

# **Managing Information Collection**

## **Information Collection Budget of the United States Government**



**FISCAL YEAR 2005**

**OFFICE OF MANAGEMENT AND BUDGET  
OFFICE OF INFORMATION AND REGULATORY AFFAIRS**

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## Executive Summary

The Paperwork Reduction Act (PRA) requires OMB to report to Congress on the paperwork burden imposed on the public by the Federal government and efforts to reduce this burden. In FY 2004, the total paperwork burden was 7.971 billion hours, compared to 8.099 billion hours in FY 2003. The 128 million hour difference represented an overall reduction of 1.6% in Federal paperwork burden.

OMB classifies transactions relating to paperwork burden into two broad categories: one—adjustments—re-estimates of burden resulting from changes in the population affected by a collection or more accurate estimations of the time required to comply with a collection—and two—program changes, which result from agency actions or implementation of new statutory requirements. The overall decrease in burden reflected a combination of both net program changes and net adjustments.

In FY 2004, total adjustments accounted for a net decrease in Federal paperwork burden. It is principally due to these changes that aggregate burden decreased.

Total program changes in FY 2004 resulted in a net increase, which slightly offset the net decrease in adjustments. This overall program change increase combined changes due to discretionary agency actions and new statutory requirements. Within the first category of program change, discretionary actions, agencies were able to reduce burden by a net of 96.8 million hours. Despite this net reduction, total program changes resulting from new statutory requirements increased paperwork requirements and imposed 119 million hours of burden.

In addition to an accounting of burden hours for the 2004 fiscal year, this report addresses the following issues.

*The relationship of paperwork burden to statutory requirements and discretionary burden.* In FY 2004 Federal paperwork burden decreased by 128 million hours. This resulted from a decrease of 156 million hours in net adjustments that was partially offset by an increase of 28.5 million hours in net program changes. Total decreases in burden resulting from discretionary program changes due to agency actions (and excluding changes due to PRA violations), resulted in a burden reduction of 96.8 million hours. Notably, the Department of the Treasury, which accounts for approximately 80% of federal burden, produced a decline of 36.3 million hours in net program changes. However, net program changes for the Federal government increased by 28.5 million hours due to a combination of program changes resulting from statutory requirements and discretionary program changes made by the agencies in response to important national priorities including: enhancing homeland security, increasing transparency of financial transactions, and ensuring the quality of the nation's food supply.

*Achieving Zero Violations of the PRA.* To help the public and the agencies monitor compliance with the information collection provisions of the PRA, OMB annually publishes a list of violations (see Appendix C). During FY 2004, the agencies reported 89 information collections that expired during FY 2004 (10/1/2003 to 9/30/2004). In

addition, the agencies reported 75 pre-existing collections that had expired before October 1, 2003 and were on-going violations until their reinstatement dates in FY 2004. OMB has devoted a great deal of effort toward resolving all violations prior to publication of the ICB report. We are pleased to report that agencies have reduced outstanding violations (at the time of OMB's submission to Congress of the *Information Collection Budget* (ICB)) from 325 in FY 1998 to 0 in FY 2004.

*The impact of E-Government initiatives on paperwork burden.* E-Gov initiatives allow for increased automation of activities, making regulatory compliance information easily available resulting in simplified and streamlined interactions between citizens and the Federal government. Existing E-Gov initiatives include: [GovBenefits.gov](http://GovBenefits.gov) provides a single point of access for citizens to locate and determine potential eligibility for government benefits and services; [IRS Free File](http://IRS Free File) provides a single point of access to free on-line preparation and electronic tax filing services; [Regulations.gov](http://Regulations.gov) creates opportunities for public participation in the regulatory process thereby providing direct insight into possible targets for burden reduction; and [Business Gateway](http://Business Gateway) provides small business owners with a single point of access to government services and information specifically designed to assist them to start, run, and grow their business.

*Reducing burden for Small Business and assisting with PRA compliance.* The Small Business Paperwork Relief Act of 2002 addresses the burden imposed upon small businesses by Federal regulatory and paperwork requirements. The Act requires each federal agency to establish a single point of contact to act as liaison between the agency and small businesses. Additionally, the Act requires OMB, in consultation with the Small Business Administration, to annually publish a list of compliance assistance resources available to small businesses.

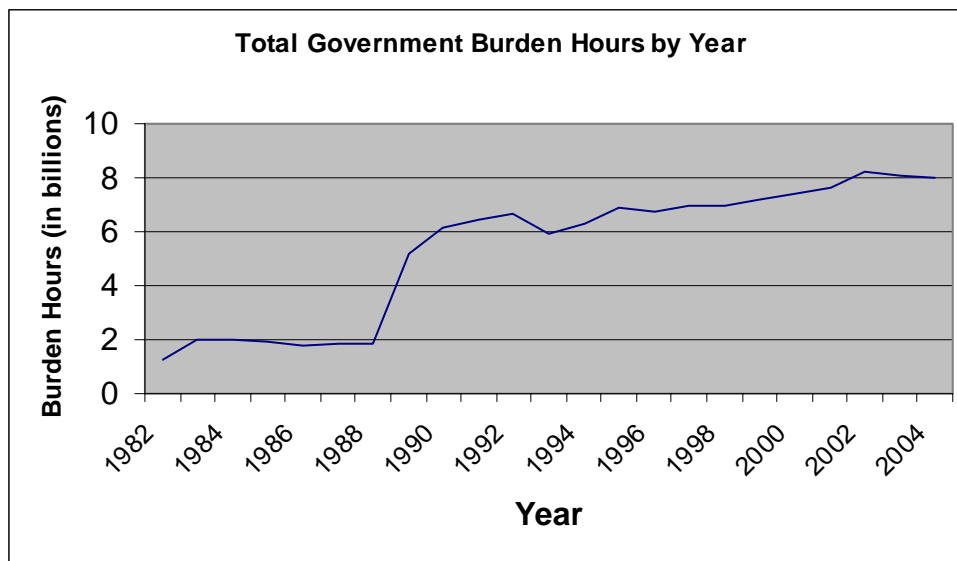
*Agency Initiatives to Reduce Paperwork Burden.* This ICB includes specific initiatives agencies are undertaking or planning to reduce burden. OMB has encouraged agencies to develop practical initiatives aimed at improving efficiency and reducing public burden. This report provides descriptions of dozens of agency initiatives.

## Chapter I. The Paperwork Burden Story

The Paperwork Reduction Act (PRA) (44 U.S.C. § 3514) requires the Director of the Office of Management and Budget (OMB) to report to Congress on Federal activities under the Act, based upon performance results reported by agencies. The Information Collection Budget (ICB) is OMB's annual report in compliance with its responsibilities under the Act. The report covers government progress in making information collection more efficient and effective and reducing the information collection burden on the public. The ICB provides a mechanism for measuring and managing the burdens of Federal information collections imposed on individuals, businesses, and state, local, and tribal governments.

Based on agency estimates of paperwork burden<sup>1</sup>, the public spent about 7.971 billion hours responding to or complying with information requirements (See Figure 1 below). This represents a 1.6% decrease compared to last year's total of 8.099 billion hours. However, the total decrease in burden, approximately 128 million hours, resulted primarily from adjustments due to changes outside of agency control such as the number of respondents affected by a collection or re-estimates of the time required to comply with a collection. Net adjustments accounted for a decrease of 156 million hours in FY 2004. Net program changes, however, produced a moderate increase of 28.5 million hours, slightly offsetting the decreases due to adjustments. Notably, program changes due to statute increased by 119 million hours, while total discretionary program changes due to agency actions resulted in a decrease of 96.8 million hours. (See Appendix A, Table A1)

**Figure 1.**



Note: In 1989, the Internal Revenue Service changed the way it calculated paperwork burden estimates. That re-estimate increased the agency's paperwork burden by 3.4 billion hours, and nearly tripled the government-wide burden hour estimate.

<sup>1</sup> Paperwork burden is measured as the time spent reading and understanding a request for information as well as the time spent developing, compiling, recording, reviewing, and providing the information.

## *Department of the Treasury*

A large portion of the Federal paperwork burden is associated with the tax system administered by the Internal Revenue Service (IRS) within the Department of the Treasury. In FY 2004, Treasury's overall burden declined by 184 million hours. The majority of this decrease (147 million net hours) resulted from adjustments.

Treasury reported significant adjustment increases and decreases, many of which were due to new estimates of the number of filers of IRS forms. For example, IRS re-estimated the number of respondents filling income tax returns for partnerships, which resulted in a decrease in the burden estimate of 238.9 million hours.

In addition to the overall adjustment decrease, Treasury reported a net program change reduction of 36.3 million hours, despite the fact that new statutory requirements increased Treasury burden by 101 million hours. Among the significant statutorily driven burden increases resulted from recent legislation enacted to provide tax relief. For example, changes in the Income Tax Return for Estates and Trusts required by the Jobs and Growth Tax Relief Reconciliation Act of 2003 (P.L. 108-27) resulted in a burden increase of 12.3 million hours. Nevertheless, these program change increases were more than offset by discretionary program changes that reduced burden 137 million hours. IRS, for instance, eliminated sections of the individual income tax return in response to public input, which resulted in a net decrease of 34.4 million hours.

Additionally, in an effort to more accurately measure paperwork burden, IRS is currently evaluating its current methodology, which although vastly more sophisticated than that used by most Federal agencies, has recognized shortcomings. The current methodology is based on survey data almost 20 years old and measures only certain types of taxpayer compliance burdens. It has limited ability to predict changes in compliance burden resulting from changes in tax policy or tax system administration.

The new Individual Taxpayer Burden Model (ITBM) will revise the benchmark indicators of the levels of burden experienced by individual taxpayers when complying with the Federal Income Tax Code. Improved technology, increased computer capabilities and modeling sophistication afford IRS the capability to improve the method for estimating burden and develop a complex microsimulation model. IRS and its consultant, IBM Business Consulting Services, developed the ITBM over a period of six years. An interagency advisory group has contributed expertise throughout the project development. The transition to the ITBM estimates will occur in 2005, and the 2005 tax forms (for use by 2006 filers), will include the new estimates.

The ITBM will provide the IRS with a far more comprehensive understanding of taxpayer burden, both current levels and the potential impact of legislative and administrative changes, than previous approaches. A major goal of the project has been to provide IRS with the capability to do "what if" analysis to guide burden reduction efforts and to inform agency decisions on tax administration matters. The model represents a major step forward in IRS' ability to assess likely impacts on individual taxpayers before making changes. For example, if dollar thresholds for a provision are adjusted, IRS officials need to understand the impact on taxpayer burden beforehand.

IRS' administrative efforts to reduce burden by redesigning tax forms, changing record keeping requirements, or addressing changes in taxpayers' behavior, such as increased use of software or paid professionals can be evaluated using the new model.

The new model reflects a change in the approach for measuring burden: it focuses on the taxpayer and the taxpayer's characteristics rather than the forms the taxpayer uses. Key drivers of taxpayer burden in the model are who prepares the return and the taxpayer's activities. In contrast, the current model primarily focuses on the burden incurred for each form. The changes between the current and new burden estimates are due to improved methodology and the expanded scope of what is measured. This will create a one-time shift in burden levels.

### *New Statutory Changes*

Much of the increase in burden in the past fiscal year, approximately 119 million hours, resulted from the implementation of statutes passed by Congress in recent years. A number of new laws imposed requirements increasing burden in FY 2004, while implementation of other statutes also resulted in burden increases. A significant number of statutory burden increases arose from legislation designed to ensure public health, increase transparency and accountability in financial markets, and address the increased threat of terror. These laws generally require additional paperwork, reporting and record-keeping by the affected individuals and industries. Examples of such laws are provided in Figure 2.



<b>Figure 2</b>		
<b>Increase in FY 2004* Burden due to Statutory Requirements</b>		
<b>Statute</b>	<b>Summary</b>	<b>Increase for Agencies</b>
P.L. 105-33 -- Balanced Budget Act of 1997	To increase managed care flexibility and ensure beneficiary protections.	3.9 million hours Department of Health and Human Services (CMS)
P.L. 108-159 -- Fair and Accurate Credit Transactions Act of 2003	Protection of consumer information.	2.7 million hours Federal Trade Commission
P.L. 107-204 -- Sarbanes-Oxley Act of 2002	Increased accountability for the issuers of securities.	2.7 million hours Securities and Exchange Commission
P.L. 105-178 -- Transportation Equity Act of 1998	To ensure commercial motor vehicle driver qualifications.	1 million hours Department of Transportation
P.L. 108-159 -- Aviation and Transportation Security Act (ATSA) of 2001	To ensure air traffic safety and security.	364,500 hours Department of Homeland Security
P.L. 107-296 -- Homeland Security Act of 2002	Ensuring legitimacy of student and non-immigrant documents	192,000 Department of Homeland Security

\* Significant increases in burden resulting from statutes have also been implemented for FY 2005. See Appendix B.

### ***Technical Changes Due to PRA Violations***

When an agency allows OMB approval of a collection of information to lapse, but the agency, nevertheless, continues to collect this information, this constitutes a violation of the Paperwork Reduction Act. When such a violation occurs, it is accounted for as a decrease in burden, even though the actual burden on the public was not affected. When violations are identified an agency must submit a request to OMB for reinstatement of a collection. Upon reinstatement, the two transactions, expiration and reinstatement respectively, cancel each other out in the ICB accounting system, except in situations in which a collection is reinstated with a lower or higher burden figure based on new analysis performed in connection with the reinstatement.

OMB continues to work with Federal Agencies to eliminate lapses in the OMB approval of ongoing collections of information. This is a high priority for OMB, and while continued vigilance is necessary, agencies have significantly improved performance in reducing violations in FY 2004 (See Chapter II and Appendix C).

### *Changes within Agency Control*

If we consider discretionary burden to be program changes within an agency's control – excluding technical changes as discussed above, and excluding adjustments as discussed below, and statutorily required collections – then Federal agencies decreased burden by 96.8 million hours in FY 2004. Several notable examples of agencies actively seeking to reduce discretionary burden include:

- The Department of Transportation reduced burden on commercial motor vehicle operators by 573,490 hours annually by streamlining and simplifying forms used to verify operators responsible for controlled substances and alcohol establish and utilize a controlled substance and alcohol testing program.
- The Federal Energy Regulatory Commission reduced burden on commercial pipeline operators by 420,918 hours by standardizing and updating business practices relating to interstate pipeline and pipeline grids.
- The National Institutes of Health reduced burden on researchers and institutions which apply for funds to conduct biomedical and other health related research by 345,000 hours by consolidating required forms and increased use of information technology.
- The Environmental Protection Agency reduced burden on the commercial and industrial sector participants in the Energy Star Program by 134,371 hours by simplifying and streamlining required partnership forms.

Agencies did however, however, increase discretionary burden as part of their programmatic responsibilities. Agencies and OMB constantly review new regulatory functions and initiatives with an eye toward streamlining the requirements that will be imposed on the affected public, whether they affect small businesses, schools, hospitals, or individuals. Nevertheless, many initiatives involve paperwork and reporting requirements that are necessary address important national concerns and provide the public with a variety of benefits. For example, the following list includes new or expanded collections of information that imposed substantial paperwork burden in FY 2004:

- The Securities and Exchange Commission issued rules to ensure increased disclosure by financial agencies to the public with respect to transaction-specific information, costs, and remuneration arrangements of brokers, dealers or municipal securities dealers which could represent conflicts of interest. This added 37.4 million hours a year to the burden of affected firms.

- The Environmental Protection Agency issued a NESHAP rule requiring owners of industrial heaters and boilers to submit semiannual compliance reports. The action resulted in an increase in burden of 1.15 million burden hours.
- The Department of Health and Human Services revised existing regulations to improve information quality relating to dietary supplements. The revisions added 1.02 million hours to supplement producer burden.
- The Department of Agriculture issue regulations to ensure that establishment of procedures for removal, segregation, and disposal of specified risk materials in response to finding of BSE positive cow in Washington state. The action resulted in 807,500 additional burden hours for the cattle industry.

### *Adjustments to Burden Estimates*

Under the PRA, “Adjustments” in burden result from a change in the population affected by the collection or by the agency re-estimates providing a more accurate assessment of the time required to respond. They therefore differ from program changes in that reporting the actual burden they impose on individual respondents do not change. Rather, adjustments are driven by factors outside of the policymaking process.

Changes in the population that must correspond to an information collection for a particular program may result from economic growth, demographic trends, or natural disasters. These changes in population in turn affect the aggregate burden estimates of information collection. For example, the population affected by, eligible for, or regulated under a particular regulation or program may fluctuate with changes in income, as opposed to an effort by Congress or the agency to change policy in a way that materially affects the burden. Heightened interest in a program due to publicity, an industry decline, or a regional drought can also increase or decrease the number of reports or applications received by an agency from one fiscal year to the next.

A change in respondent population is also common where the paperwork burden of a new program is re-estimated after the initial three-year OMB approval and is based on the agency’s actual experience in running that program.

Re-estimates of the burden imposed by a collection are considered adjustments since they do not reflect any substantive change in the collection of the information itself. For example, the Centers for Medicare and Medicaid Services re-estimated the burden associated with collecting information from intermediate care facilities for the mentally retarded because the number of facilities declined from approximately 7,200 to 6,657, resulting in an estimated decrease of 6.8 million burden hours.

During FY 2004, Federal agencies reported adjustments that resulted in a net decrease of 156 million hours. Consequently, adjustments primarily accounted for the 128 million hour decrease in total federal burden during FY 2004.

## Chapter II. Paperwork Reduction Act Compliance

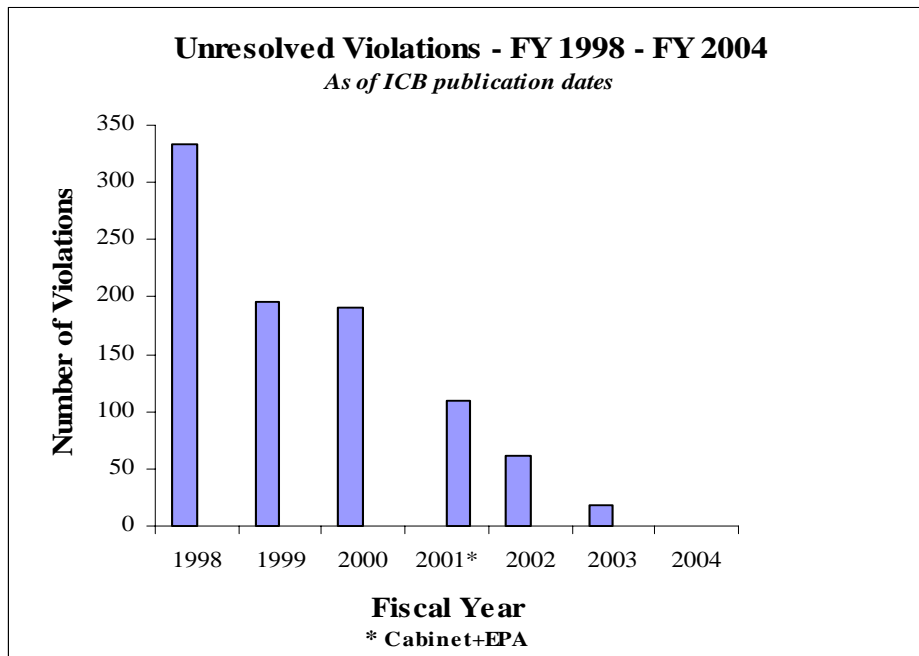
The Paperwork Reduction Act of 1995 (PRA) requires federal agencies and the Office of Management and Budget (OMB) to ensure that information collected from the public minimizes burden and maximizes practical utility. The Act assigns each agency's Chief Information Officer (CIO) the responsibility for ensuring that the agency complies with the PRA. OMB's Office of Information and Regulatory Affairs (OIRA) is responsible for approving information collection reviews under the PRA. OIRA desk officers review and approve over 3,200 information collections each year.

To help the public and the agencies monitor compliance with the information collection provisions of the PRA, OMB annually publishes a list of violations (see Appendix C). During FY 2004, the agencies reported 89 information collections that expired during FY 2004 (10/1/2003 to 9/30/2004). In addition, the agencies reported 75 pre-existing collections that had expired before October 1, 2003 and were on-going violations until their reinstatement dates in FY 2004.

### ***Zero Unresolved Violations:***

In last year's ICB, OIRA demonstrated that the number of unresolved violations was steadily decreasing between FY 2001 and FY 2003, with just 18 violations unresolved in FY 2003. OMB has devoted a great deal of effort toward resolving all violations prior to publication of the ICB report. We are pleased to report that agencies have reduced outstanding violations (at the time of OMB's submission to Congress of the *Information Collection Budget (ICB)*) from 325 in FY 1998 to 0 in FY 2004 (see Figure 2.1).

Figure 2.1

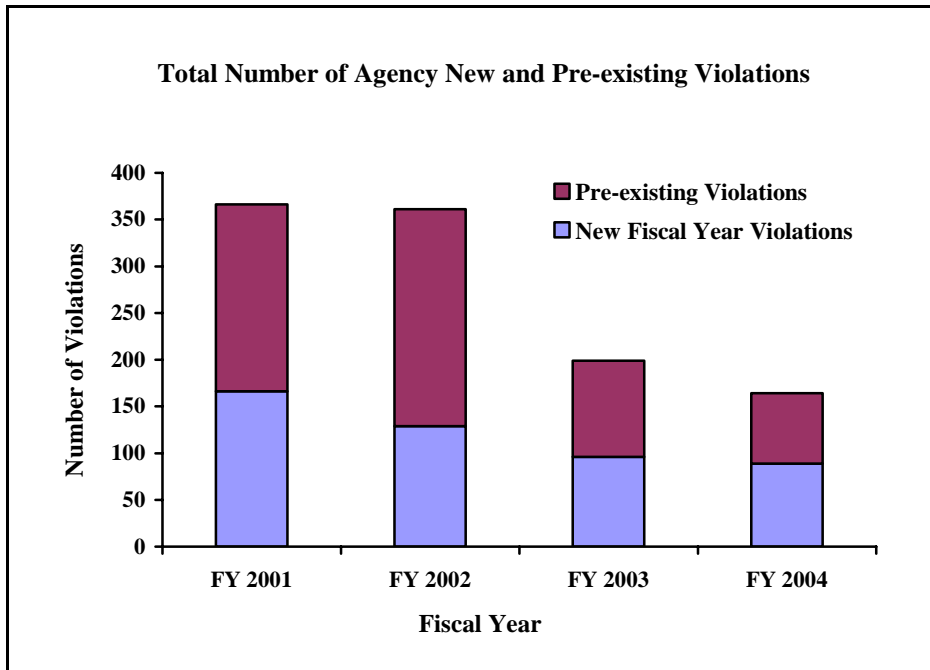


***Achieving Zero Violations:***

Agencies have made great progress in reducing the number of violations that occur and in resolving them more promptly. However, it is still the case that a considerable number of collections become violations each year because agencies do not submit to OMB, on a timely basis, requests for renewal of OMB approval under the PRA. Thus, even if these violations are resolved quickly, agencies are nevertheless out of compliance with the law for certain periods of time.

OMB tracks the number of information collections that expire each month and determines whether the collections are violations. Each year, OMB lists in the ICB the total number of agency violations. Figure 2.2 represents the total number of agency violations that occurred during each fiscal year and the total number of pre-existing violations carried over from the previous fiscal year. New fiscal year violations represent collections that expire because the agency did not submit the collection to OMB prior to the expiration date. All pre-existing violations occurred prior to the beginning of each new fiscal year. These violations are on-going violations until they are reinstated with OMB approval.

Figure 2.2



OMB is committed to working with agencies to reduce the number of new violations and resolve all pre-existing violations. Figure 2.3 lists the total number of information collections that expired in FY 2004 and were reported as new violations. OMB is pleased to report that 48% of agencies reported zero violations. Of the 27 agencies listed in the ICB, 8 agencies represent 84% of the total number of violations reported in Fiscal Year 2004. These agencies reported on average 9 violations.

Figure 2.3

Total Number of Expirations Reported as New Violations in Fiscal Year '04		
Good	Need Improvement	Poor
0 Violations	1 to 4 Violations	5 or More Violations
Energy	Agriculture	DHS
Justice	Commerce	HUD
Labor	Interior	DOD
State	FAR	DOT
EPA	SEC	Treasury
VA	Education	FERC
FCC		SBA
FDIC		HHS
FTC		
NASA		
NSF		
NRC		
SSA		

### *Steps to Improve Agency Compliance*

As part of standard procedures to ensure PRA compliance, each month OMB sends an inventory to each agency which lists all of the collections that will expire in the next 150 days. This provides the agency with ample time to prepare a 60-day *Federal Register* Notice, incorporate any public comments from the Notice into the collection, submit the collection to OMB for a 30-day review period, and receive clearance for the collection. We believe that the elimination of unresolved violations stems directly from our heightened efforts throughout the last three and a half years. In addition to the routine efforts to inform agency staff, OMB has taken some additional measures to eliminate violations, including:

- **September 27, 2004 Memorandum to Agencies:** The OIRA Administrator sent a memorandum to the CIOs of the agencies detailing the importance of eliminating PRA violations; OMB's General Counsel also shared that memorandum with the agencies' General Counsels and Solicitors. Additionally, a

list of collections that expired during the fiscal year was attached. OMB asked the CIOs to provide a plan identifying an individual who will serve as a point of contact for communications with the OIRA staff and a description of the structure each agency has, or will put in place, to ensure the prevention of PRA violations in the future.

- **September 27, 2004 Memorandum to the President's Management Council (PMC):** The OIRA Administrator sent a memorandum to the PMC detailing the importance of eliminating agency PRA violations. OMB informed the PMC that agency CIOs were asked to provide a plan identifying an individual who will serve as a point of contact for communications with the OIRA staff and a description of the structure each agency has, or will put in place, to ensure the prevention of PRA violations in the future.
- **October 1, 2004:** OMB created a new Form 83-D to record PRA collections that an agency plans to discontinue. This form will help OMB maintain a current record of discontinued collections in order to ensure they will not be considered violations in the ICB. This form reduces the amount of time and energy that the agencies and OMB must devote each year, in preparing the ICB, to distinguishing between those expirations of OMB approval that reflected discontinued collections versus those that reflected violations. This will also help to focus agency attention, as early as possible, on identifying those continuing collections for which a renewal of OMB's approval is required.
- **FY 2005 ICB Bulletin:** In the FY 2005 ICB Bulletin (describing the agency requirements for submission of ICB documents), OMB asked agencies to identify and resolve all violations that occurred in the past fiscal year. In addition, OMB required that agencies provide OMB with a *Federal Register* publication citation and publication date for the initial 60-day *Federal Register* notices requesting public comment in their ICB submission. To date, all reported violations in FY 2004 have been resolved.
- **April 2005:** OMB met with the Chief Information Officers and General Counsels of the 8 agencies with the largest number of violations reported in FY 2004. OMB discussed with the agency CIOs and GCs methods for reducing the number of violations. OMB requested that the agency CIOs ensure all their violations in FY 2005 be reinstated, with OMB approval, by the end of the fiscal year (September 30, 2005).

## **Chapter III. Electronic Government**

In FY 2004, Federal agencies reduced the burden on beneficiaries and regulated entities through the continued and growing use of information technology (IT) and the Internet. As part of the institutionalization of the President's Management Agenda, and the continuing support of citizen-centric service delivery, President Bush signed the E-Government Act of 2002 (Public Law 107-347, 44 U.S.C. Chapter 36) into law on December 17, 2002. E-Government alternatives for individuals, businesses, and other government agencies together with new operational processes and technologies have improved the effectiveness, efficiency, and quality of government services.

This Act is a significant step forward in the way Federal agencies should consider using information technology (IT) to transform agency business into a more citizen-oriented and user-friendly process. The Act codifies and expands OMB's leadership role by establishing the Office of Electronic Government headed by a Presidentially appointed Administrator. The Administrator provides overall leadership and direction to the Executive Branch on electronic government and is responsible for overseeing the implementation of IT throughout the Federal government and the cross agency E-Government initiatives.

### **The E-Government Initiatives**

The Act endorses and requires agencies to support many cross-agency E-Government initiatives. These cross agency initiatives consolidate duplicative services and operations, save taxpayer money and time, and allow for easier interaction with Government agencies. The President's E-Government Initiatives were selected on the basis of the value they would bring to citizens and businesses, while generating cost savings and improving the effectiveness of government. We are continuing to focus on improving government responsiveness and reducing the government's burden on the public.

Milestones and goals of each of the President's E-Government Initiatives can be found at: [http://www.whitehouse.gov/omb/budget/fy2006/pdf/ap\\_cd\\_rom/9\\_3.pdf](http://www.whitehouse.gov/omb/budget/fy2006/pdf/ap_cd_rom/9_3.pdf)

The initiatives reflect the Administration's E-Government Strategy, which focuses on achieving results by simplifying and unifying redundant work processes and IT. They include:

- GovBenefits.gov provides a single point of access for citizens to locate and determine potential eligibility for government benefits and services. GovBenefits.gov currently provides on-line access to over 500 new Federally funded, state administered benefit programs including Food Stamps, Medicaid, Temporary Assistance for Needy Families and State Children's Health Insurance Programs. In Spring 2004, the project unveiled GovBenefits.gov En Español, offering Spanish-speaking communities greater access to benefit information. Through its free, easy-to-use on-line screening tool, GovBenefits.gov reduces the amount of time citizens spend trying to identify and find relevant information about government benefit programs and services to match their specific needs. Prior to GovBenefits.gov, a centralized portal, it was estimated the



average minimum time spent to find benefits and eligibility information was 60 minutes. The average time spent to find benefits and eligibility information using GovBenefits.gov is estimated to be only 5 minutes, representing a 55 minute or approximately 90% time savings per person per inquiry. Over 80 million people receive government benefits through hundreds of Federal domestic assistance programs and Federally funded programs managed by state and local governments. Previously, information about these programs was spread across 31 million Federal government web pages.

- IRS Free File provides a single point of access to free on-line preparation and electronic tax filing services. Through this initiative a significant number of taxpayers are able to prepare and submit their tax returns over the internet at no cost, eliminating the need to purchase tax software to submit tax returns and eliminating the need to pay postage costs for mailing returns to the IRS.

