Supporting Statement for <Title of Information Collection Request>

# Part B: Collections of Information Employing Statistical Methods

**OMB No. 1910-XXXX**

*Form DOE-XXX, Title of Survey*

 

Month Year

U.S. Department of Energy

Washington, DC 20585

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**General Instructions**

A Supporting Statement must accompany each request for approval of a collection of information. The Supporting Statement must be prepared in the format described below. **If an item is not applicable, provide a brief explanation.** When Item 17 of the OMB 83-I is checked **“YES”,** Section B of the Supporting Statement must be completed. OMB reserves the right to require the submission of additional information with respect to any request for approval.

**Instructions for the Supporting Statement**

Each request for OMB approval of an information collection must include a Supporting Statement. Following is a template to be used for the Supporting Statement. Each item must be addressed. In response to statistical methods, provide a statement indicating that the information collection does not employ statistical methods. If statistical methods are used, contact EIA.

*The agency should be prepared to justify its decision not to use statistical methods in any case where such methods might reduce burden or improve accuracy of results.* ***When Item 17 on the Form OMB 83-I is checked, “YES”,*** *the following documentation should be included in the Supporting Statement to the extent that it applies to the methods proposed:*

## B.1. Respondent Universe

**Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods to be used.**

*Data on the number of entities (e.g., establishments, State and local government units, households, or persons in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample.*

## B.2. Statistical Methods

**Describe the procedures for the collection of information including:**

*Statistical methodology for stratification and sample selection, estimation procedure, Degree of accuracy needed for the purpose describe in the justification, unusual problems requiring specialized sampling procedures, and any use of periodic data collection cycles to reduce burden.*

## B.3. Maximizing Response Rates

**Describe methods to maximize response rates and to deal with issues of non-response.**

*The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections base on sampling, a special justification must be provided for any collection that will not yield “reliable” data that can be generalized to the universe studied.*

## B.4. Test Procedures and Form Consultations

**Describe any tests of procedures or methods to be undertaken.**

*Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if the call for answers to identical questions from 10 or more respondents.*

*A proposed test or set of test may be submitted for approval separately or in combination with the main collection of information.*

## B.5. Statistical Consultations

**Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s) or other person(s) who will actually collect and/or analyze the information for the agency.**

*Self-explanatory.*