

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

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## TITLE OF INFORMATION COLLECTION: **Cognitive Research for Proposed Modifications to the Petroleum Marketing Information Collection: Form 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 retail price information for No. 2 fuel oil and propane. Results of this data collection will be submitted in the annual report of surveys conducted under the generic clearance.

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. This survey instrument is designed to collect point-in-time prices for residential heating fuels for specific outlets selected to report in the sample. Aggregate residential heating oil and propane price statistics are published weekly during the heating season. EIA seeks to assess respondents' ability and understanding of their requirement to report a retail residential price for No. 2 heating oil and propane. The research will also involve examining how respondents are using price discounts for residential sales of heating oil and propane and if those discounts are reflected in the retail price data reported to EIA. Last heating oil season, some respondents reported the average price across all of their outlets, some other respondents reported a retail price that included discounts, and some outlets reported a combined retail price that was for both residential and commercial customers. Including volume weighted average prices or discounted retail prices with point-in-time retail residential prices may have a downward impact on the aggregate estimates at the state level and affect the accuracy of the retail prices that EIA publishes during the winter heating season. EIA seeks to identify and resolve any misreporting issues relating to collecting the retail price paid by residential consumers. The protocol is designed to collect information on how respondents interpret phrases, questions, and what information they compile and rely upon to report residential No. 2 heating oil and propane price data. All participation in this survey is voluntary.

EIA will use the information collected from this research to revise the survey instructions for Form EIA-877 on how to report the retail price of No. 2 heating oil and propane before the start of the Winter Fuels Heating season which covers October 1, 2018 through March 31, 2019. This petroleum survey form expires November 30, 2020.

**DESCRIPTION OF RESPONDENTS:** Current EIA respondents that report on Forms EIA-877.

**TYPE OF COLLECTION:** (Check one)

Field Testing

Usability Testing

Pilot Surveys

Respondent Debriefings

Cognitive Interviews

Focus Groups

Other: \_\_\_\_\_

## 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: Thomas Leckey, 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-877	24	0.25	6
Preparation time for the interview	24	0.25	6
<b>Totals</b>	<b>24</b>		<b>12</b>

**ESTIMATE OF RESPONDENT BURDEN HOURS AND COST:** The burden to respondents is 12 hours. This includes time preparing for the interview such as reading the

invitation and clicking on a URL link to select a date and time and the time in the interview. The interview is expected to last 15 minutes. The cost to the respondents is estimated to be (\$75.69\*12 hours) = \$908.30.

**FEDERAL COST:** The estimated annual cost to the Federal government is: (\$75.69 \* 20 hours) = \$1,513.80. The time is itemized as follows:

<b>Activity</b>	<b>Hours</b>
Draft protocol and invitation letter	2
Conduct the interviews	12
Draft report	6
<b>Totals</b>	<b>20</b>

**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?

EIA will recruit respondents to participate in this cognitive research by contacting companies listed as active in the current frame file for Form EIA-877 that are currently making sales in any of the 38 states where EIA publishes state level estimates during the Winter Heating season. 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  
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**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.**