Calculations are performed automatically decreasing taxpayer burden in the preparation of tax forms. At least 60% of all taxpayers or approximately 78 million individuals who file an individual tax return were eligible to use IRS Free File during the 2003 filing season through a partnership agreement between the IRS and the Free File Alliance. For the 2003 tax season, 2.8 million taxpayers filed on-line using Free File services representing 23.5% of total On-line Filing returns and 5.3% of total e-file returns received by the IRS. In its second year, the Free File program saw 3.51 million taxpayers use Free File services (through October 15, 2004). This represents 24% of total On-line Filing returns and 6% of total e-file returns.

- The Business Gateway initiative launched [Business.gov](http://Business.gov) as a single access point to the Federal government services and information needed to start, run and grow a business. The objective of Business Gateway is to provide a “one-stop” service network to simplify and streamline the relationship between government and businesses. Business.gov provides businesses with relevant Federal forms and tools to find information, comply with government laws and regulations, and receive assistance much more rapidly than they can today. Reducing citizen and business burden and automating internal processes to reduce costs and burden are also key elements of the Business Gateway.

The Single Source Coal Reporting pilot project within Business Gateway worked to reduce industry reporting burden through sharing reported information. The Exhibit 300 specifically for the Single Source Coal Reporting shows a reduction in reporting burden from \$731,760 to \$290,270 annually for the next ten years. The pilot project will be implemented for the surface coal mining community in Winter 2005.

- Regulations.gov launched in January 2003 and allows the public to search, view, and comment on hundreds of proposed Federal regulations from approximately 160 Federal agencies. The initiative has increased citizen and business access to their government and will provide better visibility into regulatory agencies. The next phase of E-Rulemaking will create a government-wide electronic docket system to provide centralized access to much of the Federal government’s regulatory material. A Federal docket management system will consolidate redundant docket systems across agencies

and reducing duplicative spending for these systems. As of January 2005, over 11,000 electronic comments have been submitted through Regulations.gov.

- The objective of the Expanding Electronic Tax Products for Businesses initiative is to reduce the tax-reporting burden on businesses while improving the efficiency and effectiveness of government operations. One example of this is new business owners can now apply for and receive an Employer Identification Number (EIN) on-line. In 2004, over 1 million businesses used this service to apply for a Federal EIN online. Recently this capability has been enhanced so that businesses registering in participating states may be able to register with the state and apply for a Federal EIN on-line in one single process. Previously, businesses had to apply separately to obtain their state business registration and to obtain a Federal EIN. Now, businesses registering in participating states can select the option to receive a provisional Federal EIN immediately, then within two weeks receive a letter confirming the EIN application with the official Federal EIN from the IRS automatically.

- The International Trade Process Streamlining initiative, [Export.gov](http://Export.gov), answers the business community's request to unify and consolidate government-sponsored export assistance programs and market information into an agency-neutral information portal. The initiative accomplishes this by providing a central source of information for the business community of Federal export promotion and export financing programs through Export.gov. By making the process easier, clearer, and more available, more small and medium-sized (SME) businesses will choose to export their products, and current U.S. exporters will increase their markets to include additional countries. If results facilitated by this initiative see a modest ½ percent increase in the level of SME exports (\$1.1 billion), this would result in a significant growth in export-related employment. As of September 2004, over 10,000 businesses have registered on Export.gov and over 100,000 trade leads have been accessed by SMEs through Export.gov.

- The Federal government awards over \$400 billion in grants each year to state, local, and tribal governments, universities, and non-profit organizations. These grants are awarded through 26 major “grant-making” agencies in over 900 programs. Grants.gov creates a single, on-line storefront for all Federal grant customers to access grant information. The storefront consolidates much of the grants information currently available on-line and eliminates many of the paper-based processes serving as hurdles to organizations attempting to find grant opportunities as well as apply for grants. By simplifying grants processes, standardizing data, and unifying the mechanisms for interaction with grant-making agencies, Grants.gov transforms the grant process for the Federal government and grant recipients. For recipients, common applications and management processes minimize the burden of the application process. Time spent looking up procedures and filling out redundant information can then be used on the actual grant-related work. For grant administrators, electronic processing of applications facilitates the review process, and enables agencies to make awards more efficiently. As of January 2005, nearly 5,000 opportunities have been posted on Grants.gov Find, over 250 application packages have been published on Grants.gov Apply, and over 1,500 electronic applications have been received from grantees.

The following examples highlight agency E-Government activities focused on reducing burden.

**Department of Education:** <http://www.ed.gov>

The Department of Education (ED) continues to offer and enhance the “FAFSA on the WEB” (the Free Application for Federal Student Aid on the Web), which offers electronic financial aid applications to the public. Cost savings have been identified in such areas as reduced paper processing, reduced printing and mailing costs, and lower software development and maintenance costs to the web products. As a result, Federal Student Aid-wide savings for these items amounted to over \$23 million for FY 2003 as compared to FY 2002. In addition, Federal Student Aid constituencies can access any one of several websites developed and maintained to receive real-time information on issues impacting student aid.

Partners with the Federal Student Aid initiative involve the State and local education agencies, and includes colleges, universities, and other post-secondary institutions. The Department continues to focus online services to customers, expanding public access to grants, loans, and research information through improvements in electronic transactions.

As part of ED’s strategic objectives, burden hours associated with information collections are tracked.

100 percent of the Department's Title IV loan programs provide online capability. Not only are eligibility applications for Federal Student Aid available online, students and parents can also complete and sign loan applications/promissory notes online.

Financial aid information and application services are not diminished for the public who do not have access to the Internet. The student aid awareness division is devoted to activities specifically designed to increase participation in the financial aid programs by low-income individuals and those most likely not to have Internet access. Publications about the financial aid programs and paper applications continue to be developed and made available each year. Agencies, organizations, high schools, and higher education institutions order financial aid publications and applications for their constituents by contacting the EdPubs center. In the current cycle, approximately three million paper applications will be processed.

**Department of Health and Human Services:** <http://www.hhs.gov>

The National Health Service Corps (NHSC) Loan Repayment and Scholarship Programs are administered by the Health Resources and Services Administration (HRSA) to provide scholarships and the repayment of student loans in exchange for health care services in underserved communities. During FY 2004, HRSA made steady progress in development to enable electronic support for the NHSC Loan Repayment and Scholarship programs through a web-based transaction system.

In FY 2003, 98 percent of the 7,821 applications received for the Nursing Loan Repayment System were submitted on the web with an increase of nine percent in FY 2004. Similar results are expected as the other NHSC components are available online. The ability to apply for these programs through the web remains a high priority for HRSA, and is vital to increase access to these programs.

The NHSC program contributes to HRSA's ability to meet strategic goals of improving access to health care by increasing number of applications and the number of available sites. FY 2005 benefits, from HRSA's E-Gov efforts with the NHSC programs include the following:

- Increased public exposure with web access provides exposure to a greater pool of applicants and ensures a full complement of funded positions can be filled each year.
- Simplified application process with user-friendly web interfaces results in a reduction of time and effort needed by applicants to apply.
- Shortened cycle time and internal review with automated support for the selection and review process allows HRSA staff to handle a greater number of applications in a reduced time frame.
- Improved customer relationships with increased support for online administrative interactions between scholars/loan repayers, health center grantees, and HRSA.
- Improved ability to match deployment of the National Health Service Corps with available opportunities and needs.

Continued automation of NHSC programs will include tracking scholarship and loan repayment applicants/awardees, scholarship benefits, designated communities, health care delivery sites, service commitment, paying for or reimbursing expenses associated with a clinician's education in exchange for service, and identifying eligible sites within Health Profession Shortage Areas. Anticipated improvements via electronic data collection and information integration will allow HRSA to meet the President's Five-Year Growth Initiative targets of broadening access to health care services for the underserved by an additional 1,200 new and expanding sites and serving 6.1 million more patients by 2006.

**Department of Transportation:** <http://www.dot.gov>

The Federal Motor Carrier Safety Administration's Motor Carrier Management Information System provides businesses with an online, efficient method to apply for operating authority and register for an U.S. Department of Transportation (DoT) Number. The system improves the sharing of commercial motor carrier information among the levels of government, as Federal, State, and local agencies all access the system for their safety, enforcement, licensing, and insurance needs.

Prior to October 2003, Cargo Tank Manufacturers could not register online. Now over 4,000 Cargo Tank Manufacturers have registered online. The database contains 20

million inspections; 400,000 crash records; 200,000 compliance reviews; 700,000 motor carriers, 10,000 shippers and cargo tank manufacturers. The goal is to increase commercial motor carrier safety crash data maintained by States five percent over the previous year.

This investment reduces costs and improves efficiencies in various ways:

- Information for all interstate carriers is stored in one central database.
- Safety data for motor carriers are used to target enforcement activities.
- For other stakeholders, like insurance companies, shippers, and the public, having operating authority and safety data for motor carriers provides an efficient way to assess a motor carrier's safety.

DoT offers several methods available to individuals without access to the Internet. For example, The National Highway Transportation Safety Administration maintains a toll-free Auto Safety Hotline where users can report safety defects. The Federal Aviation Administration maintains a toll-free consumer hotline. DoT supports safety outreach programs via roadside billboards on highways and via television commercials. Finally, the Federal Railroad Administration programs provide client software to railroads and states to assist them in their Federal record keeping. This software is provided at no charge and data is exchanged electronically.

**Department of the Treasury:** <http://www.treas.gov>

The Internal Revenue Service (IRS) offers a suite of web-based e-services to eligible tax professionals and payers, allowing them to conduct business with the IRS over the Internet. These and other products are available at the IRS' website: [www.irs.gov](http://www.irs.gov):

- E-services Registration: One-time automated online registration for all tax professionals who wish to use e-services products.
- Online e-file Provider Application: This new form integrates previous forms into a single application to be an authorized provider of any of the IRS' individual or business e-file programs. This form allows the application to be maintained and updated, and sends an acknowledgement of completion via email. New delegation of authority feature allows principals or officials of an authorized e-file provider to delegate authority to use e-services to their employees.
- Taxpayer Identification Number (TIN) Matching: TIN Matching is a pre-filing service offered to payers and authorized agents who submit any of six information returns subject to backup withholding. To determine whether backup withhold is required, TIN Matching allows authorized payers to perform bulk matching of payee TIN and name combinations against IRS records prior to submitting an information return.

In its first year of operation, more than 36,000 individual users registered to utilize IRS e-services. Current statistics show a growth of 25 percent over usage figures from last year, and the number of users is quickly approaching 50,000.

In its first year of operation, e-services automated approximately 10 percent of the more than 70,000 Preparer Tax Identification Number (PTIN) requests received by the IRS. More than 17 million TIN matching requests have also been fulfilled. In the first few months of deployment, almost 2,000 e-file provider applications were received electronically, together with over 4,000 automated power of attorney requests and 20,000 transcript requests. By utilizing e-services, taxpayers saved an estimated \$55 million by reducing the need to correct processing errors on paper tax returns. Treasury realized an estimated \$291 million from e-services due to additional tax collected by the IRS as a result of matching Form 1099 reported income. Additional savings will be realized for taxpayers and the IRS as participation, processing times, and overall system performance continue to improve.

The IRS maintains open lines of communications with parties and stakeholders having an interest in electronic tax administration. The IRS established several executive advisory boards and industry associations with industry representation (e.g., Electronic Tax Administration Advisory Committee, Council for Electronic Revenue Communication Advancement, Federation of Tax Administrators). The IRS also hosts a yearly conference with tax industry software developers to discuss potential areas of technology improvement. IRS National Account Managers maintain an ongoing dialogue with various industry segments and State government tax agencies.

E-services is an additional channel, rather than a replacement for conducting business with the IRS. All e-services transactions can also be accomplished through paper submission or via the telephone to ensure ongoing availability of services and information to those without Internet access.

**Environmental Protection Agency:** <http://www.epa.gov>

The National Environmental Information Exchange Network is an innovative model for exchanging environmental, health, and natural resource information among partner organizations. Over the next three to five years, the Exchange Network will increase efficiency, improve the quality of environmental data, provide the Environmental Protection Agency (EPA), agencies, and the public with ready access to this data, and increase their ability to employ this information to protect public health and the environment.

The Network uses the Internet to tie together Federal, State and Tribal environmental databases in real time. Faster, easier and more automated data sharing and integration saves money and improves data quality, timeliness and accessibility. For example, wastewater discharging facilities in Michigan used to submit many thousands of Discharge Monitoring Reports which had to be entered manually into the state system and then again into an EPA system. With the Exchange Network, industry in Michigan

can now easily enter and transmit the reports electronically and have them automatically loaded into the state's database and then into EPA's. The information gets to the proper individuals faster, and, according to the state, Michigan tax payers will ultimately save upwards of \$500,000 a year in reduced staff time. In another case, construction companies are required to file a Stormwater Notice of Intent before they begin construction projects. Using electronic submissions through the Exchange Network, the program has eliminated the 33 days of processing time for these forms and error rates have gone from 80 percent to virtually zero.

The Network is developed, owned and operated by EPA and the States together. This new approach means better coordinated environmental analysis, data gathering, and data sharing and compliance activities. Every state and 35 tribes are involved at some level in the Network.

**Social Security Administration:** <http://www.ssa.gov>

In 1997, the Social Security Administration (SSA) processed nearly 60 million paper wage reports (Form W-2), nearly 162 million W-2s from diskettes and tapes and only 6.5 million electronic wage reports. By 2004, the number of paper W-2s decreased to 48 million, diskettes and tapes reduced to 47 million W-2s while the number of electronic reports increased to 139 million. Electronic wage reporting enables SSA and the nation's employers to process W-2s more quickly and less expensively.

SSA meets regularly with employers and others to discuss ways to use technology to enhance services. For example, SSA now provides a W-2 form on the web (W2Online) for small businesses. Employers can use this free service to create up to 20 W-2s for their employees without having to purchase additional software or forms. SSA received more than a quarter million W-2s via W2Online in 2004. SSA also sponsors the Annual National Payroll Reporting Forum to discuss issues with the payroll and software service communities.

To promote greater use of electronic wage reporting, SSA partners with the Internal Revenue Service (IRS). SSA participates in the IRS Tax Forums and jointly authors the quarterly SSA/IRS Reporter, which is sent to more than six million employers. SSA also works with organizations such as the American Payroll Association.

SSA has met or exceeded every electronic wage reporting goal. For example, the Agency's goal for 2004 was to have 55 percent of all W-2s filed through electronic wage reporting. The goal was exceeded -- 60 percent of all W-2s were processed through electronic reporting.

Electronic wage reporting reduces costs for both SSA and the nation's employers. In estimating the cost savings to the government, SSA considered specific costs related to processing and posting of original paper Forms W-2. In 2004, electronically processed Forms W-2 cost the agency \$0.002 per form, compared to \$0.297 for each paper form.

Similarly, by using electronic wage reporting, employers avoid the cost of physical media, software, and postage. While SSA has not attempted to quantify the savings realized by employers, SSA believes it to be significant enough to encourage conversion from paper to electronic filing. Employers still have the option to send W-2s on diskettes and tapes; for fewer than 250 filings, they may send paper W-2s.

### **Summary**

The President's Management Agenda initiative to Expand E-Government has already produced significant results to reducing burden. The departments and agencies continue to build upon earlier successes to achieve even greater savings, better results, and improved customer service levels. Through increasing automation of activities and making regulatory compliance information easily available electronically, citizens and businesses will have the opportunity to more readily and efficiently interact with their Government.



## **Chapter IV. Small Business Burden Reduction**

The Small Business Paperwork Relief Act of 2002 (SBPRA) is one of a series of laws, enacted in recent years, whose purpose is to address the burden imposed upon small businesses by Federal regulatory and paperwork requirements. Under SBPRA, Federal agencies have developed information to help the small business community better comply with paperwork requirements, while minimizing burden. This chapter describes implementation of this Act, and how such implementation will assist small businesses.

### Summary of the Act

By way of introduction, the Act imposes two specific requirements on OMB. First, on an annual basis, in consultation with the Small Business Administration, OMB must publish in the Federal Register and make available on the Internet, on an annual basis, a list of compliance assistance resources available to small businesses. Second, OMB must convene and chair a task force to study the feasibility of streamlining requirements with respect to small business concerns regarding collections of information and strengthening dissemination of information.

Aside from these two specific duties assigned to OMB, the Act also imposes specific requirements on certain Federal agencies. For example, the Act requires agencies to establish, no later than June 28, 2003, one point of contact to act as liaison between the agency and small businesses (as defined in Section 3 of the Small Business Act (15 USC 632)). In addition, the Act requires each covered agency to submit an initial regulatory enforcement report to Congress by December 31, 2003, and a final report to Congress by December 31, 2004.

The remainder of this chapter describes implementation of these SBPRA requirements.

### Compliance Assistance Resources and Agency Points of Contact

The Act requires OMB to publish on an annual basis and, in consultation with the Small Business Administration, a list of compliance assistance resources available to small businesses. The Act also requires each Federal agency to establish, no later than June 28, 2003, one point of contact to act as liaison between the agency and small businesses. In keeping with these statutory requirements, OMB has published, and maintains, a list of compliance assistance resources by agency. This list was first published in the Federal Register on June 27, 2003; an updated list was published on June 28, 2004. The list includes information on each agency's single point of contact for small business paperwork issues. The current list of compliance assistance materials and agency points of contact can also be found on the OMB website:

<http://www.whitehouse.gov/omb/infoereg/infocoll.html#sbpra>

OMB is currently in the process of revising the list for publication in the Federal Register. It is expected that this list will be published on or before June 28, 2005.

### Interagency Task Force Recommendations

The Act required OMB to convene and chair an interagency task force, which was to issue two reports addressing five specific issues. In the first report, the Task Force was to identify opportunities and recommendations for improved consolidation or coordination of information dissemination efforts. In the second report, the Task Force was to recommend ways to improve the electronic dissemination of Federally-collected information. In addition, in the second report the Task Force was to recommend a plan for the development of an internet-based system to help small businesses better understand and comply with Federal paperwork requirements.

The Task Force completed its work by the statutory deadlines. In the first report, which was delivered to the Congress on June 26, 2003, the Task Force found that reducing small business paperwork burden is a challenge that raises both regulatory and information technology issues. The Task Force concluded that the Presidential E-government initiatives, such as the Business Compliance One-Stop Initiative, represent the best opportunity for reducing the paperwork burden on small businesses. Since the first Task Force report was released, the Business Compliance One-Stop Initiative has been renamed the Business Gateway initiative. The Business Gateway initiative launched Business.gov as a single access point to the Federal government services and information needed to start, run and grow a business. The objective of Business Gateway is to provide a “one-stop” service network to simplify and streamline the relationship between government and businesses. Business.gov provides businesses with relevant Federal forms and tools to find information, comply with government laws and regulations, and receive assistance much more rapidly than they can today. Reducing citizen and business burden and automating internal processes to reduce costs and burden are also key elements of the Business Gateway.

The second report included several examples of cross-agency initiatives that would improve the electronic dissemination of Federally-collected information. Such cross-agency initiatives leverage the knowledge of leading agencies in an efficient and effective manner. With respect to the development of a plan for an Internet-based system, the Task Force recommended further development of the Business Gateway initiative. Business Gateway will assist citizens and small businesses in their compliance with government regulations, and save them time and money which can be reinvested in the growth of our economy.

Although the Task Force has now been disbanded, its recommendations are being implemented through interagency efforts, such as the Business Gateway initiative, and through agency actions, such as the development of SBPRA plans.

SBPRA Plans. To ensure better coordination both within and across agencies, the Task Force recommended that each agency develop its own SBPRA Plan. The Plan would include a description of agency efforts to enhance or expand compliance assistance resources for small businesses, a description of ongoing or planned outreach efforts to the small business community with respect to paperwork burden issues, and a description of ongoing or planned actions that will reduce the paperwork burden on small businesses.

OMB recently requested that each agency develop its own SBPRA Plan. OMB believes development of an SBPRA Plan can be a useful tool to focus and coordinate efforts within an agency to address small business paperwork burden. For example, EPA's SBPRA Plan is an outstanding example of the breadth of actions taken by a major regulatory agency to reduce small business paperwork burden. The SBPRA Plans submitted by the Federal Reserve and the National Archives and Records Administration, both of which impose relatively little paperwork burden on small business, identify specific information collections that affect small business and discuss how burden has been minimized.

After reviewing the plans submitted by agencies, OMB concludes that agencies are undertaking a variety of activities to help reduce small business paperwork burden. For example, the following actions underscore agency efforts to enhance or expand compliance assistance resources:

- EPA recently updated its Small Business Strategy, proposed in June 2003. One of the pillars of this strategy is to evaluate and develop compliance assistance tools and resources. In October 2004, EPA developed a plan to implement the strategy. EPA will improve marketing of compliance assistance tools to make small business more aware of its available resources.
- The Department of Labor provides interactive on-line tools to help employers and workers understand their rights and responsibilities under Federal employment law. During FY2004, three new e-tools were added to its library. The newest additions help employers and employees understand the updated overtime rules for white collar workers, help Federal contractors understand their responsibilities with respect to affirmative action, and help mine owners fulfill many of their reporting requirements.

The following activities demonstrate the kinds of outreach efforts being undertaken by Federal agencies:

- The Equal Employment Opportunity Commission has developed a small business initiative to improve customer service and expand outreach, education, and technical assistance to the small business community. This initiative aims to promote voluntary compliance by building a more cooperative and collaborative relationship with the small business community and to address EEO concerns expressed by small business owners.

- The Social Security Administration holds a National Payroll Reporting Forum on an annual basis at its Baltimore headquarters. This forum was established so that Federal agencies and the business community could gather, identify, discuss, and resolve common wage and tax reporting issues.

Aside from actions to expand compliance assistance resources and conduct outreach, agencies have also identified in their SBPRA Plans numerous burden reduction efforts, such as the following:

- The Nuclear Regulatory Commission will provide material licensees the option of applying for licenses, and amendments to licenses, by using an electronic on-line system. The on-line system will enhance the quality of submissions and reduce the number of processing delays associated with deficient applications. The system is expected to be fully operational by the end of FY2006.
- The Pension Benefit Guaranty Corporation plans to enhance its electronic filing application and require electronic filing of all premiums, beginning with large plans in 2006. Electronic filing saves time and reduces risk of errors. Delaying the effective date of mandatory e-filing for small plans will provide more time for small businesses to adjust to the change.
- EPA has begun work on two rules to modify reporting requirements for its Toxic Release Inventory (TRI). One rule will look at options with potentially significant burden-reduction changes to the TRI program. The second rule focuses on practical modifications to sections of TRI reporting forms to simplify reporting but do not have as significant burden-reduction impacts.
- The Census Bureau redesigned its 2004 annual survey of manufacturers to reduce the burden on the smallest manufacturers.
- The National Marine Fisheries Service is undertaking a major project to reengineer its permit systems to reduce the burden upon commercial fishermen and other small business.
- During 2004, the Export-Import Bank recently reduced the length of its insurance application form, which is the single most used form employed by small business exporters.
- The Securities and Exchange Commission recently announced the formation of an advisory committee to examine the impact of the Sarbanes-Oxley Act on smaller public companies. The goal is to protect investors, consider whether the cost to smaller companies is proportionate to the benefits, and identify methods for minimizing cost and maximizing benefits while facilitating capital formation by smaller companies.

- In FY2005, the Federal Motor Carrier Safety Administration will propose a rule to replace four current identification and registration systems with a single, on-line, Federal system.
- HHS has developed a targeted plan for reducing burden among the highest burden collections at HHS. The 34 targeted information collections include two specifically identified as affecting small business.

### Regulatory Enforcement Reports

Under the Act, each agency was to submit an initial regulatory enforcement report to Congress by December 31, 2003, and a final report to Congress by December 31, 2004. Each report was to include information on civil enforcement actions against small business. Congress will use this information to assess Federal enforcement actions against small business.

Although the statute does not require agency enforcement reports to be sent to OMB, OMB has undertaken efforts to remind agencies of their responsibility under the Act. Through memoranda, e-mails, phone calls, and direct appeals, OMB has called on agencies to supply the needed information to Congress. Most recently, OMB has asked each agency for the date by which the final regulatory enforcement report would be submitted. According to the information we received, the major Federal regulatory agencies have submitted their initial regulatory enforcement reports and have submitted or will soon submit their final regulatory enforcement report.

### Conclusion

Federal agencies are implementing SBPRA. A summary of compliance assistance resources, by agency, is available on the OMB website, along with a listing for each agency's single point of contact. The interagency Task Force has completed its work, and its major recommendations are being implemented by Federal agencies. For example, the Business Gateway initiative represents a multi-year effort to alleviate the paperwork burden on small business. And through the development of an SBPRA plan, agencies are documenting their various efforts, planned or underway, to help small businesses identify, manage, and reduce their paperwork burden.

## Chapter V. Agency Initiatives to Reduce Burden

An underlying goal of the Paperwork Reduction Act is to minimize the Federal paperwork burden on the public. As part of the submission for this year's ICB report, OMB requested agencies with total burden equal to or in excess of 10 million hours to provide OMB with up to three initiatives that will result in a cumulative burden reduction level of approximately 1% of total agency burden. These burden reduction initiatives vary across government agencies; however, all initiatives are designed to improve program performance, reduce the burden per response on the public or lead to a comprehensive review of an entire regulation, guidance document or program.

OMB received initiatives from all 27 federal agencies listed in the ICB. Of the 18 agencies that reported more than 10 million burden hours for FY 2004, 14 agencies reported a 1% burden reduction while 4 agencies did not meet the a 1% burden reduction. The 9 smaller agencies that reported less than 10 million burden hours provided 1 or 2 initiatives for their agency.

Agencies were asked to provide a description of the initiative; a total estimated burden reduction; a date of completion; a list of OMB collections affected; and potential hurdles for achieving the initiative. Summaries of agencies that reported a 1% burden reduction are as follows:

### Department of Agriculture

**Agency:** Rural Housing Service

**Initiative Title:** Reinvention of the Sections 514, 515, 516 and 521 Multi-Family Housing Programs

**Description:** The Rural Housing Service (RHS), formerly Rural Housing and Community Development Service (RHCDS) is streamlining and reengineering its regulations, processes and techniques in the administration of its Multi-Family Housing (MFH) programs. These programs include the section 515 Rural Rental Housing (RRH) loan program, the section 514/516 Farm Labor Housing loan and grant program, and the section 521 Rental Assistance (RA) program. The interim final rule consolidates policies outlined in 14 separate regulations and combines them into one regulation. In addition, the regulation establishes handbooks that will provide respondents with administrative guidance on program requirements and procedures. The increased ease of finding information through the use of an electronic handbook will significantly reduce burden on respondents and eliminate inconsistencies in interpretation of Multi-Family Housing Programs.

**Total Estimated Burden Reduction:** -1,284,388 hours

**Collection Affected:** 0575-0189

**Expected Date of Completion:** February 2005

**Potential Hurdles to Completion:** None

## Department of Commerce

**Agency:** Bureau of the Census-Foreign Trade Division

**Initiative Title:** The Automated Export System (AES)

**Project Description:** The Automated Export System (AES) is a collaborative effort by the U.S. Census Bureau (Census) and the Bureau of Customs and Border Protection (CBP) at the Department of Homeland Security. The AES will improve the manual process for filing the Shipper's Export Declaration (SED) and Outbound Carrier Manifests. The AES allows the U.S. export trade community the option to file SED information electronically to the CBP mainframe computer system or through the Census Internet service, *AESDirect*. The SED or its electronic equivalent is the primary source of the export data Census that is collected and compiled each month to establish the principal economic indicator for the U.S. International Trade in Goods and Services. The AES initiative will remove burden on respondents by reducing the number of duplicative submissions reported monthly and improving the efficiency of the data collection process.

**Total Estimated Burden Reduction:** -167,000 hours

**OMB Control Number:** 0607-0152

**Expected Date of Completion:** 2006

**Potential Hurdles to Completion:** The Bureau is also dependent on working with other Federal agencies to complete final regulations.

## Department of Education

**Agency:** U.S. Department of Education

**Initiative Title:** Performance Based Data Management Initiative (PBDMI)

**Description:** During FY 2005, the Performance Based Data Management Initiative (PBDMI) will be the focus of the Department's efforts to reduce respondent burden. PBDMI will fundamentally transform the way that the Department accesses information and meet the requirements of the *No Child Left Behind Act*. The initiative will produce an Education Data Exchange Network (EDEN), providing State Education Agencies and the Federal government the capacity to transfer and analyze information about education programs. When fully implemented, EDEN will not only provide timely performance data to education decision makers and grant managers but also streamline the data collection process and reduce the burden of grant reporting.

**Total Estimated Burden Reduction:** - 410,000 hours

**Collections Affected:** 1870-0500, 1880-054

**Expected Date of Completion:** Ongoing initiative

**Potential Hurdles to Completion:** PBDMI and EDEN are dependent upon the ability of the State Education Agencies to furnish mutually agreed upon information. Changes at the State level can impact the potential success of this initiative.

## Department of Health and Human Services

**Agency:** HHS Departmental Management, Centers for Medicare and Medicaid Services (CMS), Food and Drug Administration (FDA), Administration for Children and Families (ACF), Office of the Secretary (OS)

**Initiative Title:** Targeted Plan for Reduction Among Highest Burden Collections

**Description:** HHS is developing an initiative to achieve the maximum possible burden reduction among its largest collections. The plan will begin with an analysis of all information collections that have at least 1 million hours of burden in order to identify opportunities for burden reduction within each collection. Thirty-four collections, which are divided among four of the HHS Operating Divisions, account for over 220 million hours of burden or 80% of the HHS burden on the public. The initiative will focus on improving the efficiency of information collections by reducing burden per response, promoting where feasible the use of electronic reporting and electronic signatures, working with agency legislative staff to identify statutory paperwork burden, and creating partnerships with other Federal agencies to reduce duplicative reporting.

**Estimated Burden Efficiencies and Reduction:** -3,000,000 hours

**Collections Effected:** 0970-0148, 0970-0166, 0970-0249, 0980-0140, 4040-0001, 0910-0001, 0910-0014, 0910-0037, 0910-0073, 0910-0309, 0910-0381, 0910-0435, 0910-0442, 0910-0485, 0910-0520, -0910-0538, 0938-0008, 0938-0062, 0938-0214, 0938-0279, 0938-0302, 0938-0328, 0938-0357, 0938-0463, 0-38-0565, 0938-0600, 0938-0612, 0938-0702, 0938-0739, 0938-0753, 0938-0866, 0938-0874, 0938-0883, 0938-0920

**Expected Date of Completion:** 2005

**Potential Hurdles to Completion:** Burden may be based on legislative or regulatory mandates which make the burden reduction both time-consuming and complex.

