

# **Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0920-1050)**

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## **TITLE OF INFORMATION COLLECTION:**

Clinical Laboratory Partners Forum Meeting Evaluation Survey 2024

## **PURPOSE:**

This information collection is being conducted to examine the effectiveness of the May 22, 2024 Meeting for the Clinical Laboratory Partners Forum (CLPF), a group of laboratory professional, standard-setting, and accreditation organizations that meets periodically to share information and focus on clinical and public health laboratory partnerships, particularly as related to preparedness and response, laboratory workforce, biosafety, and patient safety or diagnostic excellence. The Division of Laboratory Systems at the Centers for Disease Control and Prevention, who periodically convenes this group of organizations, is seeking feedback from participants to assess the effectiveness and relevance of the May 22, 2024 meeting, in an effort to ensure that meetings of this group are managed effectively and focused on issues of current importance to clinical and public health laboratories.

## **DESCRIPTION OF RESPONDENTS:**

Individuals representing laboratory professional, standard-setting, and accreditation organizations, who participate in the CLPF meeting. We anticipate that at least 75% of those solicited will respond. The survey link will be open through June 21, 2024. A follow-up email reminder to complete the survey will be sent (in the same manner as the initial email invitation) every 2 weeks until the end of the survey period, in order to encourage greater participation

## **TYPE OF COLLECTION:**

<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: Latesha Funches

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 [ ] No
3. If Applicable, has a System or Records Notice been published? [ ] Yes [ ] No (Not applicable)

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? [ ] Yes [ X ] N

**BURDEN HOURS:**

Category of Respondent	No. of Respondents	Participation Time (minutes/60)	Burden (hours)
Private Sector	66	5/60	5.5
<b>Totals</b>	<b>66</b>	5/60	<b>5.5</b>

**FEDERAL COST:**

**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?

Respondents will be solicited by email invitations to include approximately 66 individuals who have represented laboratory professional, standard-setting, and accreditation organizations at CLPF meeting(s) in the past. A link to the CLPF Qualtrics tool will be provided. All participants will be informed that participation in the survey is voluntary and no identifying information will be requested. The survey will remain open through 6/21/2024.

**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 ☒ No

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