



7533-01-M

NATIONAL TRANSPORTATION SAFETY BOARD

Plan for Generic Information Collection Activity: Submission for OMB Review; Comment Request

AGENCY: National Transportation Safety Board (NTSB).

ACTION: Notice.

SUMMARY: The NTSB is announcing it is submitting a plan for an Information Collection Request (ICR) to the Office of Management and Budget (OMB) for approval, in accordance with the Paperwork Reduction Act. This ICR Plan describes a web-based report form an aircraft operator may use to report a serious incident as defined in NTSB regulations. Providing the option to permit operators to file reports electronically will increase efficiency and be more convenient for operators. This Notice informs the public that it may submit to the NTSB comments concerning the agency's proposed plan for information collection.

DATES: Submit written comments regarding this proposed plan for the collection of information by [INSERT DATE 60 DAYS FROM DATE OF PUBLICATION].

ADDRESSES: Respondents may submit written comments on the collection of information to the National Transportation Safety

Board Office of Aviation Safety, 490 L'Enfant Plaza SW,  
Washington, D.C. 20594.

FOR FURTHER INFORMATION CONTACT: Josh Lindberg, NTSB Office of  
Aviation Safety, at (202)314-6667.

SUPPLEMENTARY INFORMATION: In accordance with OMB regulations  
that require this Notice for proposed ICRs, the NTSB herein  
notifies the public that it may submit comments on this proposed  
ICR Plan to the NTSB. 5 CFR 1320.10(a). Section 1320.10(a)  
requires this "notice directing requests for information,  
including copies of the proposed collection of information and  
supporting documentation, to the [NTSB]." Pursuant to  
§ 1320.10(a), the NTSB will provide a copy of this notice to  
OMB. This request for approval is not associated with a  
rulemaking activity.

A. Paperwork Reduction Act Requirement

In accordance with OMB regulations that require this Notice  
for proposed ICRs, the NTSB herein notifies the public that it  
may submit comments on this proposed information collection.  
Title 5 CFR 1320.8(d)(1) requires an agency, prior to submitting  
a collection of information to OMB for approval, to "provide 60-  
day notice in the Federal Register, and otherwise consult with  
members of the public and affected agencies concerning ... [the]  
proposed collection of information." Section 1320.8(d)(1) also  
requires the NTSB to solicit comment on any aspect of this

information collection, including: (1) whether the proposed collection is necessary for the NTSB to perform its mission; (2) the accuracy of the estimated burden; (3) ways for the NTSB to enhance the quality, usefulness, and clarity of the collected information; and (4) ways that the burden could be minimized without reducing the quality of the collected information. The NTSB will summarize and/or include the public's comments in its subsequent request for OMB's clearance of this information collection pursuant to 5 CFR 1320.10(a).

B. Description of Web-Based Report Form

The NTSB's proposed use of a web-based reporting form to collect information concerning reportable aviation incidents is distinct from its Pilot/Operator Aircraft Accident/Incident Report Form (NTSB Form 6120.1), which the NTSB uses in determining the facts, conditions, and circumstances for aircraft accident prevention activities and for statistical purposes.<sup>1</sup> The proposed electronic form to report serious incidents, as listed at 49 CFR 830.5, will be a concise electronic form available for completion on the NTSB website. The NTSB will obtain information on the form to determine whether to commence an investigation into the facts of the incident.

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<sup>1</sup> See Information Collection Review Reference Number 201311-3147-001; OMB Control Number 3147-0001.

The form will ask, “[w]hich of the following incidents did you experience?” and include a listing of the serious incidents operators are required to report under 49 CFR 830.5. Respondents can check the box next to the appropriate incident and then proceed to the next question. The form will then ask whether serious injuries or substantial damage occurred, as well as whether the incident involved an unmanned aircraft. The form will include web hyperlinks to the definitions of “serious injury” and “substantial damage,” as defined at 49 CFR 830.2. If a respondent answers “yes” to any of those questions, the information collection will conclude by displaying an instruction for the respondent to contact the NTSB Response Operations Center at 844-373-9922. The next set of questions on the form will seek the following information: name of operator; date and time of event (UTC); flight origin and intended destination; aircraft registration number and type; approximate location of the incident; number of pilots, crew, and passengers; and a description of the nature of the incident. At the conclusion of the form, the form will seek the respondent’s name, email address, and phone number.

C. Use of Information on the Web-Based Incident Report Form

The NTSB will use the information provided on the electronic report form for serious incidents to determine whether to commence an investigation into the incident. Everyone

involved in an NTSB investigation, including the parties to the investigation (as defined at 49 CFR 831.11), depend on accurate information the NTSB collects while conducting the investigation and determining which areas warrant focus and attention. In this regard, if the NTSB determines it will commence an investigation into the incident the operator has reported via the electronic form, the NTSB will consider the form to be critical to its statutory function to investigate accidents and incidents. In addition, the accuracy of the information the NTSB collects on the form will be used in issuing safety recommendations following the incident, in an effort to prevent future accidents and incidents.

The NTSB has carefully considered whether this collection of information on the draft electronic form is duplicative of any other agency's collections of information. The NTSB is unaware of any form the FAA disseminates that solicits the same information the electronic form will require. However, the NTSB notes some operators may choose to provide a voluntary report to the National Aeronautics and Space Administration (NASA) in accordance with the Aviation Safety Reporting Program (ASRP).<sup>2</sup>

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<sup>2</sup> Under the ASRP, the Administrator may waive the imposition of a sanction, despite the finding of a regulatory violation, as long as certain requirements are satisfied. Aviation Safety Reporting Program, Advisory Circular 00-46E (Dec. 16, 2011). To take advantage of the program, one must voluntarily file a report with NASA.

The NTSB notes informing the NTSB of a serious incident listed at 49 CFR 830.5 is not voluntary, but is required by 49 CFR 830.5 and 830.10. The NTSB, in general, will not accept partially completed forms; NTSB investigators will exercise their discretion in requesting completion of an electronic incident reporting form a respondent submits that is partially completed.

Currently, the NTSB accepts phone calls transmitting the information described above. The NTSB seeks to improve the efficiency of the receipt of the necessary information by offering respondents the option of submitting the information online.

The NTSB has carefully reviewed the form to ensure it has used plain, coherent, and unambiguous terminology in its request for information. While some incidents listed in the form contain terms specific to the aviation industry, the NTSB believes respondents completing the form will be knowledgeable about the terminology the NTSB uses in the form, and the NTSB has remained mindful of its choices of terms in the development of the draft web-based form. The NTSB estimates respondents will spend approximately 10 minutes in completing the form. The NTSB estimates approximately 280 respondents per year will complete the form, but notes this number may vary, given the unpredictable nature of the frequency of aviation incidents.

#### D. Request for Comments

In accordance with 44 U.S.C. 3506(c)(2)(A), the NTSB seeks feedback from the public concerning this proposed plan for information collection. In particular, the NTSB asks the public to evaluate whether the proposed collection of information is necessary; to assess the accuracy of the NTSB's burden estimate; to comment on how to enhance the quality, utility, and clarity of the information to be collected; and to comment on how the NTSB might minimize the burden of the collection of information.

The NTSB will carefully consider all feedback it receives in response to this notice. As described above, obtaining the information the NTSB seeks on these electronic incident report forms in a timely manner is important to the NTSB's mission in investigating incidents and thereby improving aviation safety. Therefore, obtaining approval from the Office of Information and Regulatory Affairs for this electronic collection of information is a priority for the NTSB.

Christopher A. Hart,  
Chairman.

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