## Department of Homeland Security

**Agency:** U.S. Citizenship and Immigration Services (USCIS)

**Initiative Title:** Electronic Filing

**Description:** The U.S. Citizenship and Immigration Services (USCIS) Electronic Filing (e-filing) is a web-based initiative intended to increase the options available to customers for filing applications and paying application fees. The e-filing initiative is intended to decrease the time and effort required for customers to prepare forms and USCIS to process applications. USCIS will continue to identify USCIS forms and applications for electronic transmittal. Although USCIS will promote e-filing usage, the USCIS will continue to accept paper-based forms through the mail for the foreseeable future.

**Total Estimated Burden Reduction:** -600,000 hours

**Collections Affected:** 1615-0082, 1615-0009, 1615-0010, 1615-0011, 1615-0013, 1615-0015, 1615-0003, 1615-0040, 1615-0043, and 1615-0048

**Expected Date of Completion:** 2010

**Potential Hurdles to Completion:** None

**Agency:** Federal Emergency Management Agency (FEMA)

**Initiative Title:** FEMA Emergency Preparedness and Response Directorate Grants Administration Forms



**Description:** This initiative focuses on standardizing FEMA forms associated with grantees' requests for disaster and non-disaster Federal assistance. This initiative plan to provide respondent with an electronic submission of financial and administrative reports and recordkeeping. This initiative will minimize burden on the respondents by enabling grantees' the ability to complete grant applications and check application statuses online while eliminating the need to complete a paper copy of the application.

**Total Estimated Burden Reduction:** -249,557 hours

**Collection Affected:** 1660-0025

**Expected Date of Completion:** 2010

**Potential Hurdles to Completion:** Developing the standardized version of the online application process and automating the grant applications.

### **Department of Defense**

**Agency:** Department of Defense DPAP/DARS

**Initiative Title:** DFARS Transformation: Clarification of Statutory Restrictions on Acquisition of Foreign Ball and Roller Bearings (DFARS Case 2003-D021)

**Description:** This initiative is a comprehensive review to streamline and assess the practical utility of information collections associated with DoD acquisition process. This initiative eliminates the requirement for contractors to submit a written plan for transitioning from a nondomestic to domestically manufactured bearings. The Restriction on Acquisition of Ball and Roller Bearings requires contractor retention of records showing compliance with the restriction until 3 years after final payment. This change implements a complex DFARS transformation proposal to delete unusable exceptions and waiver authorities in the regulations and establish a consistent exception for bearings that are commercial components.

**Total estimated burden reduction:** -300,000 hours

**Collections Affected:** 0704-0229

**Current hours:** 352,380

**Expected Date of Completion:** September 2005

**Potential Hurdles to Completion:** Regulatory clearance

**Agency:** Department of Defense OASD(HA)

**Initiative Title:** Burden Reduction for Health Care Collections

**Description:** The Military Health System is promoting a greater use of electronic transactions and the elimination of inefficient paper forms. Electronic formats are expected to provide a significant savings and burden reduction to the health care industry. Health care providers will be able to use electronic formats to bill for their services and health plans will require standard electronic claims, referral authorizations, and other transactions.

**Collections Affected:** 0720-0001, 0720-0006, and 0720-0013

**Total Estimated Burden Reduction:** -95,756 hours

**Expected Date of Completion:** December 2006

**Potential Hurdles to Completion:** Changes in legislation and regulatory process.

**Agency:** Department of Defense OUSD(AT&L) DPAP/DARS

**Initiative Title:** Elimination of Requirement to Furnish Written Assurance of Technical Data Conformity (DFARS Case 2003-D104)

**Description:** This initiative is being taken to reduce the amount of paperwork contractors have to complete while ensuring technical data quality is protected as part of the performance of contracts within the DoD acquisition process. DoD published an interim rule in June, 2004 and a final rule in November 2004 that removed the clause titled "Declaration of Technical Data Conformity," from the Defense Federal Acquisition Regulation Supplement. This clause required contractors to furnish written assurance that technical data is complete and accurate and satisfies the requirements of the contract upon delivery of the contracted for good or product. Section 844 of the National Defense Authorization Act for Fiscal Year 2004 (Public Law 108-136) eliminated the statutory requirement for such assurance, and DoD technical experts determined that there was no continued need for such assurance as a matter of policy. This change reduces paperwork for contractors, but does not diminish the contractor's obligation to provide technical data that is complete and adequate, and that complies with the contract's requirements.

**Total Estimated Burden Reduction:** -126,900 hours

**Collection Affected:** 0704-0369

**Expected Date of Completion:** June 2005

**Potential Hurdles to Completion:** None

### **Department of Housing and Urban Development**

**Agency:** Public and Indian Housing

**Initiative Title:** Paperless Single Family Mortgage Case Binder

**Description:** The Public and Indian Housing agency is proposing an e-Government initiative to implement an electronic system for collecting and retaining mortgage documents from mortgage lenders. The Department of Housing and Urban Development requires documentation be submitted to the agency for each Federal Housing Authority of a single family mortgage. This record is currently contained in a paper-based "case binder." The agency plans to pilot a paperless case binder in fiscal 2005 to reduce the burden of excessive paper reporting and retention requirements on lenders. HUD will consider broadening the use of the paperless case binder and may consider the electronic replacement mandatory for data collection purposes.

**Total Estimated Burden Reduction:** -415,000 hours

**Collections Affected:** 2502-0059, 2502-0494, 2502-0538, and 2502-0189

**Expected Date of Completion:** March 2007

**Potential Hurdles to Completion:** Funding

### **Department of Justice**

**Agency:** Department of Justice Application

**Initiative Title:** Business Process Re-engineering

**Description:** The COPS Office completed a business process re-engineering effort aimed at standardization as required under the grant streamlining requirements of the Federal Financial Assistance Management Improvement Act of 1999, as well as the President's

Management Agenda E-grants Initiative. Currently, COPS uses multiple application forms that are not standardized across programs. As a result of the business process re-engineering effort, COPS developed Office of Community Oriented Policing Services to improve the agencies grant programs. This initiative will reduce burden on respondents by eliminating duplicative information collections associated with the COPS grant application forms and electronic online submissions of grant applications.

**Total Estimated Burden Reduction:** - 42,297 hours

**Collections Affected:** 1103-0019, 1103-0027, 1103-0072, 1103-0082, and 1103-0083

**Expected Date of Completion:** May 2005

**Potential Hurdles to Completion:** None

**Agency:** Drug Enforcement Administration

**Initiative Title:** Controlled Substances Ordering System (CSOS)

**Description:** The controlled substances manufacturers, distributors, practitioners, and pharmacies use form DEA-222 to transfer or purchase Schedule I and II controlled substances. Use of this form is mandated by the Control Substance Act to document the movement of these controlled substances. DEA is implementing a system using Public Key Infrastructure technology to permit the electronic transmission of these controlled substances orders. DEA expects to see a significant decrease in the burden hours and costs for registrants who choose to adopt this electronic alternative to the current paper-based system.

**Total Estimated Burden Reduction:** - 1,127,464 hours

**Collections Affected:** 1117-0010

**Expected Date of Completion:** 2005

**Potential Hurdles to Completion:** None

## **Department of Labor**

**Agency:** Occupational Safety and Health Administration

**Initiative Title:** OSHA Standards on Mechanical Power Presses

**Description:** OSHA is considering the possibility of initiating a rulemaking to update some of its standards that are based on adopted National Consensus Standards. One standard that will be reviewed under this project is the Standard on Mechanical Power Presses. OSHA adopted that standard in 1971 based on the 1971 revision of the American National Standards Institute (ANSI) voluntary consensus standard. OSHA has decided to update this standard to address industry concerns that the mechanical power presses standards are out-of-date and could be made safer and less burdensome. The Mechanical power press standards require employers to conduct inspection and prepare certification records of mechanical power presses. Any modification to the frequency of inspection or removal of the certification records will significantly reduce burden hours on respondents.

**Total Estimated Burden Reduction:** -1,373,054 hours

**Collection Effected:** 1218-0229

**Expected Date of Completion:** 2005

**Potential Hurdles to Completion:** Regulatory process

**Agency:** Occupational Safety and Health Administration  
**Initiative Title:** Lead in Construction (610 Lookback Review)  
**Description:** OSHA is undertaking a review of the Lead in Construction Standard in accordance with the Regulatory Flexibility Act and section 5 of Executive Order 12866. Among other considerations, the review will consider the continued need for the rule, potential reduction in regulatory burden. The Standard includes requirements for lead-exposure monitoring, establishing compliance programs, medical surveillance, and recordkeeping requirements. Burden could potentially be reduced by modifying or changing the frequency of these requirements. In addition, burden could also be achieved by streamlining certain requirements.  
**Total Estimated Burden Reduction:** -1,600,000 hours  
**Collection Effected:** 1218-0189  
**Expected Date of Completion:** 2006  
**Potential Hurdles to Completion:** None

### **Environmental Protection Agency**

**Agency:** Environmental Protection Agency  
**Initiative Title:** Central Data Exchange  
**Description:** The Central Data Exchange (CDX) is an e-government initiative that is designed to enable fast, efficient, and more accurate environmental data submissions from state and local governments, industry, and tribes. EPA is conducting a study to determine the actual burden reduction for States and the public as the system develops over the next three years. The first phase of this study, completed in 2004, indicated significant potential benefits including potential burden reductions resulting from electronic signature and filing procedures of the Toxic Release Inventory (TRI) forms.  
**Total Estimated Burden Reduction:** -900,000 hours  
**Collections Affected:** 2070-0093, 20400188, 2040-0211  
**Expected Date of Completion:** 2006  
**Potential Hurdles to Completion:** None

**Agency:** Environmental Protection Agency  
**Initiative Title:** Toxics Release Inventory (TRI) Streamlining Initiative  
**Description:** In 2002, EPA initiated a stakeholder dialogue, soliciting comments on options for reducing burden associated with facility reporting to the Toxics Release Inventory (TRI). The objective is to reduce the amount of information, and therefore, the amount of time, required of facilities to comply with TRI and, if warranted, to relieve certain facilities (e.g., certain small businesses) of the reporting requirements altogether. To provide burden reduction as quickly as possible, EPA is pursuing a two-tiered approach. In January 2005, the EPA proposed a rule that would address practical modifications to sections of both TRI Reporting Forms (Form R and Form A). A second proposed rule covering more burden reduction options is expected to be published in late 2005.  
**Total Estimated Burden Reduction:** -45,000 hours  
**Collections Affected:** 2070-0093, 2070-0143

**Expected Date of Completion:** 2005  
**Potential Hurdles to Completion:** None

**Agency:** Environmental Protection Agency

**Initiative Title:** RCRA Burden Reduction Initiative

**Description:** The Environmental Protection Agency, through rulemaking, will significantly reduce the paperwork burden imposed by regulations under the Resource Conservation and Recovery Act (RCRA). Once promulgated, the RCRA Burden Reduction Rule will streamline information collection requirements to help ensure that only the information that is needed to effectively implement our hazardous waste program is collected from respondents.

**Collections Affected:** 2050-0033, 2050-0053, 2050-0073, 2050-0120, 2050-0050, 2050-0009, and 2050-0035

**Total Estimated Burden Reduction:** -350,000 hours

**Expected Date of Completion:** 2005

**Potential Hurdles to Completion:** None

### **Federal Acquisition Regulation**

**Agency:** Federal Acquisition Regulation (FAR)

**Initiative Title:** Simplify the Management and Disposition of Government Property

**Description:** The Federal Acquisition Regulation proposes an initiative to promote a performance-based approach to preserving government property. The FAR proposed a rulemaking to simplify procedures, clarify language, and eliminate obsolete requirements related to the management and disposition of government property in the possession of contractors. The proposed regulation will eliminate a number of obsolete clauses and consolidate information collections to reduce the burden on respondents. In addition, the proposed changes will provide agencies and contractors with greater flexibility to apply industry-leading practices and standards.

**Total Estimated Burden Reduction:** -349,455 hours

**Collection Affected:** 9000-0075

**Expected Date of Completion:** September, 2005

**Potential Hurdles to Completion:** None

**Agency:** Federal Acquisition Regulation (FAR)

**Initiative Title:** Electronic Subcontract Reporting System (eSRS)

**Description:** The FAR is proposing an e-Government Integrated Acquisition Environment (IAE) initiative. The Small Business Act requires contractors receiving a contract for more than \$100,000 to agree to have small business concerns participate in the performance of the contract as far as practicable. Contractors receiving a contract or a modification to a contract exceeding \$500,000 (\$1,000,000 for construction) must submit a subcontracting plan that provides maximum practicable opportunities for small businesses to include them in the work. The subcontracting plans and report are both currently paper information collections. This initiative will transition the collections to electronic submissions.

**Total Estimated Burden Reduction:** -237,041 hours

**Collections Affected:** 9000-0006, 9000-0007  
**Expected Date of Completion:** September, 2005  
**Potential Hurdles to Completion:** None

### **Federal Communications Commission**

**Agency:** Wireless Telecommunications Bureau  
**Initiative Title:** Consolidation of Coastal and Ship-Board Radio Communications Collections  
**Description:** The FCC is reviewing its collections and consolidating data gathered on public coast radiotelegraph, public coast radiotelephone stations, Alaska-public fixed stations, ship radiotelegraph, ship radiotelephone, and radiotelephone logging of distress and safety calls. The revised collection reduces burden because it requires fewer log entries by licensees, and some licensees will no longer be required to keep these logs.  
**Total Estimated Burden Reduction:** -547,955 hours  
**Collections Affected:** 3060-0364, 3060-0360  
**Expected Date of Completion:** November 2004  
**Potential Hurdles to Completion:** None

### **Social Security Administration**

**Agency:** Social Security Administration  
**Initiative Title:** Signature Proxy  
**Description:** The SSA is proposing a Signature Proxy as an alternative to the traditional pen and ink or “wet” signature to eliminate the need to retain paper applications. The Signature Proxy initiative will allow technicians to process the application without a signature. Additionally, Signature Proxy permits SSA to store and process the entire benefit application electronically, thus reducing costs associated with mailing and storing physical files.  
**Burden Reduction:** -271,295 hours  
**Collections Affected:** 0960-0618, 0960-0003, 0960-0012, 0960-0013, 0960-0004, 0960-0229, 0960-0444, and 0960-0416  
**Expected Date of Completion:** September 2009  
**Potential Hurdles to Completion:** None.

**Agency:** Social Security Administration  
**Initiative Title:** Social Security Number Verification Service (SSNVS)  
**Description:** Employers must frequently verify employee names and Social Security Numbers (SSNs) to ensure accurate wage reporting and tax data. To do this, employers currently contact the Social Security Administration via phone, mail, or by sending in diskettes and magnetic tape for verification. This process is time-consuming and delays transmission of the information to employers. However, beginning in FY 2005, SSA will verify employee data using the SSNVS, a secure, rapid, Internet-based system. Using SSNVS, employers can receive immediate verification of up to 10 name/SSN requests or can upload a file containing more names for overnight processing.  
**Burden Reduction:** -223,750 hours

**Collections Affected:** 0960-0669, 0960-0508  
**Expected Date of Completion:** 2009  
**Potential Hurdles to Completion:** None.

### **Department of Treasury**

**Agency:** Internal Revenue Service, Office of Taxpayer Burden Reduction

**Initiative Title:** Employers Annual Federal Tax Program (Form 944)

**Description:** The purpose of this Taxpayer Burden Reduction project is to reduce burden on the smallest of small business taxpayers by establishing new rules and processes that will allow certain employers to file their Employment Tax (ET) returns, as well as pay the ET tax due, on an annual basis. Currently all employers are required to file a Form 941, Employer's Quarterly Federal Tax Return, on a quarterly basis. This form is used to report wages paid federal income tax and Social Security/Medicare taxes withheld from the employees' compensation and the employer's matching Social Security tax amount. The Form 941, in general, must be filed quarterly, regardless of the amount the employer owes. Submission of the amounts withheld must be paid with the return if less than \$2500 per quarter. If the total is \$2500 or greater, then the taxpayer must make more frequent Federal Tax Deposits based upon a specific schedule. There are approximately 6 million entities that file Form 941 each year, for a total of 24 million returns.

To accomplish the initiative of reducing burden on the very smallest of business taxpayers, the IRS is developing a new Form 944, Employer's Annual Federal Tax Return. This program will be for those employers who owe less than \$1000 a year in total Employment Taxes (i.e., withheld income, Social Security and Medicare taxes, as well as the employer's matching amount for Social Security). They will also be allowed to pay what they owe with the annual return due each January 31st for the prior calendar year. This means a significant reduction in burden for these taxpayers: they will have only one form to file rather than four forms, and only one annual payment due with the annual return.

**Burden Reduction:** -51,000,000 hours

**Collections Affected:** 1545-0066, 1545-0148, 1545-0188, 1545-0233, 1545-1054, and 1545-1057

**Expected Date of Completion:** 2007

**Potential Hurdles to Completion:** None

**Agency:** Internal Revenue Service, Office of Taxpayer Burden Reduction

**Initiative Title:** Simplification of the Extension Application Process

**Description:** The purpose of this Taxpayer Burden Reduction project is to reduce the burden associated with applying for an extension to file an income tax return. The project will create efficiency in processing extension applications, which will reduce the number of IRS form and facilitate e-filing. Currently taxpayers are allowed a maximum of 6-months to file a tax return. The regulations require that taxpayers request such extension by the due date of the return to be filed. In addition, whereas, corporate taxpayers are allowed a single 6-month extension, the regulations provide that all other taxpayers make

duplicate requests to obtain the maximum 6-months. To accomplish our objective of reducing burden, this initiative proposes to create a single 6-month extension period. This will eliminate the duplication in making multiple requests. In addition, the initiative proposes to create an automatic feature to extension requests by removing the requirements for signature and explanation. This will, among other benefits, encourage e-filing as a real option.

**Burden Reduction:** -8,000,000 hours

**Collections Affected:** 1545-0066, 1545-0148, 1545-0188, 1545-0233, 1545-1054, and 1545-1057

**Expected Date of Completion:** January, 2006

**Potential Hurdles to Completion:** None

► Summaries of agencies with greater than 10 million burden hours that did not report a 1% burden reduction are as follows:

### **Federal Trade Commission**

**Agency:** Federal Trade Commission

**Initiative Title:** Electronic Premerger Filing

**Description:** As part of an overall movement to make government more accessible electronically, the Federal Trade Commission is working with the Department of Justice to develop an electronic system for filing Hart-Scott-Rodino Act (HSR) premerger notifications. E-filing will reduce burdens for businesses and government and create a valuable database of information on merger transactions to inform future policy deliberations.

**Total Estimated Burden Reduction:** -10,000 hours

**Collections Affected:** 3084-0005

**Expected Date of Completion:** 2005

**Potential Hurdles to Completion:** Implementation of the e-filing system is currently delayed because there are additional steps required of the contractor in order to ensure the security of the system

### **Securities and Exchange Commission**

**Agency:** Securities and Exchange Commission

**Initiative Title:** Increased Incorporation by Form S-1 Filers

**Description:** As part of the Securities Act Reform proposals, an eligible issuer would be able to incorporate by reference into a Form S-1 Securities Act registration statement information from its previously filed Exchange Act reports and documents. Eligible issuers must have previously filed at least one annual report, be current in their reporting obligations and meet other specified conditions. This proposal is designed to further integrate the Securities Act and Exchange Act disclosure requirements. Currently, all Form S-1 information must be included directly in the prospectus that is part of the Form S-1 registration statement.

**Total Estimated Burden Reduction:** -374,227 hours

**Collections Affected:** Form S-1; OMB Control No. 3235-0065



**Expected Date of Completion:** 2005

**Potential Hurdles to Completion:** Consideration of public comment on the proposal;  
Commission authorization of final rules adopting the proposal.

**Agency:** Securities and Exchange Commission

**Initiative Title:** Increased Incorporation by Reference by Form F-1 Filers

**Description:** As part of the Securities Act Reform proposals described in Release No. 33-8501 issued on 11/03/04, an eligible issuer would be able to incorporate by reference into a Form F-1 Securities Act registration statement information from its previously filed Exchange Act reports and documents. Eligible issuers must have previously filed at least one annual report, be current in their reporting obligations and meet other specified conditions. This proposal is designed to further integrate the Securities Act and Exchange Act disclosure requirements. Currently, all Form F-1 information must be included directly in the prospectus that is part of the Form F-1 registration statement.

**Total Estimated Burden Reduction:** -15,680 hours

**Collections Affected:** 3235-0258

**Expected Date of Completion:** 2005

**Potential Hurdles to Completion:** Consideration of public comment on the proposal;  
Commission authorization of final rules adopting the proposal.

**Agency:** Securities and Exchange Commission

**Initiative Title:** Automatic Shelf Registration for Form S-3 and F-3 Filers

**Description:** As part of the Securities Act Reform proposals described in Release No. 33-8501 issued on 11/03/04, eligible “well-known seasoned issuers” could register unspecified amounts of different specified types of securities on automatically effective Form S-3 or Form F-3 registration statements. Unlike other issuers registering primary offerings on Form S-3 or Form F-3, the automatic shelf registration process would allow eligible issuers to add additional classes of securities and eligible majority-owned subsidiaries as additional registrants after an automatic shelf registration statement is effective. They would also be able to freely accommodate both primary and secondary offerings using automatic shelf registration. Thus, these issuers would have significant latitude in determining the types and amounts of their securities or those of their eligible subsidiaries that could be offered without any potential time delay or other obstacles imposed by the registration process. Issuers using an automatic shelf registration statement also would be permitted to pay filing fees in advance or on a “pay-as-you-go” basis.

**Total Estimated Burden Reduction:** -48,826 hours

**Collections Affected:** 3235-0073, 3235-0256

**Expected Date of Completion:** 2005

**Potential Hurdles to Completion:** Consideration of public comment on the proposal;  
Commission authorization of final rules adopting the proposal.

## Department of State

**Agency:** Bureau of Political-Military Affairs, Directorate of Defense Trade Controls  
**Initiative Title:** Munitions Licensing Program - Development of Electronic Submission Options

**Description:** In accordance with the Arms Export Control Act (AECA) and the International Traffic in Arms Regulations (ITAR), the Directorate of Defense Trade Controls (DDTC) has the primary missions of: (a) taking final action on license and agreement applications for defense trade exports; and (b) handling matters related to defense trade compliance, enforcement, and reporting. By law, executive orders, and delegation of authority, DDTC is charged with controlling the export and temporary import of defense articles and defense services covered by the U.S. Munitions List. Further, as required by Section 38 of the AECA, DDTC processes the registration of some 5,000 manufacturers and exporters of defense articles and defense services and persons brokering commercial arms sales. To ease the burden imposed on manufacturers and importers, DDTC has developed or is in the process of developing electronic submission options for virtually all of its information collections, as allowed by law. This initiative provides respondents with the option to use the Internet to request munitions licensing approvals for defense trade export/imports. Electronic submission has significantly enhanced the efficiency of these collections. Not only do they save a significant amount of data input time for DDTC, but also the respondents are now able to submit their responses instantaneously and receive confirmation of receipt by DDTC

**Total Estimated Burden Reduction:** -21,148 hours

**Collections Affected:** 1405-0003, 1405-0013, 1405-0023, 1405-0092, 1405-0093, 1405-0002, 1405-0021, and 1405-0002

**Expected Date of Completion:** 2005

**Potential Hurdles to Completion:** None

**Agency:** Bureau of Diplomatic Security, Office of Foreign Missions

**Initiative Title:** Driver's License and Tax Exemption Development of Electronic Submission Options

**Description:** This initiative will implement an electronic application Form DS-1972 for personnel and their dependents to file an exemption from sales taxes and the operation of a motor vehicle in the United States. Administering driver's licenses at the national level helps the Federal Government identify operators who repeatedly receive citations. This also helps the Federal Government determine the necessary course of action that may be required against an individual's driving privilege. Accordingly, the Federal Government is able to provide consistency to the diplomatic community on a national level through a uniform program.

**Total Estimate Burden Reduction:** -1,562 hours

**Collections Affected:** 1405-0105

**Expected Date of Completion:** October 2005

**Potential Hurdles to Completion:** The continuing development of the system is a necessary precursor to initiating electronic submissions, bearing in mind that utilizing electronic submissions by individual missions depends on the status of their own systems.

## Department of Transportation

**Agency:** Federal Highway Administration (FHWA)

**Initiative Title:** Financial Analysis System--Highways (FASH)

**Description:** The Federal Highway Administration plans to develop and implement a motor fuels and highway finance data processing system. The new system will allow the State Departments of Transportation to migrate from a paper-based reporting and processing of motor fuels, and highway taxation and finance data to an Oracle database to collect and automatically validate these data. The data collected from the States are published in "A Guide to Reporting Highway Statistics." The FASH system will help to improve the accuracy of the data and timeliness of the data's distribution. In addition, approximately 14 FHWA forms that are currently downloaded by the States will become Web-enabled for online submissions. This initiative promotes the Data Quality Act by ensuring the quality and accuracy of data through implementation of procedures and processes before the data is disseminated to the public. Operational efficiency will be gained in the States' verification of the motor fuels and highway finance data and the FHWA Headquarters' re-review and analysis time will be significantly reduced.

**Total Estimated Burden Reduction:** -4,000 hours

**Collection Affected:** 2125-0032

**Expected Date of Completion:** 2007

**Potential Hurdles to Completion:** Access to data

**Agency:** Federal Motor Carriers Safety Administration (FMCSA)

**Initiative Title:** Unified Registration System

**Description:** FMCSA proposes a revised registration system in a Notice of proposed rule making (NPRM). The Unified Registration System would apply to every motor carrier, freight forwarder and broker required to register with DOT, except Mexico-domiciled motor carriers registering to operate between Mexico and points in the United States beyond border commercial zones along the U.S.-Mexico international border. Section 13908 of the Interstate Commerce Commission Termination Act of 1995 (ICCTA) directed the Secretary of Transportation to create a single, on-line federal system to replace the systems for issuing DOT numbers, licensing and registration, and financial responsibility. Congress felt that this "unification" of systems would benefit the motor carrier industry, the federal and state governments, and the public.

**Total Estimated Burden Reduction:** -153,474 hours

**Collections Affected:** 2126-0013, 2126-0016, and 2126-0018

**Expected Date of Completion:** 2005

**Potential Hurdles to Completion:** FMCSA foresees no further difficulties in accomplishing this initiative.

► Summaries of agencies with less than 10 million burden hours that reported a burden reduction initiative are as follows:

### **Department of Interior**

**Agency:** Minerals Management Service (MMS)

**Initiative Title:** E-Well Permit and Report System Pilot

**Description:** MMS's Offshore Minerals Management (OMM) program has conducted a pilot that focuses on streamlining the information collections and operations associated with regulatory compliance and the conduct of well drilling/completion/workover operations on the Outer Continental Shelf (OCS). These efforts are expected to be one of several initial steps in OMM's e-Government Transformation Project. This project is designed to streamline OMM's processes, reduce data redundancy, and improve the quality, timeliness, completeness, and compliance of the information exchange between OMM and the OCS industry.

**Total Estimated Burden Reduction:** - 4,825 hours

**Collections Affected:** 1010-0044, 1010-0045, 1010-0046, 1010-0131, 1010-0132, and 1010-0150

**Expected Date of Completion:** 2005

**Potential Hurdles to Completion** Electronic submission of data is slowly replacing the paper form submissions.

### **Federal Energy Regulatory Commission**

**Agency:** Federal Energy Regulatory Commission (FERC)

**Initiative Title:** FERC Information Assessment Team (FIAT)

**Description:** The Federal Energy Regulatory Commission established in January 2004 the FERC Information Assessment Team (FIAT). The FIAT will evaluate the agencies information collections and filing requirements, assess the practical utility of each information collection, and propose ways to reduce the reporting burden on industry through the elimination, reduction, streamlining and/or reformatting of collections. In addition, the FIAT will examine how FERC currently assesses the burden of its information collections and propose a plan to integrate a continuous Commission-wide review of current and new information needs. Of the Commission's 61 information collections, the Team will choose 20 information collections to study and develop recommendations for fifteen collections.

**Total Estimated Burden Reductions:** -11,182 hours

**Collections Affected:** 1902-0024, 1902-0096, 1902-0043, 1902-0099, 1902-0114, 1902-0137, 1902-0138, 1902-0140, 1902-0171, 1902-0168, 1902-0086, 1902-0004, 1902-0144, 1902-0019, and 1902-0073

**Expected Date of Completion:** 2005

**Potential Hurdles to Completion:** Several information collections identified are required by statute and therefore cannot be eliminated unless legislation is introduced to change the statute.

**Agency:** Federal Energy Regulatory Commission (FERC)

**Initiative Title:** Electronic Filing of Documents

**Description:** Electronic filing of documents is an e-Government initiative to expand the types of electronic documents the commission would accept. On July 7, 2004, FERC proposed in RM01-5-000 that future tariff filings be made over the Internet with software developed by the Commission. The initiative will to make it easier for regulated entities to file and view tariffs and rate schedules, and to facilitate tariff research, by permitting companies to submit tariffs and rate schedules electronically. The proposed tariffs will also change format from the tariff-sheet configuration to a section-based layout, which is better suited to electronic filing. The concept of the tariff sheet is a hold-over from a paper filing world in which revised tariff sheets were filed so that they could replace individual pages in a tariff book. In an electronic world, there is no longer a need to physically replace pages in a tariff book. Instead, electronic filing is much more conducive to replacing only the specific tariff section involved in the revision.

