

# Estimating Reporting Burden for Statistical Surveys



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*FCSM*

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*By*

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# Definition of Reporting Burden 5 CFR 1320.3

- (i)** Reviewing instructions;
- (ii)** Developing, acquiring, installing, and utilizing technology and systems for the purpose of collecting, validating, and verifying information;
- (iii)** Developing, acquiring, installing, and utilizing technology and systems for the purpose of processing and maintaining information;
- (iv)** Developing, acquiring, installing, and utilizing technology and systems for the purpose of disclosing and providing information;
- (v)** Adjusting the existing ways to comply with any previously applicable instructions and requirements;
- (vi)** Training personnel to be able to respond to a collection of information;
- (vii)** Searching data sources;
- (viii)** Completing and reviewing the collection of information; and
- (ix)** Transmitting, or otherwise disclosing the information.

# Survey Methodology

- Form EIA-886, “Annual Survey of Alternative Fueled Vehicles” (AFV)
- Form OE-417, “Situational Electric Emergency Incident and Disturbance Report”
- Form EIA-63C, “Monthly Densified Biomass Fuel Report”

Study	Number of Participants	Type of Protocol	Number of Questions on Burden
EIA-886	51	Simplified	4
OE-417	20	Simplified	4
EIA-63C	12	Expanded	7

# EIA-63C Monthly Interview Results (minutes)

	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10	R11	R12	AVG
Total time file your survey form?	5	10	20	20	30	30	40	60	60	120	240	240	73
How much time does it take you to review the instructions?	0	1	0	0	0	0	5	0	0	0	0	5	1
How much time does it take you to search your systems for the data?	5	1	10	10	15	10	0	30	30	40	210	240	50
How much time does it take you to utilize your software or technology to gather the information from your data systems?	0	0	0	0	0	3	0	0	0	0	180	0	15
How much time does it take you to gather the information?	5	0	0	0	0	10	0	1	30	5	30	0	7
How much time does it take to record that information on the survey form and report it to EIA?	5	8	20	5	15	10	10	20	30	5	30	20	15
How much time does it take you to transmit your report to EIA?	0	3	0	0	0	0	0	20	0	0	0	0	2

## Form EIA-63C Monthly Respondents

- 9 out of 12 participants said that they did not review the instructions.
- Two participants said that it takes 5 minutes to review the instructions.
- One participant said that it took them 1 minute.

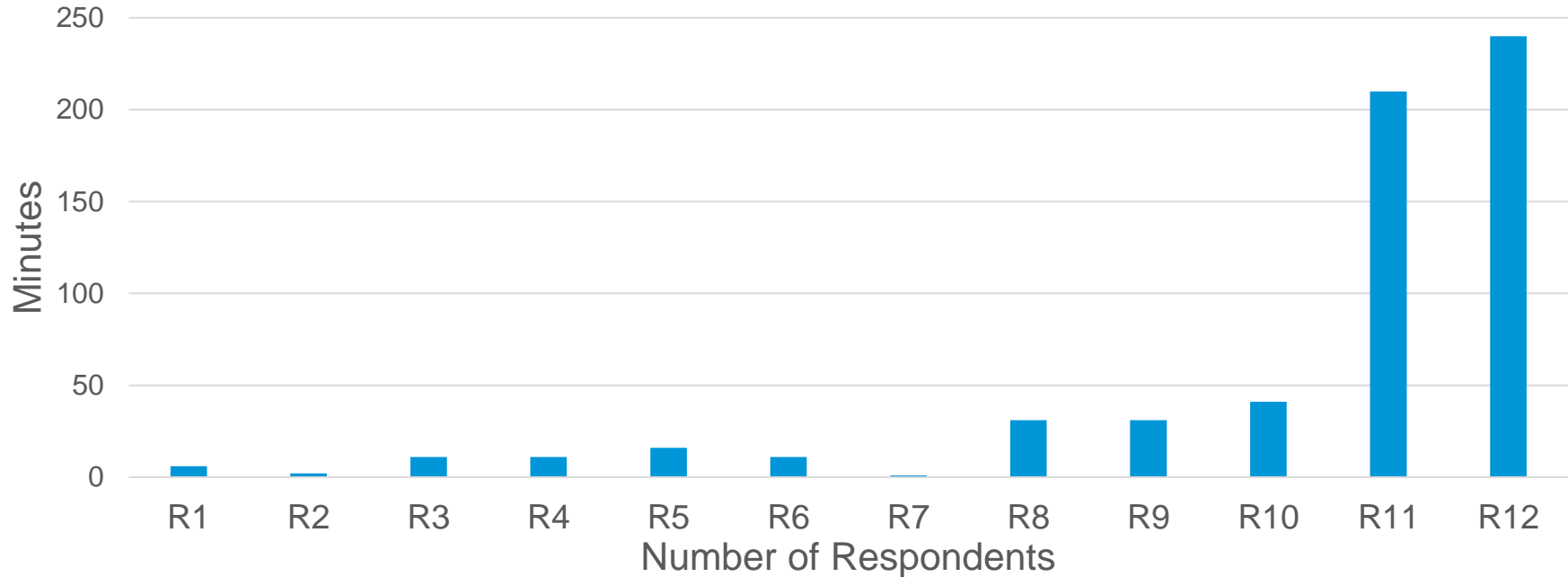
# Developing, Acquiring, Installing, and Utilizing Technology and Systems For the Purpose of...

