2020 Carbapenem Resistance Veterinary Diagnostic Laboratory Survey

OSTLTS Generic Data collection Request
OMB No. 0920-0879

Supporting Statement – Section B

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Section B – Data collection Procedures

1. Respondent Universe and Sampling Methods

Respondents will consist of veterinary diagnostic laboratory officials from 51 accredited veterinary diagnostics laboratories in 32 states. All respondents work for a state laboratory or publicly funded state university laboratory, aligning to the approved respondent universe of 0920-0879.

Officials asked to respond to the web-based assessment may hold the titles of laboratory director, administrator, chief, commissioner, or supervisor. Regardless of title, the individuals asked to participate in the assessment were chosen because of their managerial role in a veterinary diagnostic laboratory. Laboratory officials are the staff most likely to have complete knowledge of isolate submissions received by their laboratory, so they are the ideal respondents for this information collection.

To identify the respondent universe (n=51), investigators contacted the American Association of Veterinary Laboratory Diagnosticians (AAVLD) to obtain a list of accredited veterinary laboratories and laboratory directors (**see Attachment A: Veterinary Diagnostic Laboratory Name, Location, and Type List**). The web-based assessment will be emailed to accredited veterinary diagnostic laboratory officials through the AAVLD network. No sampling methods will be utilized as the entire universe will be included in this collection.

2. Procedures for the Collection of Information

Data will be collected via a one-time web-based assessment and respondents will be recruited through an introductory email (**see Attachment E: Email Introduction Letter**).
The introductory email will explain:

- The purpose of the data collection, and why their participation is important
- Instructions for participating
- Method to safeguard their responses
- That participation is voluntary
- The expected time to complete the instrument
- Contact information for the project team

The link to the assessment will be included at the end of the introductory email (**see Attachment E: Email Introduction Letter**), with instructions for assessment completion, and request for completion within six weeks. A second follow-up email **(see Attachment F: Email Introduction Reminder Letter**) will be sent three weeks after the initial email, reminding the laboratory official about the assessment and participation deadline. This reminder will be sent to those laboratories who have not yet submitted an assessment and will contain the same content of the initial email, with an extra introduction stating that this is a reminder of the approaching assessment deadline. The assessment was designed to collect the minimum information necessary while fulfilling the purposes of this project. Those who do not respond within two weeks of the reminder email will be considered non-responders.

The assessment will be created in REDCap, and laboratory guidelines will be embedded within the assessment for respondents to reference as they complete the survey (**see Attachment D – CRE Instrument Attachment Laboratory Guidelines)**. Data will be exported and stored on internal CDC servers that are fully CDC compliant. Only four project staff members (two in the Division of Foodborne, Waterborne, and Environmental diseases (DFWED), and two in the Division of Healthcare Quality Promotion (DHQP)) who work directly on the project will have access to the folder. After assessment collection is completed, a report will be created using REDCap and Excel data analysis tools. Data will be disseminated in a report to AAVLD laboratories showing summary statistics and results for each question. Data collected during the assessment will be shared only in aggregate form. The information gathered in this survey may also be published; data will also be published in aggregate form without identifying any individual laboratory in order to protect the privacy of the laboratory and maintain confidentiality.

3. Methods to Maximize Response Rates Deal with Nonresponse

Although participation in the data collection is voluntary, the project team will make every effort to maximize the rate of response. The data collection instrument was designed with particular focus on streamlining questions to allow for skipping questions based on responses to previous questions, thereby minimizing response burden.

Following the distribution of the invitation to participate in the data collection, (**see Attachment E: Email Introduction Letter**), respondents will have six weeks to complete the instrument. Those who do not respond within three weeks will receive a reminder email (**see Attachment F: Email Introduction Reminder Letter**) urging them to complete the instrument. Those who do not respond within two weeks of the reminder email will be considered non-responders.

4. Test of Procedures or Methods to be Undertaken

The estimate for burden hours is based on a pilot test of the data collection instrument by two veterinary diagnostic laboratory officials. In the pilot test, the average time to complete the instrument including time for reviewing instructions, gathering needed information and completing the instrument, was approximately 20 minutes (range: 15 to 20 minutes). For the purposes of estimating burden hours, the upper limit of this range (i.e., 20 minutes) is used.

5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data

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LIST OF ATTACHMENTS – Section B

Note: Attachments are included as separate files as instructed.

D. Attachment D – CRE Instrument Attachment Laboratory Guidelines
E. Attachment E – Email Introduction Letter
F. Attachment F – Email Introduction Reminder Letter