**Total Estimated Burden Reduction:** -26,923 hours

**Collections Affected:** 1902-0096, 1902-0154, 1902-0086, and 1902-0089

**Expected Date of Completion:** 2005

**Potential Hurdles to Completion:** Application problems with the prototype software.

### **National Aeronautics and Space Administration**

**Agency:** National Aeronautics and Space Administration (NASA)

**Initiative Title:** Review of Agency Forms-Based Collections

**Description:** NASA plans to conduct a thorough review of the agency's information collections to potentially reduce unnecessary burden imposed on its respondents. This initiative will streamline the format and content of the information required, clarifying who must respond and under what circumstances, and consolidate collections where appropriate. This initiative will reduce burden on businesses and individuals that use NASA forms

**Total Estimated Burden Reduction:** -50,000 hours

**Collections Affected:** 2700-0003, 2700-0007, 2700-0009, 2700-0010, 2700-0017, 2700-0037, 2700-0039, 2700-0047, 2700-0049, 2700-0052, 2700-0054, 2700-0063, 2700-0073, 2700-0078, 2700-0080, 2700-0085, 2700-0086, 2700-0087, 2700-0088, 2700-0089, 2700-0092, 2700-0093, 2700-0094, 2700-0095, 2700-0097

**Expected Date of Completion:** September, 2005

**Potential Hurdles to Completion:** A review of this complexity will be resource-intensive and time-intensive, and will involve coordination among several different NASA offices.

### **Nuclear Regulatory Commission**

**Agency:** Nuclear Regulatory Commission

**Title of Initiative:** Project Safesource

**Description:** The NRC is developing an initiative to provide materials licensees with the option to apply and amend licenses using an electronic system. The on-line system will validate the respondents input to avoid delays due to application deficiencies. The use of drop-down menu picks will ensure that the licensee has entered valid data as well as save

the licensee time in entering data. The licensee will easily inquire the status of an application using the on-line system. Routine administrative data updates may be accomplished on-line, eliminating the need for some types of correspondence and consequent delays.

**Total Estimated Burden Reduction:** -11,715 hours

**Each Collection Affected:** 3150-0120, 3150-0017, 3150-0016, 3150-0001, 3150-0007, 3150-0010, 3150-0158, and 3150-0130

**Expected Date of Completion:** 2006

**Potential Hurdles to Completion:** None

### **Small Business Administration**

**Agency:** Office of Government Contracting and Business Development

**Initiative Title:** 8(a) Business Development Automation System

**Description of Initiative:** This multi-year initiative provides for the continued development and deployment of an Internet-based system called the Business Development Automation System. This system will automate all of the business processes of the 8(a) Business Development (BD) Program. The BD Program provides assistance to economically disadvantaged individuals who own small businesses. This initiative will simplify the application process for submitting annual reviews of program participants. The new Internet-based system will reduce burden on respondents and enable certification of a greater number of businesses each year.

**Total Estimated Burden Reduction:** Not determined

**Collection Affected:** 3245-0331

**Expected Date of Completion:** 2006

**Potential Hurdles to Completion:** None

**Agency:** Office of Disaster Assistance

**Initiative Title:** Disaster Assistance Credit Modernization System (DCMS)

**Description of Initiative:** Section 7(b) of the Small Business Act authorizes the SBA to make loans to victims of declared disasters. Homeowners, renters, and business owners are eligible to apply for assistance. This initiative proposes to create a fully integrated "Electronic Loan Process" that provides the ability to share data and information agency wide. By processing loan applications electronically, ODA will eliminate most disaster loan paper work until loan closing, Electronic files will enable all users to have access to critical key data allowing various processes to occur simultaneously, without having to wait on physical files. The initiative will enhance the agencies ability to process 85 percent of home loans within 18 days and 85 percent of business and EIDL loans within 20 days. In addition, the electronic system will eliminate burdensome and duplicative paperwork for respondents.

**Collections Affected:** 3245-0017, 3245-0018, 3245-0326, 3245-0330, 3245-0084, 3245-0136,

**Total Estimated Burden Reduction:** Not determined

**Expected Date of Completion:** 2005

**Potential Hurdles to Completion:** Implementing the system and maintaining the schedule

## **Federal Deposit Insurance Corporation**

**Agency:** Office of the Comptroller of the Currency

**Initiative Title:** Central Data Repository (CDR)

**Description:** The Office of Comptroller of the Currency and the Federal Reserve Board are implementing a Central Data Repository initiative to modernize the process through which FDIC and the other regulators acquire data through the Consolidated Reports of Condition and Income collection, informally known as the Call Report. The Call Report is a complex quarterly statement used by the FDIC to determine the health of individual banks and the industry as a whole. The CDR is designed to reduce the time needed to process and distribute bank institution data. Under the CDR initiative, the FDIC will establish a framework that will improve the exchange and sharing of information between the agency and the banking industry and allow the agency to respond with greater agility to changes in the banking environment.

**Expected burden reduction:** Not determined

**Collections Affected:** 3064-0052

**Expected Date of Completion:** 2005

**Potential Hurdles to Completion:** None

## **Department of Energy**

**Agency:** Energy Information Administration (EIA)

**Initiative Title:** Electronic Reporting Option for Companies Reporting on Coal Surveys

**Description:** The Energy Information Administration (EIA) plans to implement an electronic reporting option for respondents to report the EIA-3 and EIA-5 coal surveys. The interactive electronic system will identify and correct potential data problems and reduce the amount of time respondents complete the surveys. This initiative will reduce the need for unnecessary EIA and respondent contact because of questionable information associated with paper based surveys.

**Total Estimated Burden Reduction:** -1,289 hours

**Collections Affected:** 1905-0167

**Expected Date of Completion:** June 2006

**Potential Hurdles to Completing the Initiative:** None

## **National Science Foundation**

**Agency:** Division of Science Resources Statistics

**Initiative Title:** Information Collection (Survey) Assessment

**Description:** The National Science Foundation manages a central clearinghouse for the collection, interpretation, and analysis of scientific and engineering data for the federal government. The NSF utilizes an information collection survey designed to provide feedback on the quality and timeliness of government survey data and analyses. This information collection survey is most successful when respondents are presented with plain, coherent and unambiguous questionnaires that are compatible with their reporting and record keeping practices. The NSF seeks to continuously improve its information

collection survey using laboratory techniques, field studies, focus groups, behavior coding and pilot test to assess the practical utility of the government's information collections and reduce overall costs and burden on the public.

**Total Estimated Burden Reduction:** -15,000 hours

**Collections Affected:** 3145-0174

**Expected Date of Completion:** Completion is dependent on each new survey evaluated by this information collection.

**Potential Hurdles to Completion:** None

### **Department of Veterans Affairs**

**Agency:** Department of Veterans Affairs (VA)

**Initiative Title:** Veteran Claim Partnerships with Social Security Administration

**Description:** The Veterans Benefit Administration's (VBA) Compensation and Pension Service is currently partnering with the Social Security Administration (SSA) in using an application that allows VA regional offices to verify SSA data when processing a claim. This partnership reduces the need to contact claimants for additional information that was not provided with the application, such as the SSN of a spouse or a copy of the SSA award letter showing the amount of benefits received. VBA is also in the process of working with SSA to allow the Veterans Health Administration (VHA) employees to use its application to verify SSA data. This would reduce the need for VHA to contact claimants to obtain SSA income when determining health benefit eligibility. This initiative provides a crosscutting approach that will enhance the verification process needed for processing claims and reduce duplicative information burden on veterans and their families.

**Total Estimated Burden Reduction:** -1,750 hours

**Collections Affected:** 2900-0101

**Expected Date of Completion:** 2006

**Potential Hurdles to Completion:** None



# Table A1 FY 2004 Burden Hours

Agency	FY 2003	FY 2004 Program		FY 2004 Changes		FY 2004 Changes		FY 2004 Changes		FY 2004 Changes		FY 2004
	ICB Total Hours Needed	FY 2004 Program Changes	0.4%	Due to Agency Action	-1.2%	Due to New Statutes	1.5%	Due to Lapses in OMB Approval	0.1%	FY 2004 Adjustments	-1.9%	Total Hours Needed
<b>Total</b>	<b>8,098.79</b>	<b>28.54</b>	<b>0.4%</b>	<b>-96.84</b>	<b>-1.2%</b>	<b>119.00</b>	<b>1.5%</b>	<b>6.39</b>	<b>0.1%</b>	<b>-156.15</b>	<b>-1.9%</b>	<b>7971.18</b>
Agriculture	91.66	-0.09	-0.1%	-0.49	-0.5%	0.02	0.0%	0.39	0.4%	-2.45	-2.7%	89.12
Commerce	17.17	-4.92	-34.9%	-4.95	-28.8%	0.02	0.1%	0.01	0.1%	1.86	10.8%	14.11
Defense	49.75	3.04	5.8%	-0.13	-0.3%	0.00	0.0%	3.17	6.4%	-0.01	0.0%	52.78
Education	40.48	-0.26	-0.6%	-0.74	-1.8%	0.14	0.3%	0.35	0.9%	1.26	3.1%	41.48
Energy	3.39	0.04	1.1%	0.04	1.1%	0.00	0.0%	0.00	0.0%	-0.04	-1.2%	3.39
HHS	253.75	11.43	4.1%	1.92	0.8%	8.39	3.3%	1.12	0.4%	12.31	4.8%	277.49
DHS	77.66	-0.17	-0.2%	-0.26	-0.3%	0.05	0.1%	0.04	0.0%	3.02	3.9%	80.51
HUD	25.70	0.00	0.0%	0.16	0.6%	0.00	0.0%	-0.16	-0.6%	1.51	5.9%	27.21
Interior	7.46	-1.08	-14.6%	-1.18	-15.8%	0.02	0.3%	0.08	1.0%	1.05	14.1%	7.43
Justice	15.33	-0.74	-5.1%	-0.78	-5.1%	-0.04	-0.2%	0.07	0.5%	0.00	0.0%	14.58
Labor	159.55	0.45	0.3%	0.48	0.3%	-0.03	0.0%	0.00	0.0%	4.21	2.6%	164.21
State	29.44	5.31	16.3%	5.31	18.0%	0.00	0.0%	0.00	0.0%	-2.24	-7.6%	32.51
DOT	249.14	1.97	0.8%	-0.47	-0.2%	1.21	0.5%	1.23	0.5%	-0.32	-0.1%	250.79
Treasury	6,589.76	-36.31	-0.6%	-136.95	-2.1%	100.70	1.5%	-0.06	0.0%	-147.27	-2.2%	6406.18
EPA	147.24	2.50	1.8%	2.48	1.7%	0.02	0.0%	0.00	0.0%	-7.39	-5.0%	142.36
VA	7.33	-0.13	-2.2%	-0.46	-6.3%	0.33	4.5%	0.00	0.0%	-1.33	-18.1%	5.87
FAR	30.64	-0.97	-3.3%	-0.42	-1.4%	-0.55	-1.8%	0.00	0.0%	-0.02	-0.1%	29.65
FCC	26.60	0.52	2.0%	0.52	1.9%	0.00	0.0%	0.00	0.0%	-1.06	-4.0%	26.05
FDIC	9.97	-2.12	-27.6%	-2.31	-23.1%	0.19	1.9%	0.00	0.0%	-0.16	-1.7%	7.68
FERC	4.41	0.71	12.6%	0.52	11.7%	0.00	0.0%	0.19	4.4%	0.55	12.4%	5.67
FTC	66.91	4.28	6.0%	0.00	0.0%	4.27	6.4%	0.00	0.0%	0.24	0.4%	71.43
NASA	5.76	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	-0.14	-2.5%	5.61
NSF	4.63	0.04	0.6%	0.04	0.8%	0.00	0.0%	0.00	0.0%	1.21	26.1%	5.88
NRC	8.91	-0.43	-4.4%	-0.43	-4.8%	0.00	0.0%	0.00	0.0%	1.12	12.6%	9.61
SEC	145.26	43.67	26.3%	39.45	27.2%	4.25	2.9%	-0.03	0.0%	-22.60	-15.6%	166.32
SBA	2.75	-0.19	-7.7%	-0.14	-5.0%	0.00	0.0%	-0.06	-2.1%	-0.04	-1.4%	2.52
SSA	28.14	2.00	6.5%	1.95	6.9%	0.00	0.0%	0.05	0.2%	0.60	2.1%	30.73

# Table A2 Expected FY 2005 Burden Hours

Agency	FY 2004			FY 2005 Expected			FY 2005 Expected			FY 2005 Expected			FY 2005 Expected Total Hours Needed
	ICB Total Hours Needed	FY 2005 Expected Program Changes	FY 2005 Expected Changes Due to Agency Action	FY 2005 Expected Changes Due to New Statutes	FY 2005 Expected Changes Due to Lapses in OMB Approval	FY 2005 Expected Adjustments	FY 2005 Expected Changes Due to Agency Action	FY 2005 Expected Changes Due to New Statutes	FY 2005 Expected Changes Due to Lapses in OMB Approval	FY 2005 Expected Adjustments	FY 2005 Expected Program Changes		
<b>Total</b>	<b>7971.176</b>	<b>812.69</b>	<b>10.2%</b>	<b>-1.82</b>	<b>0.0%</b>	<b>813.95</b>	<b>10.2%</b>	<b>0.56</b>	<b>0.0%</b>	<b>33.61</b>	<b>0.4%</b>	<b>8817.478</b>	
Agriculture	89.12	4.30	4.6%	1.58	1.8%	2.51	2.8%	0.20	0.2%	-0.87	-1.0%	92.55	
Commerce	14.11	1.09	7.0%	1.09	7.7%	0.01	0.1%	0.00	0.0%	0.41	2.9%	15.61	
Defense	52.78	0.12	0.2%	0.03	0.1%	0.00	0.0%	0.09	0.2%	0.16	0.3%	53.06	
Education	41.48	0.03	0.1%	0.03	0.1%	0.00	0.0%	0.00	0.0%	0.31	0.7%	41.82	
Energy	3.39	-0.01	-0.2%	-0.01	-0.2%	0.00	0.0%	0.00	0.0%	0.00	0.0%	3.38	
HHS	277.49	786.00	73.9%	-24.90	-9.0%	810.84	292.2%	0.07	0.0%	0.77	0.3%	1064.26	
DHS	80.51	3.13	2.7%	-0.02	0.0%	3.15	-9.0%	0.00	0.0%	31.78	39.5%	115.42	
HUD	27.21	-0.05	-0.2%	-0.05	-0.2%	0.00	0.0%	0.00	0.0%	0.00	0.0%	27.16	
Interior	7.43	0.10	1.3%	0.09	1.2%	0.01	0.2%	0.00	0.0%	0.16	2.1%	7.69	
Justice	14.58	-0.88	-6.4%	-0.88	-6.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	13.70	
Labor	164.21	-0.03	0.0%	-0.03	0.0%	-0.01	0.0%	0.00	0.0%	1.61	1.0%	165.79	
State	32.51	-2.67	-10.8%	0.04	0.1%	-2.71	-8.3%	0.00	0.0%	-4.98	-15.3%	24.86	
DOT	250.79	0.97	0.4%	0.81	0.3%	0.16	0.1%	0.01	0.0%	0.96	0.4%	252.72	
Treasury	6406.18	14.14	0.2%	17.73	0.3%	-3.59	-0.1%	0.00	0.0%	0.00	0.0%	6420.32	
EPA	142.36	-2.65	-1.8%	-2.65	-1.9%	0.00	0.0%	0.00	0.0%	4.33	3.0%	144.03	
VA	5.87	0.41	6.4%	0.01	0.2%	0.40	6.8%	0.00	0.0%	0.13	2.3%	6.42	
FAR	29.65	-0.25	-0.9%	-0.25	-0.8%	0.00	0.0%	0.00	0.0%	0.00	0.0%	29.40	
FCC	26.05	0.24	0.9%	0.00	0.0%	0.24	0.9%	0.00	0.0%	0.45	1.7%	26.74	
FDIC	7.68	0.03	0.5%	0.03	0.4%	0.00	0.0%	0.00	0.0%	-1.47	-19.2%	6.24	
FERC	5.67	0.00	0.0%	0.00	-0.1%	0.00	0.0%	0.00	0.0%	0.00	0.0%	5.67	
FTC	71.43	0.14	0.2%	0.13	0.2%	0.01	0.0%	0.00	0.0%	0.10	0.1%	71.67	
NASA	5.61	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	5.61	
NSF	5.88	-0.03	-0.4%	-0.03	-0.4%	0.00	0.0%	0.00	0.0%	0.06	1.0%	5.91	
NRC	9.61	-0.11	-1.1%	-0.11	-1.2%	0.00	0.0%	0.00	0.0%	0.72	7.5%	10.22	
SEC	166.32	3.85	2.3%	3.85	2.3%	0.00	0.0%	0.00	0.0%	-0.83	-0.5%	169.34	
SBA	2.52	0.25	9.3%	0.07	2.6%	0.00	0.0%	0.19	7.4%	-0.05	-2.1%	2.72	
SSA	30.73	4.57	13.0%	1.63	5.3%	2.94	9.6%	0.00	0.0%	-0.14	-0.5%	35.16	

**Table A3. Information Collection Costs Totals (in millions of dollars)**

	<b>FY 2004 Estimated Cost Burden</b>	<b>FY 2005 Total Expected Cost Burden</b>
<b>Agency Total:</b>	<b>70158.23919</b>	<b>83655.6463</b>
Agriculture	90.99	90.99
Commerce	1591.49	1608.16
Defense	2.21	2.21
Education	128.31	63.36
Energy	1.92	1.92
HHS	1130.57	614.84
DHS	2546.44	36902.89
HUD	22.48	22.48
Interior	20.41	17.78
Justice	278.88	290.13
Labor	2024.18	2157.72
State	23083.25	2041.44
DOT	1064.70	1065.59
Treasury	340.33	340.33
EPA	1656.01	2048.12
VA	0.04	0.04
FAR	13066.92	13066.92
FCC	856.42	938.62
FDIC	0.00	0.00
FERC	151.25	136.82
FTC	40.20	39.76
NASA	1.01	1.01
NSF	0.09	0.09
NRC	0.39	0.41
SEC	22032.38	22174.55
SBA	7.27	7.27
SSA	20.11	22.23

## **Appendix B: Significant Paperwork Reductions and Increases —FY 2004 & 2005**

The Paperwork Reduction Act of 1995 (PRA) requires the head of each agency, supported by its Chief Information Officer (CIO), to be responsible for the agency's information collection activities. Agencies are expected to develop and coordinate initiatives that will produce meaningful improvements for the public. This includes reducing the amount of paperwork required of the public.

This appendix highlights significant burden changes agencies made in the past fiscal year, as well as significant burden changes expected in FY 2005. To identify the source of the burden reduction or increase, the appendix is divided into 5 sub-categories for reductions (cutting redundancy, using information technology, changing regulations, changing forms, and miscellaneous actions), and 3 categories for increases (caused by statute, changing regulations, miscellaneous actions). When legislation or Administration policies result in an increase in burden to achieve the benefits of the law or new program, the appendix includes the statute title and public law number when available.

# FY 2004 REDUCTIONS IN BURDEN

## FY 2004 Burden Reduction from Cutting Redundancy

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0915-0158  
**Title:** Grantee Reporting Requirements for the Ryan White Comprehensive AIDS Resources Emergency Act of 1990, Title III.  
**Purpose of the collection:** This report collected information from Title III Ryan White CARE Act grantees on early intervention diagnostic, preventive, and therapeutic services, as part of a continuum of comprehensive primary health care and support.  
**How Reduction Achieved:** Information collected from this activity was incorporated into the Ryan White CADR data collection project in order to consolidate the information collected under the Titles of the Ryan White Comprehensive AIDS Resources Emergency Act.  
**Change in Burden:** -22,240 hours

**Agency:** Department of Housing and Urban Development  
**OMB Control Number:** 2507-0001  
**Title:** Resident Service and Satisfaction Survey  
**Purpose of the Collection:** Public Housing Agencies (PHAs) are required to implement a resident survey of assisted and insured housing residents to measure resident satisfaction with living conditions.  
**How Reduction Achieved:** Reduced reporting frequency.  
**Change in Burden:** -18,882 hours

**Agency:** Department of Treasury  
**OMB Control Number:** 1545-0074  
**Title:** 2004 Form 1040, U.S. Individual Income Tax Return  
**Purpose of the Collection:** This form is used by individual taxpayers to report their taxable income and calculate their correct tax liability.  
**How Reduction Achieved:** The taxable income limit for using Form 1040A and Form 1040EZ was increased from \$50,000 to \$100,000. Because of this change, it is estimated that 437,000 filers will be moved from Form 1040 to Form 1040EZ, and 1,200,000 to Form 1040A. The above change will result in a program change decrease of 16,189,930 hours. Also, the business expense limit was increased from \$2,500 to \$5,000 for Schedule C-EZ. Because of this change, it is estimated that 580,000 filers will be moved from Schedule C to Schedule C-EZ. The above change will result in a program change decrease of 6,014,600 hours. (Net change -22,204,530 hours).  
Other reductions achieved by changing forms (-34,408,104 hours);  
Increases were the result of statute (7,870,837 hours) and miscellaneous reasons (1,352,740 hours).

**Change in burden:** -47,389,057 hours

**Agency:** Department of Veteran Affairs  
**OMB Control Number:** 2900-0091  
**Title:** Application and Renewal for Health Benefits, VA Forms 10-10EZ and 10-10EZR.

**Purpose of the Collection:** The data is used to determine eligibility for cost-free health care, priority for enrollment in the VA healthcare system, long-term care, mileage reimbursement and prescription co-payment exemption and to enroll veterans into the VA health care system.

**How Reduction Achieved:** VA streamlined data collection by redesigning the VA Form 10-10EZ to incorporate the Supplement to the VA Form 10-10EZ, Questions on Race and Ethnicity. Additionally, the new VA Form 10-10EZR was specifically designed to cut redundancy because it contains only that data subject to change.

**Change in Burden:** -461,667 hours

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0330  
**Title:** Form N-SAR Under the Investment Company Act of 1940, Semi-Annual Report for Registered Investment Companies  
**Purpose of the Collection:** To keep current the information in a filer's registration statement and to monitor the operations of registered investment companies so the Commission can use inspection and document review resources effectively.

**How Reduction Achieved:** The Commission decided that registered investment companies should no longer file a certification form to Form N-SAR.

**Change in Burden:** -36,049 hours

**Agency:** Small Business Administration  
**OMB Control Number:** 3245-0108  
**Title:** Small Business Development Center (SBDC) Counseling Record  
**Purpose of the Collection:** Form 162 gathered demographic information about SBDC clients and information on the services received and advice given.

**How Reduction Achieved:** The use of an electronic client management system that reduces the need to gather the information with every counseling session.

**Change in Burden:** -132,000 hours

**Agency:** Social Security Administration  
**OMB Control Number:** 0960-0316  
**Title:** Claimant's Statement When Request for Hearing is Filed and the Issue is Disability

**Purpose of the Collection:** SSA requires that applicants for disability benefits provide the updated medical information requested on form HA-4486 to facilitate processing their Title II and Title XVI claims. This information also enables the Administrative Law Judge hearing the case to fully inquire into the claimant's medical condition.

**How Reduction Achieved:** As part of SSA's Accelerated Electronic Disability initiative, the form HA-4486 was made obsolete. SSA consolidated this information collection into the revised SSA-3441 under OMB # 0960-0144 on August 15, 2003.

**Change in Burden:** -110,680 hours

**Agency:** Social Security Administration  
**OMB Control Number:** 0960-0350  
**Title:** Reconsideration Report for Disability Cessation  
**Purpose of the Collection:** To document new developments on the claimant's condition since the prior continuing disability interview was conducted. The form is also used by the SSA interviewer to provide observations of the claimant.  
**How Reduction Achieved:** As part of SSA's Accelerated Electronic Disability initiative the form SSA-782-BK was made obsolete. SSA consolidated this information collection into the revised SSA-3441 under OMB #0960-0144 on August 15, 2003.  
**Change in Burden:** -50,000 hours

### **FY 2004 Burden Reductions from Using Information Technology**

**Agency:** Department of Education  
**OMB Control Number:** 1845-0001  
**Title:** Free Application for Federal Student Aid (FAFSA)  
**Purpose of the Collection:** Students apply for federal financial aid.  
**How Reduction Achieved:** More applicants selected the electronic application and renewal formats in place of the paper FAFSA.  
**Change in Burden:** -490,702 hours

**Agency:** Department of Education  
**OMB Control Number:** 1875-0177  
**Title:** 21<sup>st</sup> Century Community Learning Centers Annual Performance Report  
**Purpose of the Collection:** To permit the evaluation of grantees' performance prior to awarding continuation grants by ED.  
**How Reduction Achieved:** The use of electronic submission and reduced reporting requirements.  
**Change in Burden:** -47,423 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0925-0001  
**Title:** Research and Research Training Grant Applications and Related Forms  
**Purpose of the collection:** Used by Researchers and Research Institutions to apply for funds to conduct biomedical, behavioral and other health related research  
**How Reduction Achieved:** Consolidation of required reporting and use of electronic and information technology.  
**Change in Burden:** - 345,000 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0938-0709  
**Title:** Data Collection for Second Generation Social HMO (S/HMO-II) Demonstration  
**Purpose of the Collection:** To collect the necessary data elements from members of the treatment group for the risk-adjusted S/HMO-payment methodology, and gather information from members of the treatment group to enable the participating S/HMO-II site to identify high-risk beneficiaries

**How Reduction Achieved:** The reduction is due to a decrease in the number of respondents and a simplification of the process.  
**Change in Burden:** -29,917 hours

**Agency:** Department of Labor  
**OMB Control Number:** 1205-0025  
**Title:** Job Corps Application Data  
**Purpose of the Collection:** To determine eligibility for Job Corps and case management. Data collected is also used for program planning, evaluating, and reporting progress.  
**How Reduction Achieved:** The adoption of an E-government implementation strategy, allowing Counselors to directly input data into a national database.  
**Change in Burden:** -28,887 hours

**Agency:** Federal Acquisition Regulation  
**OMB Control Number:** 9000-0011  
**Title:** Pre-award Survey Forms.  
**Purpose of the Collection:** To provide a uniform method of collecting data necessary to analyze a firm's ability to perform the contract.  
**How Reduction Achieved:** The Integrated Acquisition Environment initiative provides for automated preparation which will reduce burden.  
**Change in Burden:** -22,544 hours

**Agency:** Federal Acquisition Regulation  
**OMB Control Number:** 9000-0047  
**Title:** Place of Performance.  
**Purpose of Collection:** To provide information regarding the place of performance and owner of a plant or facility, and to assure proper preparation of the contract.  
**How Reduction Achieved:** The Integrated Acquisition Environment initiative provides for automated preparation which will reduce burden.  
**Change in Burden:** -27,233 hours

**Agency:** Federal Acquisition Regulation  
**OMB Control Number:** 9000-0090  
**Title:** Rights in Data and Copyrights.  
**Purpose of the Collection:** To protect a contractor's right to not disclose proprietary data and to insure that data developed with public funds is available to the public.  
**How Reduction Achieved:** The Integrated Acquisition Environment initiative provides for automated preparation which will reduce burden.  
**Change in Burden:** -10,490 hours

**Agency:** Federal Acquisition Regulation  
**OMB Control Number:** 9000-0097  
**Title:** Information Reporting to the Internal Revenue Service (Taxpayer Identification Number).  
**Purpose of the Collection:** Tax code compliance  
**How Reduction Achieved:** The Integrated Acquisition Environment initiative provides for automated preparation which will reduce burden.  
**Change in Burden:** -105,000 hours



**Agency:** Federal Acquisition Regulation  
**OMB Control Number:** 9000-0134  
**Title:** Environmentally Sound Products.  
**Purpose of the Collection:** To ensure contracting officer compliance with federal requirements for the use of recycled materials in procured supplies.  
**How Reduction Achieved:** The Integrated Acquisition Environment initiative provides for automated preparation which will reduce burden.  
**Change in Burden:** -11,261 hours

**Agency:** Federal Acquisition Regulation  
**OMB Control Number:** 9000-0139  
**Title:** Environmentally Sound Products.  
**Purpose of the Collection:** Contracting officer compliance with Federal requirements for use of recycled materials in procured supplies, and doing business with businesses that are complying with EPA regulations.  
**How Reduction Achieved:** The Integrated Acquisition Environment initiative provides for automated preparation which will reduce burden.  
**Change in Burden:** -25,123 hours

**Agency:** Federal Acquisition Regulation  
**OMB Control Number:** 9000-0150  
**Title:** Small Disadvantaged Business Procurement Credit Programs.  
**Purpose of the Collection:** To implement the Department of Justice (DOJ) proposal to reform affirmative action in Federal procurement.  
**How Reduction Achieved:** The Integrated Acquisition Environment initiative provides for automated preparation which will reduce burden.  
**Change in burden:** -114,902 hours

**Agency:** Federal Communications Commission  
**OMB Control Number:** 3060-0106  
**Title:** Section 43.61 - Reports of Overseas Telecommunications Traffic  
**Purpose of the Collection:** To provide information to FCC on traffic and revenue data for U.S. based providers of international telecommunication services.  
**How Reduction Achieved:** A new agency rule eliminated various reporting requirements for pure resale carriers. The pure resale carriers are no longer required to file traffic and revenue data. In addition, electronic filing requirements have reduced the average reporting burden.  
**Change in Burden:** -16,108 hours

**Agency:** Federal Communications Commission  
**OMB Control Number:** 3060-0678  
**Title:** Part 25 of the Commission's Rules Governing the Licensing of, and Spectrum Usage by, Satellite Network Earth Stations and Space Stations  
**Purpose of the Collection:** To allow the FCC to collect data to manage the spectrum usage and licensing of satellite network earth and space stations.  
**How Reduction Achieved:** The FCC implemented mandatory electronic filing of all space station and earth station applications, and other related filings and pleadings.  
**Change in Burden:** -38,786 hours  
-\$3,618,000

**Agency:** Federal Electricity Regulatory Commission  
**OMB Control Number:** 1902-0174  
**Title:** Standards for Business Practices of Interstate Natural Gas Pipelines, FERC-549C (RM96-1-000, et. al.)  
**Purpose of the Collection:** To standardize the business practices and communication methodologies of interstate pipelines in order to create a more integrated and efficient pipeline grid.  
**How Reduction Achieved:** The adoption of Version 1.4 and 1.5 of NAESB's business practice and communication standards.  
**Change in Burden:** -420,918 hours

### **FY 2004 Burden Reductions from Changing Regulations**

**Agency:** Department of Agriculture  
**OMB Control Number:** 0584-0064  
**Title:** Food Stamp Forms: Applications, Periodic Reporting, Notices  
**Purpose of the Collection:** To establish program eligibility and ongoing reporting requirements to ensure circumstances warrant continued receipt of benefits.  
**How Reduction Achieved:** Several changes were made to simplify reporting requirements.  
**Change in Burden:** -337,508 hours

**Agency:** Department of Agriculture  
**OMB Control Number:** 0584-0124  
**Title:** Food Stamp Program Identification Cards  
**Purpose of the Collection:** To reduce the number of unauthorized food stamp issuances.  
**How Reduction Achieved:** Nationwide implementation of EBT eliminated the need for Food Stamp ID.  
**Change in Burden:** -19,779 hours

**Agency:** Department of Agriculture  
**OMB Control Number:** 0584-0293  
**Title:** Commodity Supplemental Food Program (CSFP)—Plain Language, Program Accountability, and Program Flexibility (7 CFR Part 247) Proposed Rule.  
**Purpose of the Collection:** To insure that the program is administered according to statutory and USDA implementing regulations.  
**How Reduction Achieved:** Reduced requirements for State agreements with local agencies, and for local agency agreements with other agencies, to make the State Plan permanent.  
**Change in Burden:** -90,559 hours

**Agency:** Department of Education  
**OMB Control Number:** 1810-0665  
**Title:** Accountability for Students with the Most Significant Cognitive Disabilities under the Elementary and Secondary Education Act (ESEA).  
**Purpose of the Collection:** To collect and disseminate information about the academic achievement of students with the most significant cognitive disabilities.  
**How Reduction Achieved:** Revision of Section 200.6 resulting in a reduced reporting requirement.  
**Change in Burden:** -135,554 hours

**Agency:** Department of Housing and Urban Development  
**OMB Control Number:** 2502-0369  
**Title:** Uniform Physical Standards & Physical Inspection Requirements  
**Purpose of the Collection:** To ensure that program participants carry out their legal obligations to maintain HUD properties in a condition that is decent, safe, sanitary, and in good repair.  
**How Decrease Achieved:** Eliminated requirement for property owners to submit corrective action plans.  
**Change in Burden:** -115,076 hours

**Agency:** Department of Housing and Urban Development  
**OMB Control Number:** 2506-0122  
**Title:** Historically Black Colleges and Universities (HBCU) Program Grant Application and Monitoring Reports  
**Purpose of the Collection:** To monitor performance of grantees to ensure they meet statutory and program goals and requirements.  
**How Reduction Achieved:** Eliminated elements of the application and reduced monitoring reports to semiannually rather than quarterly.  
**Change in Burden:** -10,200 hours

**Agency:** Department of Treasury  
**OMB Control Number:** 1550-0012  
**Title:** Community Reinvestment Act  
**Purpose of the Collection:** OTS collects the information to fulfill its obligations under the Community Reinvestment Act (CRA) (12 U.S.C. 2901 et seq.) to evaluate and assign ratings to the efforts of institutions to help meet the credit needs of their communities, including low and moderate-income neighborhoods, consistent with safe and sound banking practices.  
**How Reduction Achieved:** The regulation revised the definition of “small savings association” to mean a savings association with total assets of less than \$1 billion, regardless of holding company assets size.  
**Change in Burden:** -119,966 hours

**Agency:** Federal Communications Commission  
**OMB Control Number:** 3060-0307  
**Title:** Amendment of Part 90 of the Commission’s Rules to Facilitate Development of Specialized Mobile Radio (SMR) Systems in the 800 MHz Frequency Band  
**Purpose of the Collection:** To update the FCC’s licensing database to determine whether a license applicant is eligible for small business provisions, and so that Economic Areas (EA) licensees and other licensees in the 800 MHz SMR band can coexist.  
**How Reduction Achieved:** Many licensees met certain benchmarks, and therefore have no further reporting requirements. Also, reporting requirements have expired.  
**Change in burden:** -22,209 hours

**Agency:** Federal Communications Commission  
**OMB Control Number:** 3060-1046

**Title:** Implementation of the Pay Telephone Reclassification and Compensation Provisions of the Telecommunication Act of 1996, CC Docket No. 96-128, Report and Order.