- collecting, validating, and verifying information;
- processing and maintaining information;
- disclosing and providing information.

These three components are very similar and respondents cannot separate these items out into multiple time estimates.

# EIA-63C Monthly Respondents Searching Data Sources

How much time does it take you to search your systems for the data? (n=12)



# EIA-63C Monthly Respondents Completing and Reviewing the Collection of Information

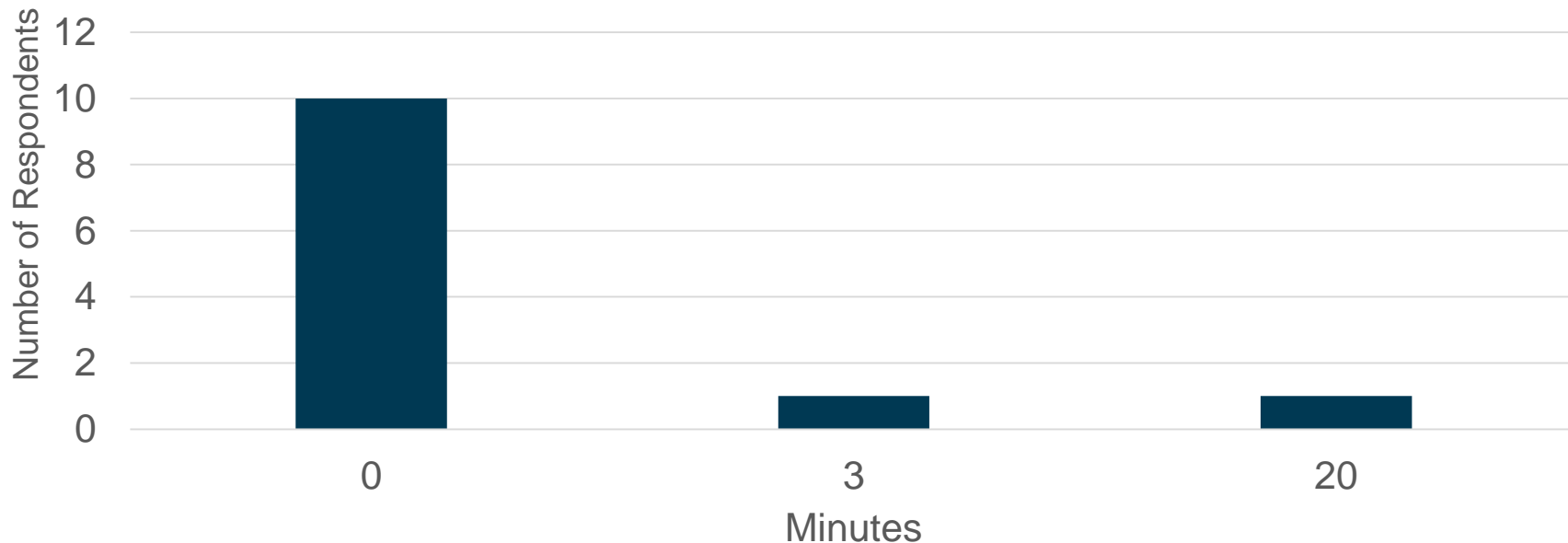
Once you have gathered all the information needed, how much time does it take to record that information on the survey form and report this information to EIA? (n=12)





# EIA-63C Monthly Respondents Transmitting, or Otherwise Disclosing the Information

After you have completed Form EIA-63C, how much time does it take you to transmit your report to EIA? (n=12)



## Combined Questions

How much time does it take you to review the instructions, search data sources, and gather the information for this form?

Are you able to directly access the data needed from company records to report on this form, or do you depend on others to gather this information?

Once you have gathered the information needed, how much time does it take you to record that information on the survey form and report it to EIA?

# Form EIA-886 Annual Burden Distribution

How much time does it take you to review the instructions, search data sources, and gather the information for this form?

**Burden to Gather Data (n=51)**

Respondents	Time	Percentage
26	<2hours	51%
14	≥2-4 hours	27%
2	>4-8 hours	4%
6	>8 hours	12%
3	Do not know	6%

How much time does it take you to record that information on the survey form and report it to EIA?

