

Request for Approval under the “Generic Clearance for Questionnaire Testing and Research” (OMB Control Number: 1905-0186)

TITLE OF INFORMATION COLLECTION: Cognitive Research for Proposed Modifications to the Petroleum Marketing Information Collection: Forms EIA-182, EIA-856 and EIA-877

PURPOSE: The U.S. Energy Information Administration (EIA) plans to use the Office of Management and Budget (OMB) approved generic clearance, EIA-882T, (Generic Clearance For Questionnaire Testing and Research OMB No. 1905-0186), to conduct research on the ability of EIA survey respondents to report information on crude oil streams, motor gasoline, no. 2 fuel and propane sales activity. Your action is anticipated within two weeks; however, EIA will not conduct this survey without approval. Results of this data collection will be submitted in the annual report of surveys conducted under the generic clearance.

Form EIA-182, “Domestic Crude Oil First Purchase Report,” collects data from all firms that buy domestic crude oil at the lease boundary, acquiring ownership of the crude in a first purchase transaction coal received by manufacturers and other non-electric power plants. Form EIA-182 does not have a crude stream category for Bakken crude oil in North Dakota and Argus crude oil in Gulf Coast Offshore region. Consequently, respondents should be reporting purchases of these crude streams in the “Other” categories for these geographic areas. EIA wants to assess respondents’ ability to separately report price data for these two crude streams to improve the accuracy of the published domestic crude oil price statistics.

Form EIA-856, "Monthly Foreign Crude Oil Acquisition Report," collects data on the cost and quantities of foreign crude oil (by country of origin) acquired for importation into the United States, including U.S. territories and possessions. EIA seeks to assess the reporting burden associated with the EIA-856 survey; to understand how respondents are reporting their pooled Canadian crude oil and understand how respondents report price data on purchases of pooled crude oil streams in general, to understand what information respondents report in the vendor column on the form, how respondents are reporting their Port of Destination on the form, how respondents report their offshore inventories of crude oil, and whether reporting burden may be reduced by updating transaction type, contract and point codes with latest industry definitions.

Form EIA-877, "Winter Heating Fuels Telephone Survey," is designed to collect data on State-level stocks and residential prices of No. 2 heating oil and propane during the heating season. This survey is operated and managed as a collaborative effort between EIA and 38 state energy offices and price data are collected every Monday and Tuesday, over the telephone, and aggregate residential heating oil and propane price statistics are published weekly during the heating season. EIA seeks to understand the terminology used within the residential heating oil and propane industry for various retail pricing options, to determine if discounts are used within the residential heating oil and propane industry and if those discounts are reflected in the price data reported to EIA, to determine if respondents can break out sales information for residential sales at the State level, and to determine the impact on respondent burden by adding heating oil volumes sold to the survey.

The protocols are designed to collect information on how respondents interpret phrases, questions, and what information they compile and rely upon to complete these survey forms. All participation in this survey is voluntary.

EIA will use the information collected from this research to guide agency decisions in proposing any modifications to the petroleum marketing survey information collection request (ICR) under OMB Control No. 1905-0174. These petroleum survey forms expire September 30, 2017.

DESCRIPTION OF RESPONDENTS: Current EIA respondents that report on Forms EIA-182, 877, and 856.

TYPE OF COLLECTION: (Check one)

- | | |
|---|--|
| <input type="checkbox"/> Field Testing | <input checked="" type="checkbox"/> Cognitive Interviews |
| <input type="checkbox"/> Usability Testing | <input type="checkbox"/> Focus Groups |
| <input type="checkbox"/> Pilot Surveys | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Respondent Debriefings | |

CERTIFICATION:

I certify the following to be true regarding the proposed collection of information:

1. It is necessary for the proper performance of agency functions.
2. It avoids unnecessary duplication.
3. It reduces burden on small entities.
4. It uses plain, coherent, and unambiguous language that is understandable to respondents.
5. Its implementation will be consistent and compatible with current reporting and recordkeeping practices.
6. It indicates the retention periods for recordkeeping requirements.
7. It informs respondents of the information called for under 5 CFR 1320.8 (b)(3) about:
 - i. Why the information is being collected;
 - ii. Use of information;
 - iii. Burden estimate;
 - iv. Nature of response (voluntary, required for a benefit, or mandatory);
 - v. Nature and extent of confidentiality; and
 - vi. Need to display currently valid OMB control number
8. It was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected.
9. It uses effective and efficient statistical survey methodology (if applicable).
10. It makes appropriate use of information technology.

Name: Stephen Harvey, Assistant Administrator for Energy Statistics,
U.S. Energy Information Administration

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

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? Yes No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? Yes No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? Yes No

Gifts or Payments:

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

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time (hours)	Burden hours
EIA-182	14	0.5	7
EIA-856	15	1.0	15
EIA-877	21	0.5	10.5
Totals	50		32.5

FEDERAL COST: The estimated annual cost to the Federal government is: \$2,340.65

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?

We will recruit respondents to participate in cognitive research by contact companies listed as active in the current frame files for Forms EIA-182, 856, and 877. Participation in this research is voluntary.

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

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

Instructions for completing Request for Approval under the
“Generic Clearance for Questionnaire Testing and Research”
(OMB Control Number: 1905-0186)

TITLE OF INFORMATION COLLECTION: Provide the name of the collection that is the subject of the request. (e.g. Comment card for soliciting feedback on xxxx)

PURPOSE: Provide a brief description of the purpose of this collection and how it will be used. If this is part of a larger study or effort, please include this in your explanation.

DESCRIPTION OF RESPONDENTS: Provide a brief description of the targeted group or groups for this collection of information. These groups must have experience with the program.

TYPE OF COLLECTION: Check one box. If you are requesting approval of other instruments under the generic, you must complete a form for each instrument.

CERTIFICATION: Please read the certification carefully. If you incorrectly certify, the collection will be returned as improperly submitted or it will be disapproved.

Personally Identifiable Information: Provide answers to the questions. Note: Agencies should only collect PII to the extent necessary, and they should only retain PII for the period of time that is necessary to achieve a specific objective.

Gifts or Payments: If you answer yes to the question, please describe the incentive and provide a justification for the amount.

BURDEN HOURS:

Category of Respondents: Identify who you expect the respondents to be in terms of the following categories: (1) Individuals or Households; (2) Private Sector; (3) State, local, or tribal governments; or (4) Federal Government. Only one type of respondent can be selected per row.

No. of Respondents: Provide an estimate of the Number of respondents.

Participation Time: Provide an estimate of the amount of time required for a respondent to participate (e.g. fill out a survey or participate in a focus group)

Burden: Provide the Annual burden hours: Multiply the Number of responses and the participation time and divide by 60.

FEDERAL COST: Provide an estimate of the annual cost to the Federal government.

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. Please provide a description of how you plan to identify your potential group of respondents and how you will select them. If the answer is yes, to the first question, you may provide the sampling plan in an attachment.

Administration of the Instrument: Identify how the information will be collected. More than one box may be checked. Indicate whether there will be interviewers (e.g. for surveys) or facilitators (e.g., for focus groups) used.

Submit all instruments, instructions, and scripts are submitted with the request.