**Purpose of the Collection:** To require that switch-based resellers and intermediate carriers compensate payphone service providers for completed payphone calls.

**How Reduction Achieved:** The FCC adopted final rules that replaced the interim payphone compensation rules. The new rules placed compensation liability on switch based resellers and intermediate carriers, rather than on payphone service providers.

**Change in Burden:** -124,200 hours

**Agency:** Federal Deposit Insurance Corporation  
**OMB Control Number:** 3064-0141  
**Title:** Fair Credit Reporting  
**Purpose of the Collection:** The FDIC, along with the other Federal financial institutions regulators, cancelled plans to implement this collection.  
**How Reduction Achieved:** The collection was permitted to expire.  
**Change in Burden:** -2,050,203 hours

**Agency:** Federal Deposit Insurance Corporation  
**OMB Control Number:** 3064-0092  
**Title:** Community Reinvestment Act (CRA)  
**Purpose of the Collection:** Pursuant to §345.42 of the FDIC's CRA rules, state non-member banks that are not "small" must collect and report data on the following types of loans that they originate or purchase: small business, small farm, community development, and in certain circumstances, home mortgage loans.  
**How Reduction Achieved:** Redefined the definition of a "small bank."  
**Change in Burden:** -291,839 hours

**Agency:** Nuclear Regulatory Commission  
**OMB Control Number:** 3150-0011  
**Title:** 10 CFR 50, Domestic Licensing of Production and Utilization Facilities  
**Purpose of the Collection:** To obtain technical information and data so that the NRC may make determinations necessary to promote the health and safety of the public.  
**How Reduction Achieved:** Revised agency rule.  
**Change in Burden:** -30,514 hours

**Agency:** Nuclear Regulatory Commission  
**OMB Control Number:** 3150-0104  
**Title:** NRC Forms 366 and 366A, Licensee Event Report and Continuation Pages  
**Purpose of the Collection:** To identify and resolve threats to public safety by collecting information necessary for engineering studies of operational anomalies and trends.  
**How Reduction Achieved:** New agency rule.  
**Change in Burden:** -36,500 hours

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0200  
**Title:** Rule 15c3-1; Net capital requirements for brokers and dealers

**Purpose of the Collection:** To ensure that brokers and dealers maintain sufficient liquid assets in excess of liabilities to promptly satisfy the claims of customers in the event the broker or dealer fails.  
**Why Reduction Occurred:** Revised agency rule.  
**Change in Burden:** -59,040 hours

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0060  
**Title:** Form 8-K – Current Report (pursuant to Section 13 or 15(d) of the Securities and Exchange Act of 1934)  
**Purpose of the Collection:** To satisfy their current reporting obligations pursuant to Sections 13 and 15(d) of the Securities and Exchange Act of 1934.  
**How Reduction Achieved:** Existing rule replaced by Sarbanes-Oxley Act of 2002.  
**Change in Burden:** -484,414 hours  
Decrease of \$48,443,000

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0278  
**Title:** Rule 204-2  
**Purpose of the Collection:** The collection of information is necessary for the Commission staff to use in its examination and oversight program.  
**Why Decrease Occurred:** Amendments to rule eliminated some requirements.  
**Change in Burden:** -161,984 hours

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0058  
**Title:** Form 12b-25 – Notification of Late Filing  
**Purpose of the Collection:** Form 12b-25 provides notice to the Commission and the marketplace that a public company will be unable to timely file a required annual or quarterly report pursuant to Sections 13 and 15(d) of the Exchange Act.  
**How Reduction Achieved:** Extended Form 8-K deadline to four business days rather than the proposed two business days filing deadline.  
**Change in Burden:** -16,750 hours

## **FY 2004 Burden Reductions from Changing Forms**

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0985-0008  
**Title:** State Program Report for Title III and VII of the Older Americans Act  
**Purpose of the collection:** The Older Americans Act (OAA) requires annual program performance reports from the States to meet statutory requirements under the OAA including evaluation of program operations, preparation of reports for the Congress, and response to other Federal.  
**How Reduction Achieved:** AoA has greatly streamlining the client detail reports so that a net reduction in the per respondent burden can be achieved over that shown in AoA's last submission for OMB approval.  
**Change in Burden:** -14,133 hours.

**Agency:** Department of Transportation  
**OMB Control Number:** 2126-0012

**Title:** Controlled Substances and Alcohol Use and Testing  
**Purpose of the Collection:** To verify that motor carriers or commercial motor vehicle operators for alcohol/controlled substance establish and use a controlled substance and alcohol testing program.  
**How Reduction Achieved:** These forms were replaced by a single page form which accommodates all of DOT's modal administrations and is covered by another information collection (OMB Control Number 2105-0529).  
**Change in Burden:** -573,490 hours

**Agency:** Department of Treasury  
**OMB Control Number:** 1545-0099  
**Title:** 2004 Form 1065, Schedules, and Instructions, U.S. Return of Partnership Income  
**Purpose of the Collection:** Form 1065 is used by the IRS to verify correct reporting of partnership items and for general statistics.  
**How Reduction Achieved:** Schedule K-1 (Form 1065) has been substantially modified for 2004. This was initiated by the Office of Taxpayer Burden Reduction. Schedule K-1 (Form 1065) is now presented in "boxed" format. (Net change -264,700,821 hours)  
Other reductions were achieved through changes made throughout the form, instructions, and schedules (-2,057,089 hours). See offsetting change in FY 2005.  
**Change in Burden:** -266,757,910 hours

**Agency:** Department of Treasury  
**OMB Control Number:** 1545-0099  
**Title:** 2004 Form 1065, Schedules, and Instructions, U.S. Return of Partnership Income  
**Purposes of the Collection:** Form 1065 is used by the IRS to verify correct reporting of partnership items and for general statistics. The information is used by partners to determine the income, loss, credits, etc., to report on their tax returns.  
**Why Increase Occurred:** Schedule K-1 (Form 1065) has been substantially modified for 2004. This was initiated by the Office of Taxpayer Burden Reduction. In the revisions to the instructions, lines, form attachments, and Code references were added. (See offsetting Change in FY 2004).  
**Change in Burden:** 196,159,630 hours

**Agency:** Department of Treasury  
**OMB Control Number:** 1550-0023  
**Title:** Thrift Financial Report  
**Purpose of the Collection:** To ensure the safety and soundness of insured savings associations, their subsidiaries, and their holding companies as depositories of the personal monies of the general public. OTS subjects thrifts' quarterly CMR submissions to systematic analysis via its net portfolio value (NPV) model.  
**How Reduction Achieved:** To enable and facilitate the NPV model's reliability, understandability, and adaptability in the face of market and analytical innovations, OTS overhauled Schedule CMR and renamed it Schedule RED (for "Risk Exposure Data"). The revamped form provides OTS with finer-grained data in a more flexible format, enabling more accurate and adaptable risk analysis. Added flexibility should simplify the reporting process for both thrifts and OTS.

**Change in Burden:** -14,240 hours

**Agency:** Department of Treasury  
**OMB Control Number:** 1550-0060  
**Title:** Savings and Loan Holding Company Report H-(b)11  
**Purpose of the Collection:** Section 10(b) of the Home Owners' Loan Act and 12 CFR 584.1(a)(2) provide that each savings and loan holding company is required to file an annual report H-(b)11.  
**How Reduction Achieved:** OTS streamlined its financial disclosure requirements for its holding companies. As part of this streamlining, the former H-(b)11 financial disclosure form was reduced from 22 information items to only four.  
**Change in Burden:** -54,378 hours

**Agency:** Federal Acquisition Regulation  
**OMB Control Number:** 9000-0004  
**Title:** Architect-Engineer and Related Services Questionnaire.  
**Purpose of the Collection:** To obtain uniform information about a firm's experience in architect-engineer projects.  
**How Reduction Achieved:** The questionnaire was eliminated in September 2004 and replaced by a new less frequently collected questionnaire (Standard Form 330), Architect-Engineer Qualifications.  
**Change in Burden:** -35,000 hours

**Agency:** Federal Acquisition Regulation  
**OMB Control Number:** 9000-0005  
**Title:** Architect-Engineer and Related Services Questionnaire for a Specific Project, (Standard Form 255).  
**Purpose of the Collection:** To obtain information from architect-engineer firms which are interested in particular projects.  
**How Reduction Achieved:** Standard Form 255 was eliminated in September 2004 and replaced by Standard Form 330, Architect-Engineer Qualifications.  
**Change in Burden:** -24,000 hours

**Agency:** Social Security Administration  
**OMB Control Number:** 0960-0629  
**Title:** Benefits Planning, Assistance and Outreach (BPAO) Program, Cooperative Agreement Announcement No. SSA-OESP-03-1  
**Purpose of the Collection:** Data are collected from beneficiaries regarding their background, employment, training, benefits, and work incentives. We use the information to manage the program, with particular emphasis on contract administration, budgeting, and training.  
**How Reduction Achieved:** The burden has decreased because participation in the project has been lower than projected.  
**Change in Burden:** -119,683 hours

## **FY 2004 Burden Reductions from Miscellaneous Actions**

**Agency:** Department of Education  
**OMB Control Number:** 1830-0542

**Title:** Application for Vocational and Technical Education and Adult Education Direct Grants

**Purpose of the Collection:** To manage and monitor the current grantees and to make continuation grants with FY 2003/2004 funds.

**How Reduction Achieved:** Grantees are only required to submit continuation grants.

**Change in Burden:** -74,312 hours

**Agency:** Department of Education

**OMB Control Number:** 1850-0628

**Title:** National Assessment of Educational Progress (NAEP): 2004 Field Test and 2005 Full Scale Study, Math and Science

**Purpose of the Collection:** The 2004 NAEP consists of field test materials for the 2005 full-scale science and math assessment with questionnaires for students, teachers, and school administrators.

**How Reduction Achieved:** The current reading-related background questions were used in 2003 and did not need to be field tested in 2004.

**Change in Burden:** -157,957 hours

**Agency:** Department of Education

**OMB Control Number:** 1850-0756

**Title:** Early Childhood Longitudinal Study: Birth Cohort/Preschool Year

**Purpose of the Collection:** The ECLS-B is a nationally representative longitudinal study of children born in 2001.

**How Reduction Achieved:** This phase of the 2004 field test includes fewer questions than previous phases.

**Change in Burden:** -21,563 hours

**Agency:** Department of Education

**OMB Control Number:** 1850-0768

**Title:** National Household Education Surveys Program of 2003 (NHES:2003)

**Purpose of the Collection:** To monitor trends in educational activities and experiences, and report on parent and family involvement in education and work-related education and training.

**How Reduction Achieved:** A decrease occurred as the collection moved from a full-scale phase to a field test which includes fewer sample respondents.

**Change in Burden:** -10,448 hours

**Agency:** Department of Energy

**OMB Control Number:** 1905-0191

**Title:** Annual Survey of Alternative Fueled Vehicles Suppliers and Users, Form EIA-886

**Purpose of the Collection:** To track the alternative fuel vehicles supply situation available for the federal government, state governments, and fuel providers, and to track the consumption of alternative transportation fuel.

**How Reduction Achieved:** Intentional lapse in OMB approval.

**Change in Burden:** -10,323 hours



**Agency:** Department of Housing and Urban Development  
**OMB Control Number:** 2528-0170  
**Title:** Customer Satisfaction Survey / Households Living in Federally Assisted Units  
**Purpose of the Collection:** Assessment of the condition of housing units assisted through HUD programs.  
**How Reduction Achieved:** Survey was not conducted.  
**Change in Burden:** -41,385 hours

**Agency:** Department of Housing and Urban Development  
**OMB Control Number:** 2577-0044  
**Title:** Comprehensive Improvement Assistance Program (CIAP)  
**Purpose of the Collection:** Grant application modernization funds to housing authorities (HAs) that own or operate fewer than 250 units.  
**How Reduction Achieved:** Replaced by the Public Housing Capital Fund Program.  
**Change in Burden:** -10,000 hours

**Agency:** Department of Homeland Security  
**OMB Control Number:** 1660-0036  
**Title:** FEMA Public Assistance Program Evaluation and Customer Satisfaction Surveys and Individual Assistance Customer Satisfaction Surveys  
**Purpose of the Collection:** This collection is used to measure customer satisfaction of state grantees and individual disaster victims with FEMA's disaster relief assistance programs.  
**Why Reduction Occurred:** The program increased the efficiency of the collection by decreasing sample size while retaining stipulated levels of confidence and precision, decreasing the estimated number of surveys administrations and eliminating redundant surveys.  
**Change in Burden:** -11,970 hours

**Agency:** Department of Justice  
**OMB Control Number:** 1103-0016  
**Title:** Certification of Identity  
**Purpose of the Collection:** To identify individuals requesting records on self or another individual under the Privacy Act.  
**How Reduction Achieved:** The number of respondents in the last extension was over estimated and the cost of printing the form has been reduced.  
**Change in Burden:** -10,594 hours  
-\$22,000

**Agency:** Department of Labor  
**OMB Control Number:** 1220-0025  
**Title:** International Price Program (IPP) U.S. Export Price Indexes  
**Purpose of the Collection:** The International Price Program produces Import Price Indexes and Export Price Indexes containing data on changes in the prices of nonmilitary goods and services traded between the U.S. and the rest of the world.  
**How Reduction Achieved:** The reduction in burden is due to an effort to request re-pricing information from respondents only in certain months.  
**Change in Burden:** -10,767 hours

**Agency:** Environmental Protection Agency  
**OMB Control Number:** 2040-0071  
**Title:** National Water Quality Inventory Reports (Clean Water Act Sections 305(b), 303(d), 314(a) and 106(e))  
**Purpose of the Collection:** To require states to submit water quality reports.  
**How Reduction Achieved:** EPA withdrew a July 2000 final rule entitled, Revisions to the Water Quality Planning and Management Regulation and Revisions to the National Pollutant Discharge Elimination System Program in Support of Revisions to the Water Quality Planning and Management Regulation. The final rule had never become effective, but it was scheduled to take effect in April 2003.  
**Change in Burden:** -363,845 hours  
**Statue Title and Public Law:** Clean Water Act P.L.100-4 / 33 U.S.C. sec. 1313 & 1315.

**Agency:** Environmental Protection Agency  
**OMB Control Number:** 2060-0347  
**Title:** Activities Associated with EPA's Energy Star Program in the Commercial and Industrial Sectors  
**Purpose of the Collection:** To establish participation in the program, and partners' reporting requirements.  
**How Reduction Achieved:** The EPA no longer requires Partners to submit the Annual Facility Report (AFR). Partners now prepare a more streamlined Partnership Letter or Agreement.  
**Change in Burden:** -134,371 hours

**Agency:** Federal Acquisition Regulation  
**OMB Control Number:** 9000-0088  
**Title:** Travel Costs  
**Purpose of Collection:** To justify an exception to the travel cost rules.  
**How Reduction Achieved:** Person would acquire this information in the normal course of their activities.  
**Change in burden:** -14,500 hours

**Agency:** Federal Acquisition Regulation  
**OMB Control Number:** 9000-0028  
**Title:** Termination Requirements  
**Purpose of Collection:** To notify the contracting officer upon a notice of termination for default or convenience.  
**How Reduction Achieved:** Allowed collection to expire.  
**Change in Burden:** -11,680 hours

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0444  
**Title:** Rule 10b-10; Confirmation of securities transactions  
**Purpose of the Collection:** Rule 10b-10 requires broker-dealers to send a written statement to customers containing basic information regarding their securities transactions.  
**Why Reduction Occurred:** Proposed amendments would exclude transactions in investment company securities from the scope of this rule, significantly reducing the number of confirmations delivered pursuant to the rule.  
**Change in Burden:** -\$770,000,000

**Agency:** Social Security Administration  
**OMB Control Number:** 0960-0145  
**Title:** Statement of Determining Continuing Eligibility for Supplemental Security Income Payments  
**Purpose of the Collection:** To determine whether Supplemental Security Income (SSI) recipients have met and continue to meet all statutory and regulatory requirements for SSI eligibility and whether they have been and are still receiving the correct payment amount.  
**How Reduction Achieved:** In FY 2004 there was a reduction in work years available to process SSI re-determinations.  
**Change in Burden:** -98,333 hours

**OMB Control Number:** 0960-0466  
**Title:** Request for Social Security Statement  
**Purpose of the Collection:** Workers can request a statement at any time using this form. SSA uses information provided on the form to identify the correct earnings record, extract the recorded earnings history, calculate estimates of potential benefits, and produce and mail the statement.  
**How Reduction Achieved:** The reduction was achieved because the Agency sends out annual statements, which reduces the requests for the SSA-7004.  
**Change in Burden:** -25,000 hours

## **FY 2004 Burden Reductions from Statutory Change**

**Agency:** Department of Commerce  
**OMB Control Number:** 0651-0021  
**Title:** Patent Cooperation Treaty  
**Purpose of the Collection:** To fulfill its duties to process, search, and examine international patent applications under the provisions of the Patent Cooperation Treaty (PCT). The PCT provides standardized format and filing procedures so that applicants may file one international application to seek protection for an invention in more than 100 designated countries.  
**How Reduction Achieved:** Amendments to the Patent Cooperation Treaty regulations.  
**Change in Burden:** -10,232 hours  
**Statute Title and Public Law:** Patent Cooperation Treaty as amended on October 1, 2003, effective January 1, 2004. See Final rule entitled "January 2004 Revision of Patent Cooperation Treaty Application Procedure," 68 FR 59881 (October 20, 2003). Also Part IV of Title 35 of the U.S.C. (Chapters 35-37) and Subpart C of Title 37 of the CFR (37 CFR 1.401-1.499).

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0938-0612  
**Title:** Clinical Laboratory Improvement Amendment (CLIA) of 1988 reg. HSQ-176FC  
**Purpose of the Collection:** The information requested is necessary to determine an entity's compliance with the Congressionally-mandated program with respect to the regulation of laboratory testing (CLIA).  
**How Reduction Achieved:** Implementation of quality control requirements.

**Change in Burden:** -50,000 hours  
**Statute Title and Public Law:** The Clinical Laboratory Improvement Amendments of 1988 (CLIA).

**Agency:** Department of Homeland Security  
**OMB Control Number:** 1615-0009  
**Title:** Petition for Nonimmigrant Worker  
**Purpose of the Collection:** To petition for an alien to come into the U.S. temporarily to perform services or labor, or to receive training.  
**How Reduction Achieved:** Additional filing requirements sunset on October 1, 2003.  
**Change in Burden:** -16,250 hours  
**Statute Title and Public Law:** Public Law 105-277

**Agency:** Department of Justice  
**OMB Control Number:** 1103-0018  
**Title:** Department of Justice Procurement Blanket Clearance  
**Purpose of the Collection:** To require contractors to submit data in response to solicitation requirements if they want to compete for Federal contracts.  
**How Reduction Achieved:** The Immigration and Naturalization Service (INS) transferred to the Department of Homeland Security, and the Bureau of Alcohol, Tobacco, Firearms and Explosives transferred to the Department.  
**Change in Burden:** -29,320 hours  
Reduction of \$77,174.70

**Agency:** Department of Justice  
**OMB Number:** 1140-0025  
**Title:** Limited Permittee Transaction Record  
**Purpose of the Collection:** To enable ATF to determine whether limited permittees have exceeded the number of receipts of explosive materials they are allowed, and to determine the eligibility of such persons to purchase explosive materials.  
**How Reduction Achieved:** A form has been simplified and made available over the internet.  
**Change in Burden:** -6,435 hours

**Agency:** Department of Labor  
**OMB Control Number:** 1205-0386  
**Title:** Indian and Native American Welfare-to-Work Program Report – Report Forms and Instructions  
**Purpose of the Collection:** To provide eligible tribal entities with the requirements for preparing and submitting financial expenditure and activity reports to the Department.  
**How Reduction Achieved:** Collection of information was discontinued.  
**Change in Burden:** -22,680 hours

**Agency:** Department of Labor  
**OMB Control Number:** 1205-0440  
**Title:** Reporting for Temporary Extended Unemployment Compensation Program for Displaced Airline Workers  
**Purpose of the Collection:** To determine a claimant's eligibility for benefits under the Temporary Extended Unemployment Compensation program for displaced airline workers.  
**How Reduction Achieved:** Authorizing statute expired.

**Change in Burden:** -30,000 hours

**Agency:** Department of Treasury  
**OMB Control Number:** 1545-0110  
**Title:** 2004 Form 1099-DIV, Dividends and Distributions  
**Purpose of the Collection:** Form 1099-DIV is used by the Service to insure that dividends are properly reported as required by Code section 6042, the liquidation distributions are correctly reported as required by Code section 6043, and to determine whether payees are correctly reporting their income.  
**How Reduction Achieved:** The boxes for post-May 5 capital gains distributions and qualified 5-year gain were eliminated.  
**Change in Burden:** -3,692,519 hours  
**Statute Title and Public Law:** The Jobs and Growth Tax Relief Reconciliation Act of 2003 P.L. 108-27

**Agency:** Department of Treasury  
**OMB Control Number:** 1545-0172  
**Title:** 2004 Form 4562, Depreciation and Amortization (Including Information on Listed Property)  
**Purpose of the Collection:** Taxpayers use Form 4562 to: (1) claim a deduction for depreciation and/or amortization; (2) make a section 179 election to expense depreciable assets; and (3) answer questions regarding the use of automobiles and other listed property to substantiate the business use under section 274(d).  
**How Reduction Achieved:** Editorial changes were made throughout the form and instructions. Seventeen Code references were eliminated. (Net change -22,425,000 hours)  
Other increases were a result of editorial changes made and 1 attachment that was added to Line 42 in the instructions. (Net change 1,625,000 hours)  
**Change in Burden:** -20,800,000 hours  
**Statute Title and Public Law:** American Jobs Creation Act of 2004 P.L. 108-357.

## **FY 2004 INCREASES IN BURDEN**

### **FY 2004 Burden Increases Caused by Statutes**

**Agency:** Department of Commerce  
**OMB Control Number:** 0651-0031  
**Title:** Patent Processing (Updating)  
**Purpose of the Collection:** To collect additional information during the pending period of a patent application.  
**Why Increase Occurred:** New agency rule.  
**Change in Burden:** 22,600 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0910-0502  
**Title:** Registration of Food Facilities Under the Public Health Security and Bioterrorism Preparedness and Response Act of 2002

**Purpose of the Collection:** The Bioterrorism Act requires registration of facilities that manufacture/process, pack or hold food intended for consumption in the U.S.  
**Why Increase Occurred:** Compliance with the Bioterrorism Act.  
**Change in Burden:** 521,831 hours  
**Statute Title and Public Law:** Public Health Security and Bioterrorism Preparedness and Response Act of 2002, Public Law 107-188.

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0910-0520  
**Title:** Prior Notice of Imported Food Shipments.  
**Purpose of the Collection:** To obtain prior notice regarding imported food shipments.  
**Why Increase Occurred:** The item represents a new collection.  
**Change in Burden:** 2,836,781 hours  
**Statute Title and Public Law:** Public Health Security and Bioterrorism Preparedness and Response Act of 2002, Public Law 107-188.

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0938-0910  
**Title:** Detailed Explanation of Non-Coverage/Important Medicare Message of Non-Coverage (M+C)  
**Purpose of the Collection:** Pursuant to 42 CFR 422.624(b)(1), providers in skilled nursing facilities, home health agencies and comprehensive outpatient rehabilitation facilities must deliver to M+C enrollees a 2-day advance notice of termination of services. Per requirements at 42 CFR 422.626(e)(1), M+C organizations must deliver detailed notices to the QIO and enrollees upon request for appeal of the termination of services. These notices fulfill the regulatory requirement.  
**Why Increase Occurred:** New collection.  
**Change in Burden:** 68,000 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0938-0907  
**Title:** Collecting Hospital Occupation-Adjusted Wage Index  
**Purpose of the Collection:** Section 304(c) of BIPA of 2000 mandates the use of occupational mix data for the FY 2005 wage index, requiring the collection of data every 3 years on the occupational mix of employees for each short-term, acute care hospital participating in the Medicare program.  
**Why Increase Occurred:** New collection.  
**Change in Burden:** 720,000 hours  
**Statute Title and Public Law:** Section 304(c) of BIPA of 2000.

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0938-0920  
**Title:** Medicaid Managed Care - New Provisions  
**Purpose of the Collection:** Information collected includes information about managed care programs, grievances and appeals, enrollment broker contracts, and managed care organizational capacity to provide health care services.  
**Why Increase Occurred:** New collection.  
**Change in Burden:** 3,917,643 hours  
**Statute Title and Public Law:** Balanced Budget Act of 1997 (BBA)

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0938-0924  
**Title:** Application for Participation in Medicare Replacement Drug Demonstration  
**Purpose of the Collection:** The information acquired in the collection will be used to pay, under Medicare Part B, for drugs and biologicals that are prescribed as replacements for existing Medicare drugs that are furnished as incident to physician's professional service and that are not usually self-administrated.  
**Why Increase Occurred:** The increase in burden reflects changes made to the instrument.  
**Change in Burden:** 20,417 hours  
**Statute Title and Public Law:** Section 641 of the MMA (Public Law 108-173).

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0938-0929  
**Title:** Federal Funding of Emergency Health Services (Section 1011): Enrollment Application  
**Purpose of the Collection:** These information collections will allow hospitals and other providers to document the citizenship of individuals for which they are seeking section 1011 reimbursement and support other activities that promote effective coordination of enrollment and payment of section 1011 claim submissions.  
**Why Increase Occurred:** New collection.  
**Change in Burden:** 31,250 hours  
**Statute Title and Public Law:** Section 1011 of the MMA.

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0970-0261  
**Title:** Grants Application Data Summary Administrative for Native Americans SEDS Application Information  
**Purpose of Collection:** The Native American Programs Act of 1974 as amended requires the Administration for Native Americans (ANA) Social and Economic Development Strategies (SEDS) projects to use the data in the preparation of annual reports to Congress. The data describes the social and economic conditions of Native Americans and assists the Secretary in preparing an annual report to the Congress.  
**Why Increase Occurred:** To provide legislatively mandated annual report to Congress.  
**Change in Burden:** 18,200 hours  
**Statue Title and Public Law:** Native American Programs Act of 1974, enacted as Title VIII of the Economic Opportunity Act of 1964 [PL 88-452] or [42 USC 2991 et seq.].

