supporting Info Type	Supporting Info
	Cohen_Nicole J. (hei1) Division ADS	02/21/2024	2015 NRD memo	HS Research Determination Memo	Non-research determination_OMB 0920-1181_2015.pdf
Current	Gearhart_Shannon (qvr4) Project Contact	02/16/2024	Section 361 of the Public Health Service Act (42 USC 264) - Referenced in Supporting Statement A	Other-Regulation	Attachment 1A_Section 361 of the Public Health Service Act (42 USC 264).pdf
Current	Gearhart_Shannon (qvr4) Project Contact	02/16/2024	Domestic Informal Manifest Request Template - Referenced in Supporting Statement A	Data Collection Form	Attachment 8_Domestic_Informal_Manifest_Request_Template.docx
Current	Gearhart_Shannon (qvr4) Project Contact	02/16/2024	60-day Federal Register Notice - Referenced in Supporting Statement A	Other-60-day FRN	Attachment 2_FRN-60-day notice_OMB 0920-1181_1.16.2024.pdf



Current	Gearhart_Shannon (qvr4) Project Contact	02/16/2024	System of Records Notice 09-20-0171: ##Quarantine and Traveler-Related Activities, Including Records for Contact Tracing Investigation and Notification Under 42 CFR Parts 70 and 71, HHS/CDC/CCID.##	Non Disclosure Agreement	Attachment 10_System of Records Notice 09-20-0171_12.13.2007.pdf
Current	Gearhart_Shannon (qvr4) Project Contact	02/16/2024	Privacy Impact Assessment - Referenced in Supporting Statement A	Other-Enter new typePrivacy Impact Assessment	Attachment 3_QARS Privacy Impact Assessment.pdf
Current	Gearhart_Shannon (qvr4) Project Contact	02/16/2024	42 CFR Part 71 - Referenced in Supporting Statement A	Other-Regulations	Attachment 1B_42 CFR part 70 Authorizing Legislation.pdf
Current	Gearhart_Shannon (qvr4) Project Contact	02/16/2024	42 CFR Part 70 - Referenced in Supporting Statement A	Other-Regulations	Attachment 1C_42 CFR part 71 Authorizing Legislation.pdf
Current	Gearhart_Shannon (qvr4) Project Contact	02/16/2024	Domestic Manifest Order Template	Data Collection Form	Attachment 5_Domestic_Manifest_Order_OMB 0920-1181.docx
Current	Gearhart_Shannon (qvr4) Project Contact	02/16/2024	Passenger Locator Form	Data Collection Form	Attachment 7_Public Health Passenger Locator Form.pdf
Current	Gearhart_Shannon (qvr4) Project Contact	02/16/2024	Supporting Statement A for OMB 0920-1181 revision request	Other-OMB package Supporting Statement A	Supporting Statement A template_OMB 0920-1181_30 day FRN_clean.docx
Current	Gearhart_Shannon (qvr4) Project Contact	02/16/2024	Email Template for Domestic Manifest Order - Referenced in Supporting Statement A	Data Collection Form	Attachment 6_Email template for Domestic Manifest Order_OMB 0920-1181.docx
Current	Gearhart_Shannon (qvr4) Project Contact	02/16/2024	Supporting Statement B for OMB 0920-1181 revision request	Other-Supporting Statement B	Supporting Statement B template _30day_OMB 0920-1181_clean.docx



U.S. Department of Health and Human Services  
Centers for Disease Control and Prevention