**Table 2: Burden to Complete EIA-886 (n=51)**

Respondents	Time	Percentage
39	<2hours	76%
4	≥2-4 hours	8%
2	>4-8 hours	4%
2	>8 hours	4%
4	Do not know	8%

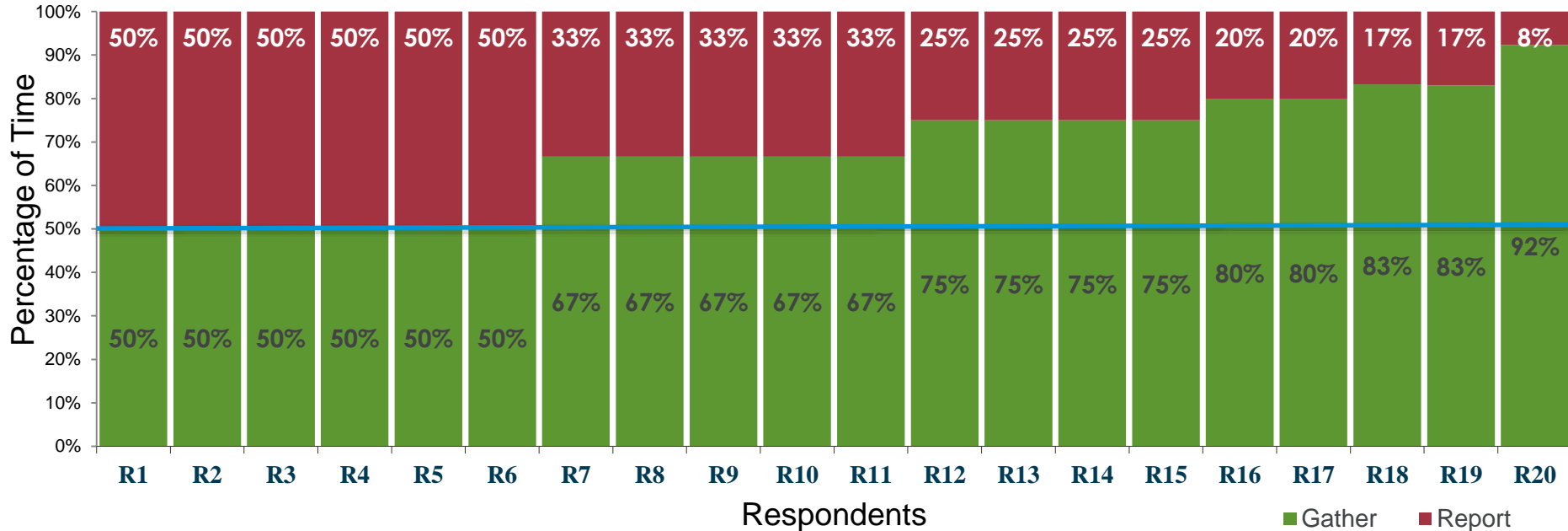
What is the total amount of time it takes to fill out EIA-886?

**Table 3: Total Burden (n=51)**

Respondents	Time	Percentage
17	<2hours	33%
14	≥2-4 hours	27%
7	>4-8 hours	14%
8	>8 hours	16%
5	Do not know	10%

# Form OE-417 Electric Emergency Incident and Disturbance Report (filled out as needed)

Percentage of time spent on gathering and reporting the information (n=20)



How much time does it take you to review the instructions, search data sources, and gather the information for this form?; Once you have gathered the information needed, how much time does it take you to record that information on the survey form and report this information to EIA?

# Findings From All 3 Cognitive Studies

- Participants are not able to provide information in discrete time units for each component of burden.
- Participants do not understand the distinction between the questions or misinterpret what the question is asking.
  - Participants either understate total response burden or overstate the components of total burden.
- No uniformity amongst participants' interpretation of each burden question, for example:
  - How much time does it take you to utilize your software or technology to gather the information from your data systems?
  - VS
  - How much time does it take you to gather the information from all your data sources?

# Measuring Components of Reporting Burden 5 CFR 1320.3

Reviewing instructions;

Searching data sources;

Completing and reviewing the collection of information;

Transmitting, or otherwise disclosing the information;

Developing, acquiring, installing, and utilizing technology and systems for the purpose of collecting, validating, and verifying information;

Developing, acquiring, installing, and utilizing technology and systems for the purpose of processing and maintaining information;

Developing, acquiring, installing, and utilizing technology and systems for the purpose of disclosing and providing information;

Adjusting the existing ways to comply with any previously applicable instructions and requirements;

Training personnel to be able to respond to a collection of information.

How much time does it take you to review the instructions, search data sources, and gather the information for this form?

Are you able to directly access the data needed from company records to report on this form, or do you depend on others to gather this information?

Once you have gathered the information needed, how much time does it take you to record that information on the survey form and report this information to EIA?

What is the total amount of time it takes you to fill out EIA-XXX

## Conclusion

- The best way to receive accurate burden data is to collapse those 9 components into 2 questions asking them, how long it takes to search and gather their information, and how long it takes them to fill out the form.
- Some subcomponents may play a role in validating reported outlier values.
- Asking if respondents directly access the data or need help from others indicates a reason for an increased total time.
- To make sure no aspects are missed, asking the total amount of time will validate that those two components encompass the entire process.



# Question?

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