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0970-0266  
**Title:** Mentoring Children of Prisoners Data Collection Process  
**Purpose of Collection:** The information collection is necessary to provide funding for nonprofit agencies that recruit, screen, train, and support mentors for children with an incarcerated parent or parents. It requires grantees to provide information that can be used to evaluate outcomes for participating children and demonstrate compliance with requirements by the Secretary.  
**Why Increase Occurred:** New collection

**Change in Burden:** 12,000 hours  
**Statute Title and Public Law:** Promoting Safe and Stable Families Amendments Act of 2001 (Pub. L. 107-133) as amended Title-B of the Social Security Act

**Agency:** Department of Homeland Security  
**OMB Control Number:** 1652-0021  
**Title:** Flight Training for Aliens and Other Designated Individuals  
**Purpose of the Collection:** TSA is requiring certain flight schools to notify TSA when aliens or other individuals designated by TSA apply for flight training.  
**Why Increase Occurred:** New collection.  
**Change in burden:** 364,500 hours  
**Statute Title and Public Law:** Aviation and Transportation Security Act (ATSA), Under Section 113 of ATSA (49 U.S.C. 44939). Vision 100 – Century of Aviation Reauthorization Act, Pub. L. 108-176.

**Agency:** Department of Homeland Security  
**OMB Control Number:** 1615-0090  
**Title:** Application for Status as a Temporary Resident Under Section 245A of the Immigration and Nationality Act  
**Purpose of the Collection:** To collect information from applicants in the legalization program to verify status and determine eligibility for benefits.  
**Why Increase Occurred:** This collection is a reinstatement of a previously approved collection.  
**Change in Burden:** 116,000 hours  
**Statute Title and Public Law:** Immigration Reform and Control Act (IRCA).

**Agency:** Department of Homeland Security  
**OMB Control Number:** 1640-0001  
**Title:** Support Anti-Terrorism by Fostering Effective Technology Act of 2002 (SAFETY ACT)  
**Purpose of this Collection:** This application is used by companies to apply for the benefits in the SAFETY Act for sellers of approved anti terrorism technologies.  
**Change in Burden:** 120,000 hours  
**Why Increase Occurred:** New collection.  
**Statute Title and Public Law:** Trade Secrets Act (18 USC 1905) Exemption 1 (“national security”) of the FOIA Exemption 4 (“privileged or confidential information) of the FOIA Subtitle G of Title VIII of the Homeland Security Act of 2002.

**Agency:** Department of Homeland Security  
**OMB Control Number:** 1660-NEW  
**Title:** National Disaster Medical System (NDMS) Credential File and Database Tracking System  
**Purpose of the Collection:** To verify credentials, accreditation, and licenses for health professional volunteers.  
**Why Increase Occurred:** New collection--statutory requirement.  
**Change in Burden:** 13,584 hours  
**Statute Title and Public Law:** Public Health Act Section 319I.

**Agency:** Department of Homeland Security  
**OMB Control Number:** 1652-0023



**Title:** Transportation Worker Identification Credential (TWIC) Prototype: Transportation Worker Survey; Lead Stakeholder Port Security Interviews  
**Purpose of the Collection:** To evaluate the effectiveness and customer satisfaction with the program.  
**Why Increase Occurred:** New program.  
**Changes in Burden:** 73,633 hours  
**Statute Title and Public Law:** Aviation and Transportation Security, Act, Pub. L. 107-71; Maritime Transportation Security Act, Pub. L. 107-295; USA Patriot Act, Pub. L. 107-56.

**Agency:** Department of Homeland Security  
**OMB Control Number:** 1615-0089  
**Title:** Request for Fee Waiver Denial Letter  
**Purpose of the Collection:** Used to determine eligibility for a fee waiver associated with the requested immigration benefit.  
**Why Increase Occurred:** Collection Renewal  
**Changes in Burden:** 20,000 hours  
**Statute Title and Public Law:** The Privacy Act of 1974 (Pub. L. 93-589) Title 8 CFR 103.7(c)

**Agency:** Department of Homeland Security  
**OMB Control Number:** 1651-0001  
**Title:** Transportation Manifest (Cargo Declaration)  
**Purpose of the Collection:** Collection of cargo manifests to identify high-risk shipments.  
**Why Increase Occurred:** Revision of burden based on actual experience with collection.  
**Change in Burden:** 446,815 hours  
**Statute Title and Public Law:** Trade Act of 2002, Section 343 (a) (Pub. L. 107-210, 116 Stat. 933 (a)) Maritime Transportation Security Act of 2002, Section 108 (Pub. L. 107-295, 116 Stat. 2064)

**Agency:** Department of Homeland Security  
**OMB Control Number:** 1653-0034  
**Title:** Fee Remittance Form for Certain F, J and M Non-Immigrants  
**Purpose of the Collection:** This form is used by non-immigrant students and exchange visitors to submit the fee authorized by Pub. L. 104-208, Subtitle D, Section 641. Additionally, this information is required to send receipt to the student or exchange visitor upon payment and to positively identify that a particular student or exchange visitor has paid the fee.  
**Why Increase Occurred:** New collection.  
**Change in Burden:** 192,000 hours  
**Statute Title and Public Law:** Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 Pub. L. 104-208, Subtitle D, Section 641

**Agency:** Department of Homeland Security  
**OMB Control Number:** 1625-0077  
**Title:** Security Plans for Ports, Vessels, Facilities, Outer Continental Shelf Facilities and Other Security-Related Requirements.  
**Purpose of the Collection:** Requires ports, vessels, and other maritime facilities to conduct security assessments, security plans and other security-related requirements.  
**Why Increase Occurred:** New collection required by the Maritime Transportation Security Act of 2002.  
**Change in Burden:** 9,999 hours

**Statute:** Maritime Transportation Security Act of 2002 Notification of Arrival  
68 FR 9537

**Agency:** Department of Homeland Security  
**OMB Control Number:** 1651-0009  
**Title:** Customs Declaration  
**Purpose of the Collection:** Facilitates the clearance of persons and their goods arriving in the United States by requiring basic information such as identity, citizenship and a description of imported articles.  
**Why Increase Occurred:** “Vegetables” and “seeds” added to form.  
**Charge in Burden:** 78,000 hours  
**Statute Title and Public Law:** Plant Protection Act 7 U.S.C. 7701-7772 (Pub. L. 106-224)

**Agency:** Department of Interior  
**OMB Control Number:** 1076-0163  
**Title:** Implementation of the No Child Left Behind Act of 2001; 25 CFR 30, 37, 39, 42, 44, and 47.  
**Purpose of the Collection:** To document how Indian schools are helping students achieve their educational potential.  
**Why Increase Occurred:** Implementation of the Act for Indian schools.  
**Change in Burden:** 16,403 hours  
**Statute Title and Public Law:** No Child Left Behind Act of 2001, P.L.107-110.

**Agency:** Department of Labor  
**OMB Control Number:** 1205-0342  
**Title:** Investigative Data Collection Requirements for the Trade Act of 1974 as amended by the Trade Act of 2002  
**Purpose of the Collection:** To accept petitions filed under the Trade Act of 2002 and certify groups of workers as eligible to apply for Trade Adjustment Assistance.  
**Why Increase Occurred:** This new program required a revision to a currently approved collection.  
**Change in Burden:** 26,594 hours

**Agency:** Department of State  
**OMB Control Number:** 1405-0153  
**Title:** Electronic Diversity Visa Entry Form  
**Purpose of the Collection:** Application for aliens seeking diversity immigrant visas to the U.S. The Department of State’s Kentucky Consular Center utilizes the EDV entry form to elicit information necessary to conduct the annual Diversity Visa lottery.  
**Why Increase Occurred:** Implementation of a web-based form to allow electronic-only submissions.  
**Change in Burden:** 4,000,000 hours

**Agency:** Department of Transportation  
**OMB Control Number:** 2105-0529  
**Title:** Procedures for Transportation Drug and Alcohol Testing  
**Purpose of the Collection:** To ensure the original quality (e.g. privacy, accuracy and confidentiality) of the testing services, the Department requires that documentation be provided to assure that the fairness and credibility of the testing efforts are maintained.

**Why Increase Occurred:** 22 separate multi-page reports were consolidated into a single one-page form.  
**Change in Burden:** 10,779 hours  
**Statute Title and Public Law:** Omnibus Transportation Employee Testing Act of 1991, P.L. 102-143.

**Agency:** Department of Transportation  
**OMB Control Number:** 2126-0004  
**Title:** Driver Qualification Files  
**Purpose of the Collection:** To substantiate that motor carriers are maintaining driver qualification files to document that each of their drivers meet the qualification standards to drive a commercial motor vehicle (CMV).

**Why Increase Occurred:** New agency rule.  
**Change in Burden:** 1,043,548 hours  
**Statute Title and Public Law:** Transportation Equity Act, P.L. 105-178

**Agency:** Department of Transportation  
**OMB Control Number:** 2126-0026  
**Title:** Training Certification for Drivers of Longer Combination Vehicles  
**Purpose of the Collection:** To establish training requirements for operators of longer combination vehicles (LCV's) and requirements for instructors of these operators.  
**Why Increased Occurred:** New agency rule.  
**Change in Burden:** 17,187 hours  
**Statute Title and Public Law:** Intermodal Surface Transportation Efficiency Act of 1991, P.L. 102-240.

**Agency:** Department of Transportation  
**OMB Control Number:** 2137-0596  
**Title:** National Pipeline Mapping  
**Purpose of the Collection:** To develop a national pipeline mapping system.  
**Why Increase Occurred:** Mandated by new statute.  
**Change in Burden:** 116,612 hours  
**Statute Title and Public Law:** Pipeline Safety Improvement Act of 2002, P.L. 107-355.

**Agency:** Department of Transportation  
**OMB Control Number:** 2126-0004  
**Title:** Driver Qualification Files  
**Purpose of the Collection:** To substantiate that motor carriers are maintaining driver qualification files to document that each of their drivers meet the qualification standards to drive a commercial motor vehicle (CMV).  
**Why Increase Occurred:** New agency rule.  
**Change in Burden:** 1,043,548 hours  
**Statute Title and Public Law:** Transportation Equity Act, P.L. 105-178.

**Agency:** Department of Transportation  
**OMB Control Number:** 2126-0026  
**Title:** Training Certification for Drivers of Longer Combination Vehicles  
**Purpose of the Collection:** To establish training requirements for operators of longer combination vehicles (LCV's) and requirements for instructors of these operators.  
**Why Increased Occurred:** New agency rule.  
**Change in Burden:** 17,187 hours

**Statute Title and Public Law:** Intermodal Surface Transportation Efficiency Act of 1991, P.L. 102-240.

**Agency:** Department of Transportation  
**OMB Control Number:** 2137-0596  
**Title:** National Pipeline Mapping  
**Purpose of the Collection:** To develop a national pipeline mapping system.  
**Why Increase Occurred:** Mandated by new statute.  
**Change in Burden:** 116,612 hours  
**Statute Title and Public Law:** Pipeline Safety Improvement Act of 2002, P.L. 107-355.

**Agency:** Department of Treasury  
**OMB Control Number:** 1545-0092  
**Title:** 2003 Form 1041, Schedules, and Instructions, U.S. Income Tax Return for Estates and Trusts  
**Purposes of the Collection:** Form 1041 is used to determine that the estates, trusts, and beneficiaries filed the proper returns and paid the correct tax.  
**Why Increase Occurred:** Changes were made to the form, schedules, and instructions, by adding and deleting lines and Code references, and adding 3 worksheets, due to the Job and Growth Tax Relief Reconciliation Act of 2003 (P.L. 108-27).  
**Change in Burden:** 12,363,299 hours  
**Statute Title and Public Law:** The Jobs and Growth Tax Relief Reconciliation Act of 2003 P.L. 108-27.

**Agency:** Department of Treasury  
**OMB Control Number:** 1545-0099  
**Title:** 2003 Form 1065, Schedules, and Instructions, U.S. Return of Partnership Income  
**Purpose of the Collection:** Form 1065 is used by the IRS to verify correct reporting of partnership items and for general statistics.  
**Why Increase Occurred:** Changes were made to the form, schedules, and instructions, by adding and deleting lines and Code references.  
**Change in Burden:** 70,492,125 hours  
**Statute Title and Public Law:** The Jobs and Growth Tax Relief Reconciliation Act of 2003 P.L. 108-27.

**Agency:** Department of Treasury  
**OMB Control Number:** 1545-0130  
**Title:** 2003 Form 1120S, U.S. Income Tax Return for an S Corporation  
**Purpose of the Collection:** Form 1120S and its schedules are used by S corporations to figure their tax liability and report their income and other tax-related information. IRS uses the information to determine the correct tax for S corporations and their shareholders.  
**Why Increase Occurred:** Changes were made to the form and instructions by adding lines, code references and one worksheet, and deleting code references  
**Change in Burden:** 6,263,950 hours  
**Statute Title and Public Law:** The Jobs and Growth Tax Relief Reconciliation Act of 2003 P.L. 108-27.

**Agency:** Department of Treasury

**OMB Control Number:** 1545-0184  
**Title:** 2003 Form 4797, Sales of Business Property  
**Purpose of the Collection:** Form 4797 is used by taxpayers to report sales, exchanges, or involuntary conversion of assets, other than capital assets, and involuntary conversion of capital assets held more than on year. It is also used to compute ordinary income from recapture and the recapture of prior year section 1231 losses.  
**Why Increase Occurred:** Changes were made throughout the form and instructions, by adding lines and Code references, due to the Jobs and Growth Tax Relief Reconciliation Act of 2003 (P.L. 108-27).  
**Change in Burden:** 3,623,745 hours  
**Statute Title and Public Law:** The Jobs and Growth Tax Relief Reconciliation Act of 2003 P.L. 108-27.

**Agency:** Department of Treasury  
**OMB Control Number:** 1545-1201  
**Title:** REG-152549-03, Section 179 Election  
**Purpose of the Collection:** To monitor compliance with the section 179 rules.  
**Why Increase Occurred:** The regulations reflect changes to the law made by section 202 of the Jobs and Growth Tax Relief Reconciliation Act of 2003.  
**Change in Burden:** 3,007,500 hours  
**Statute Title and Public Law:** The Jobs and Growth Tax Relief Reconciliation Act of 2003 P.L. 108-27.

**Agency:** Department of Treasury  
**OMB Control Number:** 1545-1614  
**Title:** REG-106177-97, Qualified State Tuition Program  
**Purpose of the Collection:** To verify compliance with section 529 and to determine the taxable amount of a distribution.  
**Why Increase Occurred:** The burden for recordkeeping with respect to transactions and separate accounts has changed because of increase in the number of accounts. The Economic Growth and Tax Relief Reconciliation Act of 2001 provided a tax exemption for earnings from QTP accounts when distributions (which include earnings and basis) are used to pay education expenses. This change has increased the popularity of QTPs and has attracted many participants.  
**Change in Burden:** 3,553,260 hours  
**Statute Title and Public Law:** Economic Growth and Tax Relief Reconciliation Act of 2001 P.L. 107-16.

**Agency:** Department of Treasury  
**OMB Control Number:** 1545-1867  
**Title:** 2003 Form 8453-S, S Corporation Declaration and Signature for Electronic Filing  
**Purpose of the Collection:** Form 8453-S is used to authenticate and authorize transmittal of an electronic Form 1120S.  
**Why Increase Occurred:** This is a new form.  
**Change in Burden:** 17,550,000 hours  
**Statute Title and Public Law:** IRS Restructuring and Reform Act of 1998 P.L. 105-206.

**Agency:** Department of Treasury  
**OMB Control Number:** 1550-0110

**Title:** Interagency Guidance on Response Programs for Unauthorized Access to Customer Information and Customer Notice  
**Purpose of the Collection:** To develop and apply a response program, including customer notification procedures, to address unauthorized access to or use of customer information that could result in substantial harm or inconvenience to a customer.  
**Why Increase Occurred:** New collection.  
**Change in Burden:** 19,676 hours  
**Statute Title and Public Law:** Financial Services Modernization Act of 1999, Pub. L. 106-102.

**Agency:** Department of Treasury  
**OMB Control Number:** 1550-0112  
**Title:** Fair Credit Reporting Affiliate Marketing Regulations  
**Purpose of the Collection:** Prohibits a person from using information received from an affiliate to make a solicitation for marketing purposes to a consumer, unless the consumer is given notice and an opportunity and simple method to opt out of the making of such solicitations.  
**Why Increase Occurred:** New collection.  
**Change in Burden:** 36,010 hours  
**Statute Title and Public Law:** Fair and Accurate Credit Transactions Act of 2003, Pub. L. 108-159.

**Agency:** Department of Veteran Affairs  
**OMB Control Number:** 2900-0219  
**Title:** CHAMPVA Benefits - Application, Claim, Other Health Insurance and Potential Liability  
**Purpose of the Collection:** To adjudicate/pay healthcare benefit claims under the CHAMPVA program, determine eligibility of individuals applying for the program, systematically obtain Other Health Insurance information and to correctly coordinate benefits among all liable parties and to provide basic information from which potential liability can be assessed.  
**Why Increase Occurred:** The VA beneficiary population continues to grow substantially.  
**Change in Burden:** 331,667 hours  
**Statute Title and Public Law:** The statute that governs the collection of information for the following forms are: Application for CHAMPVA Benefits, 38 U.S.C. Sections 501 and 1781; CHAMPVA Claim Form, 38 U.S.C. Sections 501 and 1781; and 10 U.S.C. Sections 1079 and 1086; CHAMPVA - Other Health Insurance (OHI) Certification, 38 U.S.C. Sections 501 and 1781; and 10 U.S.C. Section 1086; CHAMPVA Potential Liability Claim, 38 U.S.C. Section 501; 38 CFR 1.900 et seq.; 10 U.S.C. Sections 1079 and 1086; 42 U.S.C. Sections 2651-2653; 42 U.S.C. 2651-2653 (The Federal Medical Care Recovery Act ); and Executive Order 9397.

**Agency:** Department of Veteran Affairs  
**OMB Control Number:** 2900-0073  
**Title:** Enrollment Certification  
**Purpose of the Collection:** School officials and employers certify enrollment information. VA uses this enrollment information to determine the correct rate of payment and the periods of payment to persons eligible to receive VA educational assistance.  
**Why Increase Occurred:** The information collection addresses additional blocks and instructions to implement section 104 of Public Law 107-103. This section allows Chapter 30 veterans to receive an accelerated payment of 60% of total

<p><b>Change in Burden</b></p> <p><b>Statute Title and Public Law:</b></p>	<p>tuition and fees if these total charges exceed 200% of basic Chapter 30 benefits that the person would otherwise receive for that training. 16,457 hours</p> <p>Public Law 107–103, Veterans Education and Benefits Expansion Act of 2001, Section 104 provided for anew provision of law called accelerated payment.</p>
<p><b>Agency:</b></p> <p><b>OMB Control Number:</b></p> <p><b>Title:</b></p> <p><b>Purpose of Collection:</b></p> <p><b>Why Increase Occurred:</b></p> <p><b>Change in Burden:</b></p> <p><b>Statute Title and Public Law:</b></p>	<p>Environmental Protection Agency 2070-0167 Pesticide Registration Fee Waivers To process requests for waivers of fees under the Pesticide Registration Improvement Act (PRIA) of 2003. Statutory increase. 21,600 hours. Pesticide Registration Improvement Act (PRIA) of 2003; P.L. 108-199, Division G, Title V.</p>
<p><b>Agency:</b></p> <p><b>OMB Control Number:</b></p> <p><b>Title:</b></p> <p><b>Purpose of the Collection:</b></p> <p><b>Why Increase Occurred:</b></p> <p><b>Change in Burden:</b></p> <p><b>Statute Title and Public Law:</b></p>	<p>Federal Trade Commission 3064-0149 Affiliate Marketing/Consumer Opt-Out Notices The rule requires a company to give consumers notice and a reasonable opportunity to opt-out before the company may communicate to affiliated companies certain information about that consumer. New statutory requirement. 186,099 hours Section 214 of the Fair and Accurate Credit Transactions Act of 2003 (FACT Act); Pub. L. 108-159.</p>
<p><b>Agency:</b></p> <p><b>OMB Control Number:</b></p> <p><b>Title:</b></p> <p><b>Purpose of the Collection:</b></p> <p><b>Why Increase Occurred:</b></p> <p><b>Change in Burden:</b></p> <p><b>Statute Title and Public Law:</b></p>	<p>Federal Trade Commission 3084-0127 Contact Lens Rule Contact lens sellers must obtain a contact lens prescription from the patient, or verify the prescription information with the prescriber. The sellers must retain records under both scenarios for 3 years. The Rule also requires recordkeeping for prescribers who set an expiration date of less than one year for contact lenses documenting the medical reason for the short expiration date. The FTC’s rule implements the requirements of the Fairness to Contact Lens Consumers act. 900,000 hours Fairness to Contact Lens Consumers Act, P.L.108-16.</p>
<p><b>Agency:</b></p> <p><b>OMB Control Number:</b></p> <p><b>Title:</b></p> <p><b>Purpose of the Collection:</b></p> <p><b>Why Increase Occurred:</b></p>	<p>Federal Trade Commission 3084-0128 Free Annual File Disclosures Rule To require nationwide consumer reporting agencies and nationwide specialty consumer reporting agencies to provide annually, upon request, one free file disclosure (credit report) to consumers. To establish a standardized form for Internet and mail requests for annual file disclosures. The Rule implements the requirements of the Fair and Accurate Credit Transactions Act of 2003.</p>

<b>Change in Burden:</b>	198,960 hours
<b>Statute Title and Public Law:</b>	Fair and Accurate Credit Transactions Act, P.L.108-159.
<b>Agency:</b>	Federal Trade Commission
<b>OMB Control Number:</b>	3084-0129
<b>Title:</b>	Rulemakings on Definitions of Identity Theft and Identity Theft Report
<b>Purpose of the Collection:</b>	The Rule establishes definitions of “identity theft” and “identity theft report.”
<b>Why Increase Occurred:</b>	The Rule implements the requirements of the Fair and Accurate Credit Transactions Act of 2003.
<b>Change in Burden:</b>	459,000 hours
<b>Statute Title and Public Law:</b>	Fair and Accurate Credit Transactions Act, P.L.108-159.
<b>Agency:</b>	Federal Trade Commission
<b>OMB Control Number:</b>	3084-0131
<b>Title:</b>	FACT Act Affiliate Marketing Rule
<b>Purpose of the Collection:</b>	To require a company to give consumers notice and a reasonable opportunity to opt-out before the company may communicate to affiliated companies certain information about that consumer.
<b>Why Increase Occurred:</b>	The proposed Rule implements the requirements of the Fair and Accurate Credit Transactions Act of 2003.
<b>Change in Burden:</b>	2,715,000 hours
<b>Statute Title and Public Law:</b>	Fair and Accurate Credit Transactions Act, P.L.108-159.
<b>Agency:</b>	Securities and Exchange Commission
<b>OMB Control Number:</b>	3235-0606
<b>Title:</b>	Rule 776 of Regulation B - Exemption for banks effecting transactions for certain investors in money market funds
<b>Purpose of the Collection:</b>	To require banks relying on an exemption contained in the rule to provide customers with a prospectus for securities bought or sold pursuant to the exemption and with a clear and conspicuous notice containing certain information required by the rule.
<b>Why Increase Occurred:</b>	New proposed rule.
<b>Change in Burden:</b>	50,000 hours.
<b>Statute Title and Public Law:</b>	Gramm-Leach-Bliley Act, Pub. L. No. 106-102 (1999).
<b>Agency:</b>	Securities and Exchange Commission
<b>OMB Control Number:</b>	3235-0609
<b>Title:</b>	Regulation S-AM: Limitations on affiliate marketing
<b>Purpose of the Collection:</b>	To require that, before a company may use certain financial information about a consumer that it receives from an affiliate to make marketing solicitations to that consumer, the consumer must be provided with notice and an opportunity to opt out of receiving such solicitation.
<b>Why Increase Occurred:</b>	Proposed new rule.
<b>Change in Burden:</b>	11,543 hours
<b>Statute Title and Public Law:</b>	Fair and Accurate Credit Transactions Act of 2003, P.L. No. 108-159 (2003).
<b>Agency:</b>	Securities and Exchange Commission
<b>OMB Control Number:</b>	3235-0570



**Title:** Form N-CSR Under the Investment Company Act of 1940 and the Securities Exchange Act of 1934, Certified Shareholder Reports  
**Purpose of the Collection:** To keep current the information in a filer's registration statement and to monitor the operations of registered investment companies so the Commission can use inspection and document review resources effectively.  
**Why Increase Occurred:** The Commission adopted required amendments to Form N-CSR.  
**Change in Burden:** 19,700 hours  
**Statute Title and Public Law:** Sarbanes-Oxley Act of 2002, P.L. 107-204.

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0063  
**Title:** Form 10-K – Annual Reports  
**Purpose of the Collection:** Form 10-K is filed by issuers of securities to satisfy their annual reporting obligations pursuant to Sections 13 and 15(d) of the Exchange Act of 1934.  
**Why Increase Occurred:** Amendments to Commission rules pursuant to provisions of the Sarbanes-Oxley Act of 2002.  
**Change in Burden:** 2,712,773 hours  
\$246,312,000  
**Statute Title and Public Law:** Sarbanes-Oxley Act of 2002, P.L. 107-204.

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0420  
**Title:** Form 10-KSB – Annual Reports For Small Business Issuers  
**Purpose of the Collection:** To satisfy small business issuers annual reporting obligations pursuant to Exchange Act Sections 13 and 15(d).  
**Why Increase Occurred:** Rules amended pursuant to Sarbanes-Oxley Act of 2002.  
**Change in Burden:** 1,113,840 hours  
Increase of \$110,620,000  
**Statute Title and Public Law:** Sarbanes-Oxley Act of 2002, P.L. 107-204.

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0070  
**Title:** Form 10-Q – Quarterly Reports  
**Purpose of the Collection:** Form 10-Q is filed by issuers of securities to satisfy their quarterly reporting obligations pursuant to Sections 13 and 15(d) of the Securities Exchange Act of 1934.  
**Why Increase Occurred:** Rules amended pursuant to Sarbanes-Oxley Act of 2002.  
**Change in Burden:** 140,276 hours  
**Statute Title and Public Law:** Sarbanes-Oxley Act of 2002, P.L. 107-204.

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0288  
**Title:** Form 20 F – Foreign Private Issuers  
**Purpose of the Collection:** Form 20-F may be used by foreign private issuers of securities to satisfy their annual reporting obligations pursuant to Sections 13 and 15(d) of the Securities Exchange Act of 1934.  
**Why Increase Occurred:** Rules amended pursuant to Sarbanes-Oxley Act of 2002.  
**Change in Burden:** 107,359 hours  
Increase of \$94,474,000  
**Statute Title and Public Law:** Sarbanes-Oxley Act of 2002, P.L. 107-204.

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0381  
**Title:** Form 40-F – Foreign Private Issuers  
**Purpose of the Collection:** Form 40-F is filed by Canadian issuers of securities to satisfy their annual reporting obligations pursuant to Sections 13 and 15(d) of the Securities Exchange Act of 1934.  
**Why Increase Occurred:** Rules amended pursuant to Sarbanes-Oxley Act of 2002.  
**Change in Burden:** 12,441 hours  
Increase of \$10,955,000  
**Statute Title and Public Law:** Sarbanes-Oxley Act of 2002, P.L. 107-204.

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0059  
**Title:** Regulation 14A and Schedule 14A (Commission Rules 14a-1 through 14a-15)  
**Purpose of the Collection:** Regulation 14A specifies the information to be disclosed in proxy statements to security holders of companies registered under Section 12 of the Securities Exchange Act of 1934 or registered under the Investment Company Act of 1940 to enable them to make informed investment decisions.  
**Why Increase Occurred:** Reporting requirements amended.  
**Change in Burden:** 11,492 hours  
**Statute Title and Public Law:** Sarbanes-Oxley Act of 2002, P.L. 107-204.

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0416  
**Title:** Form 10-QSB – Quarterly Reports For Small Business Issuers  
**Purpose of the Collection:** Form 10-QSB is the quarterly report form that is available to “small business issuers,” as defined by Commission the rules, to satisfy their quarterly reporting obligations pursuant to Sections 13 and 15(d) of the Exchange Act.  
**Why Increase Occurred:** Rules amended pursuant to Sarbanes-Oxley Act of 2002.  
**Change in Burden:** 65,985 hours  
**Statute Title and Public Law:** Sarbanes-Oxley Act of 2002, P.L. 107-204.

## **FY 2004 Burden Increases from Changing Regulations**

**Agency:** Department of Agriculture  
**OMB Control Number:** 0584-0026  
**Title:** Determining Eligibility for Free and Reduced Price Meals  
**Purpose of the Collection:** To determine program eligibility and to ensure compliance with program requirements.  
**Why Increase Occurred:** FNS required School Food Authorities to report verification activities and results to their respective State agencies.  
**Change in Burden:** 27,497 hours

**Agency:** Federal Communications Commission

**OMB Control Number:** 3060-0686  
**Title:** Streamlining the International Section 214 Authorization Process and Tariff Requirements  
**Purpose of the Collection:** The FCC released a proposed rulemaking that sought comment on several potential changes to its international section 214 authorization process and the rules relating to the provision of United States international telecommunications services.  
**Why Increase Occurred:** Additional reporting requirements.  
**Change in Burden:** 77,157 hours  
**Impact on Small Entities:** The FCC believes that the public interest requires the FCC not to adopt an exemption for entities with fewer than 25 employees for this collection. In order to fulfill its statutory obligations under Section 214 and 310(b)(4) of the Communications Act, and the Cable Landing License Act (Executive Order 10530), the FCC must analyze the impact of foreign carrier investment in and by U.S. common carriers regardless of the size of the carrier.

