



**UNITED STATES
CONSUMER PRODUCT SAFETY COMMISSION**

DIRECTIVE NUMBER: D402

SUBJECT: Collections of information under the Paperwork Reduction Act.

DIRECTIVE OWNER: The Office of the General Counsel.

EFFECTIVE DATE: September 19, 2019

CERTIFIED CURRENT DATE: September 19, 2019

1. PURPOSE. To establish a system of procedures for obtaining approval for collections of information, including new collections of information and renewal of existing collections of information, from the Office of Management and Budget (OMB), as required by the Paperwork Reduction Act of 1995 (PRA).

2. AUTHORITY. 15 U.S.C. 2076(b)(9); 44 U.S.C. Chapter 35

3. DEFINITIONS.

- **Collection of information** means the obtaining of facts or opinions by requesting answers to identical questions from 10 or more persons, or by imposing reporting or recordkeeping requirements, or requirements for information disclosures to third parties on 10 or more persons, other than employees of the United States. It may be conducted by any format, including through forms, interview guides, questionnaires, and surveys.
- **New collection of information** means a collection of information that requires OMB approval.
- **Renewal of existing collection** means of a collection of information previously approved by OMB, which generally expires every 3 years, and must be reapproved by OMB.

4. SCOPE.

This directive applies to any CPSC employee, CPSC contractor, or entity sponsored by CPSC, that conducts information-collection activities.

5. RESPONSIBILITIES.

- The Office of Hazard Identification and Reduction (EXHR), Directorate for Economic Analysis is responsible for maintaining CPSC's inventory of information collections and preparing and processing all information-collection requests, including new collections and renewal of information collections.
- The Office of the General Counsel is responsible for drafting *Federal Register* notices for all new collections subject to the PRA and for renewal of information collections.

6. CANCELLATION. This Directive cancels Order No. 0711.0, Directive System, dated August 31, 2007.


Ann Marie Buerkle
Acting Chairman


Date

Supporting Guidance:

IP402.1 – Delegation of authority to the General Counsel to authorize publication in the *Federal Register* of announcements of renewals of collections of information under the Paperwork Reduction Act.

IP402.2 - Procedures for obtaining CPSC authorization and OMB clearance for information collections under the Paperwork Reduction Act, other than those contained in proposed rules or in current rules.

IP402.3 - Procedures for obtaining CPSC authorization and OMB clearance for information collections under the Paperwork Reduction Act in proposed rules or in current rules.