**Agency:** Federal Communications Commission  
**OMB Control Number:** 3060-1032  
**Title:** Commercial Availability of Navigation Devices and Compatibility Between Cable Systems and Consumer Electronics Equipment, CS Docket 97-80 and PP Docket 00-67  
**Purpose of the Collection:** To require labeling and marketing materials for “digital cable ready” unidirectional digital cable products, including testing and self-certification standards, certification recordkeeping requirements, and consumer information disclosures in appropriate post-sale materials. A formal complaint process has also been developed.  
**Why Increase Occurred:** Additional recordkeeping requirements.  
**Change in Burden:** 35,735 hours

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0179  
**Title:** Rule 31a-2  
**Purpose of the Collection:** Rule 31a-2 specifies the time periods that entities must retain books and records required to be maintained under rule 31a-1.  
**Why Increase Occurred:** Revised rule.  
**Change in Burden:** 35,946 hours

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0584  
**Title:** Rule 12d1-1 under the Investment Company Act of 1940, Exemptions for investments in money market funds  
**Purpose of the Collection:** To provide funds options for cash management by permitting them to invest in unregistered money market funds under certain circumstances.  
**Why Increase Occurred:** Proposed rule.  
**Change in Burden:** 21,175 hours.

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0595  
**Title:** Investment Company Act rule 22c-1, Pricing of redeemable securities for distribution, redemption and repurchase.

**Purpose of the Collection:** To require funds, principal underwriters, and dealers to sell and redeem fund shares at a price based on the current net asset value (NAV) next computed after receipt of an order to buy or redeem.  
**Why Increase Occurred:** New collection.  
**Change in Burden:** 32,815 hours

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0596  
**Title:** Rule 204A-1 under the Investment Advisers Act of 1940  
**Purpose of the Collection:** To facilitate investment advisers' efforts to prevent fraudulent personal trading by their supervised persons.  
**Why Increase Occurred:** SEC adopted a new rule.  
**Change in Burden:** 945,841 hours

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0585  
**Title:** Investment Advisers Act rule 206(4)-7, Compliance procedures and practices.  
**Purpose of the Collection:** To ensure that advisers maintain comprehensive written internal compliance programs that promote compliance with the Federal securities laws.  
**Why Increase Occurred:** The Commission adopted a new rule, 206(4)-7.  
**Change in Burden:** 623,200 hours

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0586  
**Title:** Investment Company Act rule 38a-1, Compliance procedures and practices of registered investment companies  
**Purpose of the Collection:** To ensure that funds maintain comprehensive written internal compliance programs that promote compliance with the Federal securities laws.  
**Why Increase Occurred:** The Commission adopted a new rule, 38a-1.  
**Change in Burden:** 332,937 hours

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0212  
**Title:** Rule 12b-1 under the Investment Company Act of 1940: Distribution of Shares by Registered Open-end Management Investment Company.  
**Purpose of the Collection:** To enable funds to use their own assets to pay for distribution of fund shares while ensuring that fund shareholders and directors receive adequate information to evaluate and approve a 12b-1 plan and.  
**Why Increase Occurred:** The Commission adopted amendments to Rule 12b-1.  
**Change in Burden:** 10,333 hours

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0418  
**Title:** Form SB-2 – Registration Statement for Small Business Issuers  
**Purpose of the Collection:** Form SB-2 is a registration statement under Securities Act that may be used by small business issuers.  
**Why Increase Occurred:** The Commission proposed to amend its rules to prohibit the use of Form S-8 by shell companies.

**Change in Burden:** 28,612 hours  
\$25,751,000

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0604  
**Title:** Form 10-D  
**Purpose of the Collection:** To allow issuers of asset-backed securities to file monthly distribution reports pursuant to section 13(a) or 15(d) of the Exchange Act.  
**Why the Increase Occurred:** The Commission proposed new and amended rules and forms.  
**Change in Burden:** 213,750 hours  
\$21,375,000

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0598  
**Title:** Rule 15c2-2; Confirmation of transactions in open-end investment company shares, unit investment trust interests, and municipal fund securities used for education savings  
**Purpose of the Collection:** To require increased disclosure about costs, sales fees, revenue sharing arrangements, and other compensation sources that may create conflicts of interest.  
**Why Increase Occurred:** Proposed rule.  
**Change in Burden:** 18,700,000 hours  
\$1,150,000,000

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0599  
**Title:** Rule 15c2-3; Point-of-sale disclosure for purchase transactions in open-end management investment company shares, unit investment trust interests, and municipal fund securities used for education savings.  
**Purpose of the Collection:** To inform investors of transaction-specific information about distribution-related costs and about remuneration arrangements that lead to conflicts of interest for their brokers, dealers or municipal securities dealers.  
**Why Increase Occurred:** Proposed rule.  
**Change in Burden:** 18,700,000 hours  
\$1,150,000,000

### **FY 2004 Burden Increases from Miscellaneous Actions**

**Agency:** Department of Agriculture  
**OMB Control Number:** 0535-0218  
**Title:** Agricultural Resource Management, Chemical Use, and Post-harvest Chemical Use Surveys  
**Purpose of the Collection:** To provide production cost data for major grains as mandated by Congress and provides weights for Index of Prices Paid by Farmers.  
**Why Increase Occurred:** Expanded sample size.  
**Change in Burden:** 22,132 hours

**Agency:** Department of Agriculture  
**OMB Control Number:** 0560-0231  
**Title:** Minority Farm Register  
**Purpose of the Collection:** To conduct outreach to socially disadvantaged people.  
**Why Increase Occurred:** A new program. To improve service and accessibility to programs, USDA created a voluntary registry program for individuals.  
**Change in Burden:** 34,225 hours

**Agency:** Department of Agriculture  
**OMB Control Number:** 0560-0239  
**Title:** Farm Business Plan  
**Purpose of the Collection:** To make eligibility and financial feasibility determinations on respondent's requests for direct loans and servicing actions.  
**Why Increase Occurred:** New program.  
**Change in Burden:** 34,000 hours

**Agency:** Department of Agriculture  
**OMB Control Number:** 0583-0129  
**Title:** Specified Risk Materials.  
**Purpose of the Collection:** To ensure official establishments that slaughter cattle develop procedures for removal, segregation, and disposal of specified risk materials.  
**Why Increase Occurred:** New regulatory requirements imposed in response to finding of BSE positive cow in Washington state.  
**Change in Burden:** 807,500 hours

**Agency:** Department of Agriculture  
**OMB Control Number:** 0583-0130  
**Title:** Advanced Meat Recovery Systems.  
**Purpose of the Collection:** To ensure establishments that produce meat from AMR systems document their testing protocols and use appropriate handling procedures.  
**Why Increase Occurred:** New regulatory requirements imposed in response to finding of BSE positive cow in Washington state.  
**Change in Burden:** 25,256 hours

**Agency:** Department of Commerce  
**OMB Control Number:** 0607-0422  
**Title:** Service Annual Survey  
**Purpose of the Collection:** Service Annual Survey (SAS) data are critical to the accurate measurement of total economic activity in service industries.  
**Why Increase Occurred:** Survey expanded to include new data items.  
**Change in Burden:** 50,108 hours

**Agency:** Department of Commerce  
**OMB Control Number:** 0607-0422  
**Title:** Service Annual Survey  
**Purpose of the Collection:** Service Annual Survey (SAS) data are critical to the accurate measurement of total economic activity in service industries.

**Why Increase Occurred:** Survey expanded to include new data items.  
**Change in Burden:** 47,809 hours

**Agency:** Department of Commerce  
**OMB Control Number:** 0607-0782  
**Title:** Annual Capital Expenditures Survey  
**Purpose of the Collection:** To collect data on business investment in buildings and other structures, machinery, and equipment from private non-farm businesses.

**Why Increase Occurred:** Survey expanded.  
**Change in Burden:** 58,000 hours

**Agency:** Department of Commerce  
**OMB Control Number:** 0607-0903  
**Title:** 2004 Overseas Enumeration Test  
**Purpose of the Collection:** To investigate the feasibility of counting U.S. citizens living overseas during the 2010 Census.

**Reason for Increase:** New collection.  
**Change in Burden:** 75,000 hours

**Agency:** Department of Commerce  
**OMB Control Number:** 0607-0906  
**Title:** 2004 Census Test  
**Purpose of the Collection:** To obtain information needed to inform decisions about adopting, refining, or rejecting potential new methods, content, and wording for the 2010 Census.

**Why Increase Occurred:** New collection.  
**Change in Burden:** 33,530 hours

**Agency:** Department of Commerce  
**OMB Control Number:** 0607-0909  
**Title:** Information and Communication Technology Survey  
**Purpose of the Collection:** To collect selected non-capitalized expense data for ICT equipment and software from private non-farm businesses.

**Why Increase Occurred:** New collection.  
**Change in Burden:** 74,900 hours

**Agency:** Department of Commerce  
**OMB Control Number:** 0648-0040  
**Title:** Highly Migratory Species Dealer Reporting Family of Forms  
**Purpose of the Collection:** To meet NOAA's reporting obligations to the International Commission for the Conservation of Atlantic Tunas and Inter-American Tropical Tuna Commission. This information collection consists of a mandatory dealer reporting program for domestic landings and international trade of highly migratory species.

**Why Increase Occurred:** Additional reporting requirements and burden transferred from other collections.

**Change in Burden:** 44,414 hours

**Agency:** Department of Commerce

**OMB Control Number:** 0648-0489  
**Title:** Northeast Multi-species Amendment 13 Data Collection  
**Purpose of the Collection:** To provide information necessary to support Amendment 13 to the Northeast Multi-species Fishery Management Plan to prevent over fishing and help rebuild ground fish stocks.  
**Why Increase Occurred:** Revised and new requirements.  
**Change in Burden:** 14,255 hours

**Agency:** Department of Commerce  
**OMB Control Number:** 0608-0067  
**Title:** Quarterly Survey of Transactions with Unaffiliated Foreign Persons in Selected Services and in Intangible Assets  
**Purpose of the Collection:** To consolidate several annual surveys of international transactions in services to a single quarterly collection that provides more timely trade in services data to support U.S. trade policy initiatives and to improve the timeliness of U.S. international transaction estimates and the national income and product accounts.  
**Why Increase Occurred:** This information collection was converted from an annual to a quarterly survey to provide more timely data.  
**Net Change in Burden:** 39,200 hours

**Agency:** Department of Defense  
**OMB Control Number:** 0704-0427  
**Title:** Defense Security Service Industrial Security Review Data and Industrial Security Facility Clearance Survey Data  
**Purpose of the Collection:** To assess and advise Government Contracting Agencies regarding the contractor's ability to protect classified information in its possession and to respond to inquiries regarding the facility's clearance status and storage capability.  
**Why Increase Occurred:** New collection.  
**Change in Burden:** 41,764 hours  
\$1,297,000 in capital/start-up costs.

**Agency:** Department of Education  
**OMB Control Number:** 1810-0614  
**Title:** Consolidated State Performance Report  
**Purpose of the Collection:** State educational agencies provide data to the Secretary for Congressionally-mandated reports on the implementation of the No Child Left Behind Act, section 1111, along with program specific data needed for the Department to monitor program outcomes related to GPRA requirements.  
**Why Increase Occurred:** This current collection was revised to include program-specific sections and data items necessary to provide additional GPRA information, resulting in an increased respondent burden.  
**Change in Burden:** 33,480 hours

**Agency:** Department of Education  
**OMB Control Number:** 1840-0007  
**Title:** Teacher Quality Enhancement Grants for Partnerships Program (TQE-P): Application Guide for the TQE Grants Competition  
**Purpose of the Collection:** To improve the quality of teaching by strengthening certification standards, implementing reforms that hold institutions of higher



education accountable, establishing or strengthening alternative pathways into teaching, and recruiting new high-quality teachers for high-need areas.

**Why Increase Occurred:** There is a larger application pool as available funds increased and burden also increased due to a Department-wide emphasis on accountability and rigor in evaluation plans.

**Change in Burden:** 23,600 hours

**Agency:** Department of Education  
**OMB Control Number:** 1850-0608  
**Title:** National Survey of Postsecondary Faculty: 2004 (NSOPF:04) - Faculty Survey  
**Purpose of the Collection:** To provide a national profile of faculty and other instructional staff in public and private, not-for-profit 4-year (doctoral-granting and other 4-year schools) and 2-year postsecondary institutions.

**Why Increase Occurred:** Increased sample size as a result of moving from a field test to a full-scale study.

**Change in Burden:** 14,344 hours

**Agency:** Department of Education  
**OMB Control Number:** 1850-0790  
**Title:** National Assessment of Educational Progress 2004-2007 System Clearance  
**Purpose of the Collection:** To cover all the NAEP activities over the coming three-year period.  
**Why Increase Occurred:** New collection.  
**Change in Burden:** 231,800 hours

**Agency:** Department of Education  
**OMB Control Number:** 1850-0792  
**Title:** Social and Character Development Research Program National Evaluation  
**Purpose of the Collection:** To implement and evaluate seven school-based interventions.  
**Why Increase Occurred:** New collection.  
**Change in Burden:** 15,339 hours

**Agency:** Department of Education  
**OMB Control Number:** 1875-0227  
**Title:** National Longitudinal Study of the No Child Left Behind Act  
**Purpose of the Collection:** To examine the implementation of the NCLB Act provisions.  
**Why Increase Occurred:** This increase is to permit the collection of the actual data.  
**Change in Burden:** 21,407 hours

**Agency:** Department of Education  
**OMB Control Number:** 1890-0004  
**Title:** U.S. Department of Education Budget Information – Non-Construction Programs Form, Grant Performance Report Form and Education Department General Administrative Regulations (EDGAR) Administrative Requirements  
**Purpose of the Collection:** For grantees to provide information for this generic grant collection necessary for the award and administration of discretionary and some formula grants.

<b>Why Increase Occurred:</b>	New program and recordkeeping requirements.
<b>Change in Burden:</b>	185,689 hours
<b>Agency:</b>	Department of Energy
<b>OMB Control Number:</b>	1905-0165
<b>Title:</b>	Petroleum Supply Reporting System, Forms EIA-800-805, 810-815, 816, 817, 819, 820
<b>Purpose of the Collection:</b>	To collect information needed for determining the supply and disposition of crude oil, petroleum products, and natural gas liquids.
<b>Why Increase Occurred:</b>	Collection requirements were modified and two new forms were added.
<b>Change in Burden:</b>	23,283 hours
<b>Agency:</b>	Department of Energy
<b>OMB Control Number:</b>	1905-0205
<b>Title:</b>	Monthly Natural Gas Production Report, Form EIA-914
<b>Purpose of the Collection:</b>	To collect monthly data on the production of natural gas in seven geographical areas.
<b>Why Increase Occurred:</b>	New survey.
<b>Change in Burden:</b>	15,517 hours
<b>Agency:</b>	Department of Health and Human Services
<b>OMB Number:</b>	0910-0543
<b>Title:</b>	Eligibility Determination for Donor of Human Cells, Tissues, and Cellular and Tissue-Based Products (HCT/Ps)
<b>Purpose of the Collection:</b>	The collection provides more appropriate oversight for the wide spectrum of HCT/Ps. It will improve the protection of the public health and increase public confidence in new technologies, while permitting significant innovation and keeping regulatory burden at a minimum.
<b>Why Increase Occurred:</b>	New collection.
<b>Change in Burden:</b>	866,240 hours
<b>Agency:</b>	Department of Health and Human Services
<b>OMB Control Number:</b>	0910-0538
<b>Title:</b>	Supplements and Other Changes to an Approved Application Final Rule.
<b>Purpose of the Collection:</b>	To review and approve dietary supplements and marketing applications.
<b>Why Increase Occurred:</b>	Revisions to existing regulations to improve the quality of the information submitted in the supplements to an Approved Application
<b>Change in Burden:</b>	1,023,310 hours
<b>Agency:</b>	Department of Health and Human Services
<b>OMB Control Number:</b>	0910-0537
<b>Title:</b>	Bar Code Label Requirement for Human Drug Products and Blood.
<b>Purpose of the Collection:</b>	To reduce the number of medication errors in hospitals and other health care settings by requiring bar code scanning equipment to verify that the right drug, in the right dose, and right route of administration, is being given to the right patient at the right time.
<b>Why Increase Occurred:</b>	New requirement.
<b>Change in Burden:</b>	1,776,590 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0915-0281  
**Title:** AIDS Education and Training Centers  
**Purpose of the Collection:** The AETC data collection activities gather data on training programs and technical assistance programs conducted by the AETCs and the individuals who attend these training sessions.  
**Why Increase Occurred:** HRSA administers funds for the CARE Act and the AETCs, and this information is needed to monitor training activities and assess program performance under GPRA.  
**Change in Burden:** 32,502 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0920-0602  
**Title:** Work Organization, Cardiovascular Disease, and Depression Study.  
**Purpose of the Collection:** To examine the relationships between job stress, CVD and depression, and ascertain exposures and outcomes.  
**Why Increase Occurred:** New collection.  
**Increase in Burden:** 28,860 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0920-0607  
**Title:** National Violent Death Reporting System  
**Purpose of the Collection:** This state-based surveillance system will collect data on violent deaths in a more detailed and timely information than is currently available. The system utilizes records from medical examiners, police, crime labs and coroners.  
**Why Increase Occurred:** New collection.  
**Change in the Burden:** 25,000 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0920-0621  
**Title:** National Youth Tobacco Survey (NYTS)  
**Purpose of the Collection:** The NYTS provides nationally representative data for students in grades 6-12 in the United States and covers several tobacco related topics. The monitoring of national trends in current tobacco use and smoking cessation attempts in adolescents is recommended by the Secretary of DHHS.  
**Why Increase Occurred:** New collection.  
**Change in the Burden:** 18,663 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0920-0635  
**Title:** Epidemiological Study of Gastrointestinal Health Effects and Exposure to Disinfection Byproducts Associated with Consumption of Conventional Treated Groundwater  
**Purpose of the Collection:** The National Center for Environmental Health is conducting this survey of gastrointestinal disease occurrence in a public water system to provide data on waterborne disease occurrence as mandated by Congress as part of the 1996 Safe Drinking Water Act Amendments.  
**Why Increase Occurred:** New collection.  
**Change in the Burden:** 12,934 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0920-0638  
**Title:** Survey of Chronic Fatigue Syndrome and Chronic Unwellness in Georgia  
**Purpose of the Collection:** This submission will allow CDC to collect information to estimate the burden in racial and ethnic minorities from metropolitan, urban, and rural communities to devise control and prevention strategies.  
**Why Increase Occurred:** New collection.  
**Change in the Burden:** 10,211 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0920-0643  
**Title:** Assessment Information about the National Center for Injury Prevention and Control (NCIPC) Publications  
**Purpose of the Collection:** This assessment will allow the program to evaluate NCIPC publications and allow the program to identify audience need and other gaps.  
**Why Increase Occurred:** New collection.  
**Change in the Burden:** 17,026 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0925-NEW  
**Title:** Longitudinal Investigation of Fertility and the Environment  
**Purpose of the Collection:** To conduct long range study of effects of environmental exposures on fertility of married couples.  
**Why Increase Occurred:** National Institute of Child Health and Human Development is authorized by 42 USC 285j to carry our research on causes of fertility and infertility in the U.S. population and to ensure reproductive health of individuals.  
**Change in Burden:** 15,380 hours

**Agency:** Department of Health and Human Services/NIH  
**OMB Control Number:** 0930-0257  
**Title:** National Evaluation of the Comprehensive Community Mental Health Services for Children and Their Families Program  
**Purpose of the Collection:** This submission is for a 6 ½ year evaluation of services provided by grantees receiving initial support in FY 2002-2004. Most data collection instruments and procedures are built upon those used in the evaluation of Phase Three grantees. Data will be used for both national local evaluations.  
**Why Increase Occurred:** This is a new project.  
**Change in Burden:** 25,262 hours

**Agency:** Department of Health and Human Services/NIH  
**OMB Control Number:** 0938-0918  
**Title:** Hospital Reporting Initiative--Hospital Quality Measures  
**Purpose of the Collection:** To identify opportunities for improvement and to effectively target quality improvement initiatives in order to meet the statutory requirements for Quality Improvement Organizations (QIOs).

**Why Increase Occurred:** Increased number of respondents.  
**Change in Burden:** 239,200 hours  
**Statute Title and Public Law:** Medicare Prescription Drug, Improvement, and Modernization Act of 2003

**Agency:** Department of Health and Human Services/NIH  
**OMB Control Number:** 0938-0916  
**Title:** Paid Feeding Assistants in Long Term Care Facilities and Supporting Regulations Contained in 42 CFR 483.160  
**Purpose of the Collection:** To ensure that feeding assistants are properly trained and able to completely feed nursing home residents  
**Why Increase Occurred:** New collection.  
**Change in Burden:** 20,400 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0910-0546  
**Title:** Food Additive Petitions  
**Purpose of the Collection:** Food additive petitions, submitted by food manufacturers or food additive manufacturers, are reviewed by FDA scientific personnel to ascertain if the data establish the identity of the substance, justify its intended effect in/on the food, and establish that its intended use in/on food is safe.  
**Why Increase Occurred:** New program.  
**Change in Burden:** 13,000 hours

**Agency:** Department of Homeland Security  
**OMB Control Number:** 1600-0003  
**Title:** Post-Contract Award Information  
**Purpose of the Collection:** Documentation necessary to resolve contractor protests.  
**Why Increase Occurred:** New collection.  
**Change in Burden:** 78,036 hours  
**Statute Title and Public Law:** Federal Property and Administrative Services Act Federal Acquisition Regulation (FAR) (48 CFR Chapter 1)

**Agency:** Department of Homeland Security  
**OMB Control Number:** 1600-0005  
**Title:** Solicitation of Proposal Information for Award of Public Contracts  
**Purpose of the Collection:** Obtain information necessary for contracts, such as quotes, delivery schedules, performance capabilities, and pricing from business to fulfill the acquisition/mission needs of the agency.  
**Why Increase Occurred:** New collection.  
**Change in Burden:** 106,176 hours  
**Statute:** Federal Property and Administrative Services Act (41 U.S.C. 251 *et seq*)  
Federal Acquisition Regulation (FAR) (48 CFR Chapter 1)

**Agency:** Department of Homeland Security  
**OMB Control Number:** 1660-0087  
**Title:** National Incident Management System Compliance Assurance Tool (NIMCAST)  
**Purpose of the Collection:** To evaluate State, local and tribal governments' compliance with standards and requirements established in the National Incident

**Why Increase Occurred:** Management System (NIMS), and to determine eligibility for Federal preparedness assistance, and strengthen incident management programs at the department, agency, or jurisdiction level.  
**Change in Burden:** New collection.  
**Statute Title and Public Law:** 14,505 hours  
Homeland Security Presidential Directive (HSPD), Management of Domestic Incidents.

**Agency:** Department of Housing and Urban Development  
**OMB Control Number:** 2503-0033  
**Title:** Ginnie Mae Mortgage-Backed Securities Programs  
**Purpose of the Collection:** The information is used to facilitate participation of issuers/customers in the Mortgage-Backed Securities programs and to monitor performance and compliance with established rules and regulations.  
**Why Increase Occurred:** Consolidation of nine collections and a reassessment of the total burden.  
**Change in Burden:** 47,203 hours

**Agency:** Department of Housing and Urban Development  
**OMB Control Number:** 2510-0013  
**Title:** HUD Initiative for the Removal Regulatory Barriers  
**Purpose of the Collection:** Grant applicants apply for higher rating points based on successful efforts to remove regulatory barriers impeding the production of affordable housing.  
**Why Increase Occurred:** New collection in support of the Regulatory Barriers Clearinghouse.  
**Change in Burden:** 25,500 hours

**Agency:** Department of Housing and Urban Development  
**OMB Control Number:** 2577-0229  
**Title:** Application for the Resident Opportunities and Self Sufficiency (ROSS) program  
**Purpose of the Collection:** Application for the ROSS grant programs:  
**How Increase Occurred:** Additional program components available to grantees, increase in potential applicants, and reassessment of burden.  
**Change in Burden:** 165,786 hours

**Agency:** Department of Housing and Urban Development  
**OMB Control Number:** 2506-0112; 2506-0117; 2506-0133; 2506-0145  
**Title:** Application / Competitive Homeless Programs Consolidated Plan Application HOPWA Annual Progress Report (Competitive Programs)  
**Purpose of the Collection:** To improve management under the Homeless Management Information Systems (HMIS) and facilitate improved information technology.  
**Why Increase Achieved:** Temporary addition of burden to standardize electronic data collection among programs supporting homeless services.  
**Change in Burden:** 71,136 hours

**Agency:** Department of Interior  
**OMB Control Number:** 1010-0154.

**Title:** Notice to Lessees and Operators (NTL)--Biological Opinions.  
**Purpose of the Collection:** To enforce terms and conditions of biological opinions necessary to comply with the Endangered Species Act. This collection is for the necessary monitoring and reporting.  
**Why Increase Occurred:** MMS provided guidance to Lessees and Operators in three Notices to Lessees.  
**Change in Burden:** 21,995 hours

**Agency:** Department of Justice  
**OMB Control Number:** 1110-0041  
**Title:** FBI Questionnaire for National Security Positions  
**Purpose of the Collection:** To determine suitability and the granting or denial of security clearances. The FBI will use the Standard Form 86 in addition to the new supplemental form to collect collateral information provided by applicants for FBI employment.  
**Why Increase Occurred:** New collection.  
**Change in Burden:** 25,000 hours

**Agency:** Department of Justice  
**OMB Control Number:** 1117-0042  
**Title:** National Clandestine Laboratory Seizure Report (EPIC-143)  
**Purpose of the Collection:** To provide clandestine methamphetamine-laboratory seizure information to the El Paso Intelligence Center, Drug Enforcement Administration, and other law enforcement agencies, in the discharge of their law enforcement duties and responsibilities.  
**Why Increase Occurred:** New collection.  
**Change in Burden:** 10,000 hours

**Agency:** Department of Labor  
**OMB Control Number:** 1205-0040  
**Title:** Senior Community Service Employment Program (SCSEP)  
**Purpose of the Collection:** To measure program performance and implement corrective actions.  
**Why Increase Occurred:** Revision of a currently approved collection of information.  
**Change in Burden:** 33,662 hours

**Agency:** Department of Labor  
**OMB Control Number:** 1205-0448  
**Title:** Employment and Training Data Validation Requirement  
**Purpose of the Collection:** States and grantees are expected to provide resources for conducting validation from their administrative funds.  
**Why Increase Occurred:** New collection.  
**Change in Burden:** 68,880 hours

**Agency:** Department of Labor  
**OMB Control Number:** 1210-0123  
**Title:** Notice of Requirements of the Health Care Continuation Coverage Provisions.  
**Purpose of the Collection:** The Department has implemented the Notice Requirements of Section 606 of Employment Retirement Income Security Act of 1974 because the provision of timely and adequate notifications regarding COBRA

rights and responsibilities is critical to a qualified beneficiary's ability to obtain health continuation coverage.  
**Why Increase Occurred:** New collection.  
**Change in Burden:** \$16,400,000

**Agency:** Department of Labor  
**OMB Control Number:** 1215-0188  
**Title:** Labor Organization and Auxiliary Report  
**Purpose of the Collection:** To require the public disclosure of administrative information and fiscal reports for labor organizations subject to the Labor-Management Reporting and Disclosure Act (29 U.S.C. 401 et. seq.).  
**Why Increase Occurred:** Revision of a currently approved collection of information.  
**Change in Burden:** 1,520,785 hours

**Agency:** Department of Labor  
**OMB Control Number:** 1215-0201  
**Title:** The Secretary of Labor Exemplary Voluntary Effort (EVE) and Exemplary Public Interest Contribution (EPIC) Awards  
**Purpose of the Collection:** To nominate, identify, and recognize Federal Contractors and non-profit organizations that effectively promote equal employment opportunities.  
**Why Increase Occurred:** New collection.  
**Change in Burden:** 37,280 hours

**Agency:** Department of Labor  
**Agency:** Occupational Safety and Health Administration  
**OMB Control Number:** 1218-0239  
**Title:** Voluntary Protection Program Application Information  
**Purpose of the Collection:** The Voluntary Protection Program (VPP) is a partnership among government, industry, and labor to address worker safety and health issues to expand worker protection.  
**Why Increase Occurred:** Revision of a currently approved collection of information.  
**Change in Burden:** 11,270 hours

**Agency:** Department of Labor  
**OMB Control Number:** 1219-0138  
**Title:** Safety Standards for Underground Coal Mine Ventilation – Belt Entry Used as an Intake Course to Ventilate Working Sections and Areas Where Mechanized Mining Equipment is Being Installed or Removed  
**Purpose of the Collection:** To ensure the safe and effective use of belt air and to protect miners against fire explosions.  
**Why Increase Occurred:** New collection.  
**Change in Burden:** 22,745 hours

**Agency:** Department of State  
**OMB Control Number:** 1405-0152  
**Title:** Internet-Based Registration System (IBRS)  
**Purpose of the Collection:** The IBRS is intended for use by U.S. citizens residing or traveling abroad. Its primary purpose is to enable U.S. citizens to register their whereabouts abroad, so that they may be contacted in the event of an evacuation or other emergency. Previously U.S. citizens could register



with U.S. embassies and consulates in person, or by phone, fax or e-mail.

**Why Increase Occurred:** This is a new collection of information.  
**Change in Burden:** 533,333 hours

**Agency:** Department of Transportation  
**OMB Control Number:** 2120-0690  
**Title:** Certification of Airmen for the Operation of Light Sport Aircraft  
**Purpose of the Collection:** The rule establishes requirements for the certification, operation, and maintenance of light sport aircraft. For the operation of light sport aircraft, the FAA requires a sport pilot certificate and a flight instructor certificate.

**Why Increase Occurred:** New regulatory program.  
**Change in Burden:** 72,582 hours

**Agency:** Department of Transportation  
**OMB Control Number:** 2125-0600  
**Title:** Work Zone Safety and Mobility  
**Purpose of the Collection:** To collect data related to the design, construction, and operational decisions that affect the mobility and safety of the traveling public in the highway and roadway work zones.

**Why Increase Occurred:** New collection.  
**Change in Burden:** 83,200 hours

**Agency:** Department of Transportation  
**OMB Control Number:** 2125-0598  
**Title:** Federal Lands Management System  
**Purpose of the Collection:** To provide for the development and implementation of management systems for transportation facilities providing access to Indian lands that are funded under the Federal Lands Highway Program.

**Why Increase Occurred:** New collection.  
**Change in Burden:** 22,300 hours.

**Agency:** Department of Transportation  
**OMB Control Number:** 2126-0028  
**Title:** Training Certification for Entry Level Commercial Motor Vehicle Operators  
**Purpose of the Collection:** To support training for entry-level operators of commercial motor vehicles (CSV's) who must hold a commercial driver's license (CDL) in driver qualifications, hours-of-service of drivers, driver wellness, and whistle blower protection.

**Why Increase Occurred:** New collection.  
**Change in Burden:** 10,808 hours

**Agency:** Department of Transportation  
**OMB Control Number:** 2126-0030  
**Title:** Hazardous Materials Permit  
**Purpose of the Collection:** To support the FMCSA safety permit program for motor carriers of specified hazardous materials.

**Why Increase Occurred:** New Agency Rule.  
**Change in Burden:** 131,929 hours

**Agency:** Department of Transportation  
**OMB Control Number:** 2130-0560  
**Title:** Use of Locomotive Horns at Highway-Rail Grade Crossings  
**Purpose of the Collection:** To ensure that communities nationwide desiring quiet zones, instead of sounding locomotive train horns, provide an equivalent level of safety.  
**Why Increase Occurred:** Expanded regulatory requirement.  
**Change in Burden:** 93,579 hours

**Agency:** Department of Transportation  
**OMB Control Number:** 2137-0522  
**Title:** Incident and Annual Reports for Gas Pipeline Operators  
**Purpose of the Collection:** Natural gas distribution and transmission operators submit annual reports as well as incident reports to help RSPA determine the cause of gas pipeline accidents and prevent future occurrences.  
**Why Increase Occurred:** Additional information requested.  
**Change in Burden:** 34,680 hours

**Agency:** Department of Treasury  
**OMB Control Number:** 1545-0085  
**Title:** 2004 Form 1040A and Schedules, U.S. Individual Income Tax Return  
**Purpose of the Collection:** Individual taxpayers use this form to report their taxable income and calculate their correct liability.  
**Why Increase Occurred:** The taxable income limit for using Form 1040A will increase from \$50,000 to \$100,000. Because of this change, it is estimated that 1,200,000 additional filers will be moved from Form 1040 to Form 1040A. (Net change 10,104,002 hours). In addition, lines and words were added and deleted throughout the form, schedules, and instructions. (Net change -4,327,109 hours).  
**Change in Burden:** 5,776,893 hours

**Agency:** Department of Treasury  
**OMB Control Number:** 1545-0143  
**Title:** 2004 Form 2290, Heavy Highway Vehicle Use Tax Return  
**Purpose of the Collection:** Form 2290 is used to compute and report the tax imposed by section 4481 on the highway use of certain motor vehicles. The information is used to determine whether the taxpayer has paid the correct amount of tax.  
**Why Increase Occurred:** Form 2290-EZ was eliminated. Form 2290-EZ filers (110,000) were moved to Form 2290. This will result in a program change increase of 4,210,800 hours. Also, a new line 4 was added to the form. This was done in order to correctly reflect the tax liability assessed for the tax period. The above changes will result in a program change increase of 132,000 hours.  
**Change in Burden:** 4,342,800 hours

**Agency:** Department of Treasury  
**OMB Control Number:** 1545-0152  
**Title:** 2003 Form 3115, Application for Change in Accounting Method  
**Purpose of the Collection:** Form 3115 is used by taxpayers who wish to change the of computing their taxable income. The form is used by the IRS to determine if

electing taxpayers have met the requirements and are able to change the method requested.

**Why Increase Occurred:** Revisions were made to the form and schedules to incorporate the changes in the revenue procedures issued and interpreted by IRS Chief Counsel.

**Change in Burden:** 2,512,667 hours

**Agency:** Department of Treasury  
**OMB Control Number:** 1545-0715  
**Title:** 2004 Form 1099-B, Proceeds From Broker and Barter Transactions  
**Purpose of the Collection:** Form 1099-B is used by brokers and barter exchanges to report proceeds from transactions to the Internal Revenue.

**Why Increase Occurred:** Based on comments received from the brokerage community, and Chief Counsel reissued Temporary Regulations sections 1.6043-4T and 1.6045-3T requiring brokers to report transactions under section 6043(c) (corporate inversions) on Form 1099-B and not Form 1099-CAP. Two lines were added.

**Change in Burden:** 3,528,356 hours

**Agency:** Department of Treasury  
**OMB Control Number:** 1545-1899  
**Title:** REG-138176-02, Timely Mailing Treated As Timely Filing  
**Purpose of Collection:** Under I.R.C. section 7502, in order for taxpayers to establish the postmark date and prima facie evidence of delivery when registered or certified mail to file documents with the IRS, taxpayers will need to retain the sender's receipt.

**Why Increase Occurred:** New regulations amending 26 part 301 under section 7502 of the Internal Revenue Code.

**Change in Burden:** 14,217,099 hours

**Agency:** Department of Treasury  
**OMB Control Number:** 1550-0023  
**Title:** Thrift Financial Report  
**Purpose of the Collection:** To ensure the safety and soundness of insured savings associations, their subsidiaries, and their holding companies as depositories of the personal monies of the general public.

**Why Increase Occurred:** Due to an increase in the number of hours per response, resulting from the addition of new lines to several of the schedules.

**Change in Burden:** 12,043 hours

**Agency:** Environmental Protection Agency  
**OMB Control Number:** 2040-0257  
**Title:** Cooling Water Intake Structures Phase II Existing Facility (Final Rule)  
**Purpose of the Collection:** To obtain information which will be included in permit applications and will be used by a permitting authority to assess the facility-level compliance with the requirements of the Existing Facility Rule (Phase II).

**Why Increase Occurred:** New rule.

**Change in Burden:** 1,700,392 hours

**Agency:** Environmental Protection Agency

**OMB Control Number:** 2040-0258  
**Title:** Aquatic Animal Production Effluent Guidelines (Final Rule)  
**Purpose of the Collection:** This data collection request is required through an effluent guidelines regulation which controls the discharge of pollutants from concentrated aquatic animal production facilities (CAAPs).  
**Why Increase Occurred:** New program.  
**Change in Burden:** 45,000 hours

**Agency:** Environmental Protection Agency  
**OMB Control Number:** 2050-0144  
**Title:** Registration and Documentation of Risk Management Plans under Section 112(r) of the Clean Air Act  
**Purpose of the Collection:** This collection supports the Final Risk Management Programs Rule for registering sources, documenting risk management programs, and submitting a risk management plan (RMP) by the owner or operator of each stationary source.  
**Why Increase Occurred:** Revised program regulations  
**Change in Burden:** 33,643 hours

**Agency:** Environmental Protection Agency  
**OMB Control Number:** 2060-0308  
**Title:** Recordkeeping and Reporting Requirements for the Fuel Quality Regulations for Diesel Fuel Sold in 2001 and Later Years (Final Rule)  
**Purpose of the Collection:** To evaluate compliance with diesel sulfur control requirements under EPA's Final Rule for Diesel Fuel  
**Why Increase Occurred:** This ICR made additions to the existing recordkeeping and reporting requirements applicable to refiners, importers, distributors, and retailers regarding the sulfur content of diesel fuel they handle.  
**Change in Burden:** 72,648 hours

**Agency:** Environmental Protection Agency  
**OMB Control Number:** 2060-0437  
**Title:** Recordkeeping and Reporting Requirements Regarding the Sulfur Content of Motor Vehicle Gasoline Under the Tier 2 Rule  
**Purpose of the Collection:** To evaluate compliance with gasoline sulfur control requirements under EPA's Tier 2 Rule.  
**Why Increase Occurred:** This ICR made additions to the existing recordkeeping and reporting requirements applicable to refiners, importers, distributors, and retailers regarding the sulfur content of the motor vehicle gasoline they handle.  
**Change in Burden:** 26,210 hours

**Agency:** Environmental Protection Agency  
**OMB Control Number:** 2060-0534  
**Title:** NESHAP: Site Remediation  
**Purpose of the collection:** To implement and enforce the National Emissions Standards for Hazardous Air Pollutants (NESHAP) final rule.  
**Why Increase Occurred:** New agency rule.  
**Change in Burden:** 341,737 hours

**Agency:** Environmental Protection Agency  
**OMB Control Number:** 2060-0537

**Title:** NESHAP: Plastic Parts & Products Surface Coating  
**Purpose of the Collection:** To implement and enforce the National Emissions Standards for Hazardous Air Pollutants (NESHAP) final rule.  
**Why Increase Occurred:** New agency rule.  
**Change in Burden:** 42,533 hours

**Agency:** Environmental Protection Agency  
**OMB Control Number:** 2060-0539  
**Title:** NESHAP: Organic Liquids Distribution  
**Purpose of the Collection:** To implement and enforce the National Emissions Standards for Hazardous Air Pollutants (NESHAP) final rule.  
**Why Increase Occurred:** New agency rule.  
**Change in Burden:** 137,170 hours

**Agency:** Environmental Protection Agency  
**OMB Control Number:** 2060-0548  
**Title:** NESHAP: Stationary Reciprocating Internal Combustion Engines  
**Purpose of the Collection:** To implement and enforce the National Emissions Standards for Hazardous Air Pollutants (NESHAP) final rule.  
**Why Increase Occurred:** New agency rule.  
**Change in Burden:** 141,984 hours

**Agency:** Environmental Protection Agency  
**OMB Control Number:** 2060-0550  
**Title:** NESHAP: Auto & Light-Duty Trucks Surface Coating  
**Purpose of the Collection:** To implement and enforce the National Emissions Standards for Hazardous Air Pollutants (NESHAP) final rule.  
**Why Increase Occurred:** New agency rule.  
**Change in Burden:** 33,437 hours

**Agency:** Environmental Protection Agency  
**OMB Control Number:** 2060-0551  
**Title:** NESHAP: Industrial, Commercial, and Institutional Boilers and Process Heaters  
**Purpose of the Collection:** Each owner or operator of a source affected by the standards is required to submit an initial notification that the source is subject to the standard. Each respondent submits semiannual compliance reports.  
**Why Increase Occurred:** New agency rule.  
**Change in Burden:** 1,150,245 hours

**Agency:** Environmental Protection Agency  
**OMB Control Number:** 2070-0155  
**Title:** TSCA Sections 402/404 Training, Certification, Accreditation and Standards for Lead-Based Paint Activities and Lead-Based Paint Debris Disposal  
**Purpose of the Collection:** To ensure that lead abatement professionals involved in inspecting, assessing or removing lead-based paint, dust or soil are well qualified, trained and certified to conduct these activities.  
**Why Increase Occurred:** New regulation.  
**Change in Burden:** 19,960 hours

**Agency:** Federal Communications Commission  
**OMB Control Number:** 3060-1067  
**Title:** Qualification Questions (FCC 312-EZ)  
**Purpose of the Collection:** To gather information from applicants for C-band and Ku-band earth station who are eligible for the "auto-grant" procedure.  
**Why Increase Occurred:** The FCC established Form 312-EZ in order to reduce the size of the Part 25-related information collection requirements in the information collection approved under OMB Control No. 3060-0678.  
**Change in Burden:** 38,720 hours  
\$9,874,000

**Agency:** Federal Communications Commission  
**OMB Control Number:** 3060-0855  
**Title:** Telecommunications Reporting Worksheet, CC Docket No. 96-45  
**Purpose of the Collection:** Telecommunications carriers (and certain other providers of telecommunications services) must contribute to the support and cost recovery mechanisms for telecommunications relay services, numbering administration, number portability, and universal service.  
**Why Increase Occurred:** Additional reporting obligations and respondent inquiries made to the Administrators caused the increase in burden hours.  
**Change in Burden:** 11,000 hours  
**Impact on Small Entities:** In light of these changes to the rule, we prohibit carriers from marking up federal universal service line items above the set contribution factor. These actions address small entity concerns including small entities with fewer than 25 employees, by improving methodology to prevent carriers from charging in excess of the assessment rate.

**Agency:** Federal Communications Commission  
**OMB Control Number:** 3060-1046  
**Title:** Implementation of the Pay Telephone Reclassification and Compensation Provisions of the Telecommunication Act of 1996, CC Docket No. 96-128, Report and Order.  
**Purpose of the Collection:** FCC rules and requirements require that switch-based resellers and intermediate carriers compensate payphone service providers for completed payphone calls.  
**Why Increase Occurred:** In order to allow industry time to prepare for implementation of new requirements, rules outlined in the Report and Order were not put into effect immediately. Accordingly, interim rules were adopted until the new rules became effective.  
**Change in Burden:** 609,600 hours

**Agency:** Federal Electricity Regulatory Commission  
**OMB Control Number:** 1902-0058; 1902-0115  
**Title:** Application for License/Relicense for Water Projects with more than 5 MW Capacities (FERC- 500) Application for License/Relicense for Water Projects less than 5 MW Capacity (FERC-505)  
**Purpose of the Collection:** To allow for the application of licenses to operate hydroelectric projects on waters over which Congress has jurisdiction or to operate non-Federal hydroelectric plants.  
**Why Increase Occurred:** FERC integrated a license applicant's pre-filing consultation with the Commission's scoping provisions under the National Environmental Policy Act.

<b>Change in burden:</b>	809,980 hours
<b>Agency:</b>	Federal Electricity Regulatory Commission
<b>OMB Control Number:</b>	1902-0205; 1902-0206
<b>Title:</b>	Quarterly Financial Report of Electric Utilities Licensees, and Natural Gas Companies (FERC Form 3Q) and Quarterly Financial Report of Oil Pipeline Companies (FERC Form 6Q)
<b>Purpose of the Collection:</b>	To allow quarterly financial reporting of information that will aid FERC in assessing the economic consequences of its regulatory initiatives upon jurisdictional entities, evaluate the adequacy of existing traditional cost-based rates, and aid in the development of needed changes to existing regulatory initiatives.
<b>Why Increase Occurred:</b>	New agency rule.
<b>Change in Burden:</b>	230,400 hours
<b>Agency:</b>	Federal Electricity Regulatory Commission
<b>OMB Control Number:</b>	1902-0157; 1902-0173
<b>Title:</b>	Marketing Affiliates of Interstate Pipelines, FERC-592, Open Access Same Time Information System and Standards of Conduct, FERC-717, RM01-10-000
<b>Purpose of the Collection:</b>	To ensure that interstate natural gas pipelines do not provide preferential treatment to their marketing or brokering affiliates.
<b>Why Increase Occurred:</b>	New requirements.
<b>Change in Burden:</b>	21,808 hours
<b>Agency:</b>	Federal Electricity Regulatory Commission
<b>OMB Control Number:</b>	1902-0022
<b>Title:</b>	Annual Report of Pipeline Operations
<b>Purpose of the Collection:</b>	To collect a comprehensive financial and operational report of oil pipelines used by FERC to meet statutory requirements of the Interstate Commerce Act (ICA).
<b>Why Increase Occurred:</b>	New agency rule.
<b>Change in Burden:</b>	11,925 hours
<b>Agency:</b>	Federal Electricity Regulatory Commission
<b>OMB Control Number:</b>	1902-0038
<b>Title:</b>	Application for Determination of the Maximum Lawful Price under the Natural Gas Policy Act"
<b>Purpose of the Collection:</b>	To allow natural gas producers to claim a tax credit for qualified fuels determined to be high-cost natural gas production.
<b>Why Increase Occurred:</b>	FERC consolidated FERC-568 (1902-0112) with 1902-0038.
<b>Change in Burden:</b>	14,520 hours
<b>Agency:</b>	National Science Foundation
<b>OMB Control Number:</b>	3145-0199
<b>Title:</b>	NSF Math and Science Partnership Monitoring Program
<b>Purpose of the Collection:</b>	To examine project activity and outcomes, serving as an essential repository of data for the evaluation of MSP. Respondents include Principal Investigators (PIs) for Partnership and RETA Awards, K-12 School Districts, Institutes of Higher Education (IHE) Partners, and

IHE Participants. Information is to be used by NSF staff for program implementation and impact assessment.

**Why Increase Occurred:** New collection  
**Change in Burden:** 45,344 hours

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0123  
**Title:** Rule 17a-5; Reports to be made by certain broker-dealers  
**Purpose of the Collection:** Rule 17a-5 and Form X-17A-5 provide basic documents for reporting the financial and operational condition of securities brokers and dealers.  
**Why Increase Occurred:** Rule amendments.  
**Change in Burden:** 11,340 hours

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0200  
**Title:** Rule 15c3-1; Net capital requirements for brokers and dealers  
**Purpose of the Collection:** To ensure that brokers and dealers maintain sufficient liquid assets in excess of liabilities to promptly satisfy the claims of customers in the event the broker or dealer fails.  
**Why Increase Occurred:** Amendments to Rule 15c3-1 were adopted in 2004.  
**Change in Burden:** 170,520 hours

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0279  
**Title:** Rule 17a-4; Records to be preserved by certain exchange members, brokers and dealers  
**Purpose of the Collection:** Rule 17a-4 requires records to be maintained by certain exchange members and registered brokers and dealers.  
**Why Increase Occurred:** The increase in burden relates to adjustments made in light of 2001 rules amendments that obligate broker-dealers to make and retain additional records used by state regulators during examination, investigation, and enforcement proceedings. The rule amendments became effective in 2003.  
**Change in Burden:** 38,143 hours

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0589  
**Title:** Rule 201; Regulation SHO  
**Purpose of the Collection:** To limit short selling of securities in a declining market by requiring that no short sale be executed at a price below the consolidated best bid, with exceptions.  
**Why Increase Occurred:** New collection as a result of a proposed rule.  
**Change in Burden:** 161,900 hours

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0307  
**Title:** Form N-1A under the Investment Company Act of 1940 and Securities Act of 1933, Registration Statement of Open-End Management Investment Company



**Purpose of the Collection:** To enable funds to provide investors with information necessary to evaluate an investment in the fund.  
**Why Increase Occurred:** Proposed and adopted amendments to Form N-1A.  
**Change in Burden:** 86,587 hours

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0025  
**Title:** Rule 30e-1 under the Investment Company Act of 1940, Reports to Stockholders of Management Companies  
**Purpose of the Collection:** To provide periodic information to investors.  
**Why Increase Occurred:** Adopted amendments to Forms N-1A, N-2, and N-3.  
**Change in Burden:** 19,412 hours

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0578  
**Title:** Form N-Q, quarterly schedule of portfolio holdings of registered management investment company  
**Purpose of the Collection:** To meet the disclosure requirements of the Investment Company Act and the Exchange Act and to provide investors with information necessary to evaluate an investment in the fund.  
**Why Increase Occurred:** Adopted Form N-Q .  
**Change in Burden:** 10,553 hours

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0049  
**Title:** Form ADV  
**Purpose of the Collection:** To provide clients, prospective clients, and the Commission with information about the adviser, its business, and its conflicts of interest.  
**Why Increase Occurred:** Adopted amendments to Part II of Form ADV.  
**Change in Burden:** 55,728 hours

**Agency:** Small Business Administration  
**OMB Control Number:** 3245-0348  
**Title:** SBA Express  
**Purpose of the Collection:** SBA Express is a small dollar loan program which was implemented to streamline and expedite loan processing procedures. Information collected on forms is used to monitor, evaluate, and control the efficiency and effectiveness of the SBA Express Program.  
**Why Increase Occurred:** New collection.  
**Change in Burden:** 17,500 hours

**Agency:** Social Security Administration  
**OMB Control Number:** 0960-0511  
**Title:** Disability Report Update  
**Purpose of Collection:** To collect information when the Continuing Disability Review diary of a recipient of SSA-administered benefits, based on disability, has matured or there is an indication of possible medical improvement.  
**Why Increase Occurred:** The increase resulted from expansion of the Continuing Disability Review mailer process which is supported by the SSA-455. This expansion was the result of additional funding support.  
**Change in Burden:** 69,750 hours

**Agency:** Social Security Administration  
**OMB Control Number:** 0960-0665  
**Title:** Request for a Deceased Individual's Social Security Record/SSA-711  
**Purpose of Collection:** To fulfill requests from members of the public who apply for a microprint of the SS-5, Application for Social Security Card, for a deceased individual. SSA provides this information in response to a request from an individual conducting genealogical research.  
**Why Increase Occurred:** This represents the initial clearance of Form SSA-711.  
**Change in Burden:** 37, 333 hours

**Agency:** Social Security Administration  
**OMB Control Number:** 0960-0681  
**Title:** Function Report - Adult  
**Purpose of Collection:** This form provides disability interviewers with a way to record information about how the claimant's condition affects his ability to function. The State Disability Determination Service evaluator uses the information to assess the alleged disability.  
**Why Increase Occurred:** This collection is the national implementation of the SSA-3373. There will be an offsetting reduction for OMB #0960-0555.  
**Change in Burden:** 2,002,684 hours

**Agency:** Social Security Administration  
**OMB Control Number:** 0960-0691  
**Title:** Representative Payee Report  
**Purpose of Collection:** SSA needs the information collected on the SSA-6234 to determine whether the payments have been used for the beneficiary's current maintenance and personal needs and to determine if the payee remains suitable to collect funds on the beneficiary's behalf.  
**Why Increase Occurred:** Form SSA-6234 will only be sent to certain types of representative payees. These representative payees will no longer receive the SSA-6234. The burden for these respondents will be offset in OMB #0960-0068.  
**Change in Burden:** 187,500 hours

## **FY 2005 SIGNIFICANT BURDEN REDUCTIONS**

### **FY 2005 Burden Reduction from Cutting Redundancy**

**Agency:** Department of Housing and Urban Development  
**OMB Control Number:** 2577-0220  
**Title:** Public Housing Admissions/Occupancy Policies  
**Purpose of the Collection:** Information is used to ensure the low-income character of a housing project and to establish sound management procedures.  
**How Reduction Achieved:** Update submissions as required rather than regular submissions.  
**Change in Burden:** -25,600 hours

**Agency:** Department of Justice  
**OMB Control Number:** 1103-0019

**Title:** COPS Making Officer Redeployment Effective (MORE) Grant Program Application Kit  
**Purpose of the Collection:** To evaluate each applicant's request for funding.  
**How Reduction Achieved:** The COPS Office developed four standardized documents to be used in conjunction with all COPS Office applications for funding.  
**Change in Burden:** -62,500 hours

**Agency:** Department of Justice  
**OMB Control Number:** 1103-0027  
**Title:** COPS Universal Hiring Program (UHP), COPS in Schools (CIS) & Homeland Security Overtime Program (HSOP) Grant App  
**Purpose of the Collection:** To evaluate each applicant's request for funding.  
**How Reduction Achieved:** The COPS Office developed four standardized documents to be used in conjunction with all COPS Office applications for funding.  
**Change in Burden:** -31,500 hours

**Agency:** Department of Labor  
**OMB Control Number:** 1205-NEW  
**Title:** ETA Management Information and Longitudinal Evaluation Reporting System (EMILE)  
**Purpose of the Collection:** ETA plans to implement program performance measures to account for the federal dollars invested in employment and training initiatives and improve information available about program effectiveness. The common results that will be measured for adult programs will be employment, retention and earnings and for youth employment or education, attainment of a degree or certificate, and improvement in literacy and numeric skills.  
**How Reduction Achieved:** The implementation of performance measures.  
**Change in Burden:** -128,311 hours  
-\$4,215,000

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0072  
**Title:** Form S-2 – Registration Statement  
**Purpose of Collection:** Issuers that meet specified eligibility requirements may use Form S-2 to register securities under the securities Act of 1933.  
**How Reduction Achieved:** The Commission proposed to eliminate Form S-2 and proposed changes to Form S-1.  
**Change in Burden:** -11,868 hours  
-\$10,681,000

### **FY 2005 Burden Reductions from Using Information Technology**

**Agency:** Department of Agriculture  
**OMB Control Number:** 0524-0036  
**Title:** Reporting Requirements for State Plans of Work for Agricultural Research and Extension Formula Funds  
**Purpose of the Collection:** To ensure that formula funded institutions are addressing critical agricultural issues in the state and describe the programs and projects targeted to address these issues.

**How Reduction Achieved:** Optional electronic submission of work plans.  
**Change in Burden:** -32,400 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0938-0279  
**Title:** Medicare Uniform Institutional Provider Bill  
**Purpose of the Collection:** To standardize the form used in the Medicare/Medicaid program to apply for reimbursement of covered services by all institutional providers that accept Medicare/Medicaid.  
**How Reduction Achieved:** Pub. L. 107-105 established the requirements and exceptions under the Medicare Program for the mandatory submission of bills submitted in electronic form.  
**Change in Burden:** -294,783 hours

**Agency:** Department of Housing and Urban Development  
**OMB Control Number:** 2577-0026  
**Title:** Low-Income Public Housing Operating Budget  
**Purpose of the Collection:** Public Housing Agencies (PHAs) prepare an operating budget - troubled PHAs submit budgets to HUD.  
**How Reduction Achieved:** Budget forms were automated to perform calculations.  
**Change in Burden:** -42,000 hours

**Agency:** Department of Housing and Urban Development  
**OMB Control Number:** 2577-0169  
**Title:** Sec.8 Housing Choice Voucher Program  
**Purpose of the Collection:** Public Housing Agency application for funding to assist very low-income families to lease or purchase housing.  
**How Reduction Achieved:** Automation.  
**Change in Burden:** -119,458 hours

**Agency:** Department of Housing and Urban Development  
**OMB Control Number:** 2577-0229  
**Title:** Application for the Resident Opportunities and Self Sufficiency (ROSS) program  
**Purpose of the Collection:** Application for the ROSS grant programs.  
**How Reduction Achieved:** Automation.  
**Change in Burden:** -21,059 hours

**Agency:** Department of Transportation  
**OMB Control Number:** 2130-0004  
**Title:** Locomotive Safety Standards and Event Recorders  
**Purpose of the Collection:** To ensure that locomotives are properly maintained and to provide factual information about how trains are operated.  
**How Reduction Achieved:** The use of electronic record keeping.  
**Change in Burden:** -55,033 hours

**Agency:** Department of Veteran Affairs  
**OMB Control Number:** 2900-0619  
**Title:** Inquiry Routing and Information System (IRIS)  
**Purpose of the Collection:** This is an online system available to users of the VA Web site.

**How Reduction Achieved:** The current IRIS application includes a host of automated features that are useful to our veterans and other customers, such as the FAQ Knowledge Base. We achieved a burden hour reduction of 1,362,000 respondents and 18,200 hours through improvements to the web based system such as a dramatic increase in the FAQ Knowledge Base. Since implementation of this new FAQ Knowledge Base, the number of respondents has dropped from 12,000 per month to 2,500 per month.

**Change in Burden:** -18,200 hours

**Agency:** Federal Acquisition Regulation  
**OMB Control Number:** 9000-0007  
**Title:** Summary Subcontract Report  
**Purpose of Collection:** Standard Form (SF) 295: The contracting officer must examine the information in the proposed plan to determine if the plan is in compliance with the Small Business Act and the FAR.

**How Reduction Achieved:** The electronic system will streamline the process and reduce the number of hours to update the data collection because the system will provide tools and services that allow the user to enter, edit, track, and output information.

**Change in Burden:** -36,116 hours

### **FY 2005 Burden Reductions from Changing Regulations**

**Agency:** Department of Agriculture  
**OMB Control Number:** 0575-0189  
**Title:** Reinvention of the Sections 514, 515, 516 and 521 Multi-Family Housing Programs  
**Purpose of the Collection:** To determine eligibility for loans, grants, and rental assistance and to ensure compliance with program requirements.

**How Reduction Achieved:** Fourteen separate regulations were consolidated.  
**Change in Burden:** -111,552 hours

**Agency:** Department of Agriculture  
**OMB Control Number:** 0584-0009  
**Title:** Food Coupon Accountability Report (FNS-250)  
**Purpose of the Collection:** To provide accountability for federal obligations of the Food Stamp Program.

**How Reduction Achieved:** Full implementation of Electron Benefits Transfer (EBT) systems.  
**Change in Burden:** -12,852 hours

**Agency:** Department of Agriculture  
**OMB Control Number:** 0584-0080  
**Title:** Issuance Reconciliation Report (FNS-46)  
**Purpose of the Collection:** To ensure that benefits authorized by State agencies can be reconciled with benefits actually issued.

**How Reduction Achieved:** Full implementation of Electron Benefits Transfer (EBT) systems.  
**Change in Burden:** -13,200 hours

**Agency:** Department of Justice

**OMB Control Number:** 1117-0010  
**Title:** U.S. Official Order Forms for Schedule I and II Controlled Substances (Accountable Forms), Order Form Requisition  
**Purpose of the Collection:** To transfer or purchase Schedule I and II controlled substances.  
**How Reduction Achieved:** New regulation resulting in an electronic Controlled Substances Ordering System.  
**Change in Burden:** -1,127,464 hours

**Agency:** Environmental Protection Agency  
**OMB Control Number:** 2050-0035  
**Title:** Hazardous Waste Generator Standards  
**Purpose of the Collection:** To support the safe management of hazardous wastes EPA has some informational requirements for generators: pre-transport requirements for both large (LQG) and small (SQG) quantity generators, air emission standards requirements for LQGs, recordkeeping and reporting requirements for LQGs and SQGs, and export requirements for LQGs.  
**How Reduction Achieved:** The Agency will be issuing a rule that will result in making about 100 changes to the regulatory requirements of RCRA under Subtitle C hazardous waste regulations.  
**Change in Burden:** -325,000 hours

**Agency:** Environmental Protection Agency  
**OMB Control Number:** 2050-0050  
**Title:** Hazardous Waste Specific Units Requirements and Special Waste Process and Types  
**Purpose of the Collection:** To implement standards for hazardous waste treatment, storage, and disposal facilities.  
**How Reduction Achieved:** New agency rule.  
**Change in Burden:** -25,000 hours

**Agency:** Environmental Protection Agency  
**OMB Control Number:** 2060-NEW  
**Title:** NESHAP: General Provisions Amendments for Pollution Prevention Alternative Compliance Requirements  
**Purpose of the Collection:** Owners or operators of facilities subject to NESHAP can participate in a voluntary program to reduce the burden of compliance by implementing pollution prevention measures.  
**How Reduction Achieved:** New agency rule.  
**Change in Burden:** -80,000 hours

**Agency:** Federal Communications Commission  
**OMB Control Number:** 3060-0594, 3060-0595, 3060-0601  
**Title:** Revisions to Cable Television Rate Regulations  
**Purpose of the Collection:** The FCC plans to make changes in the regulation of both Basic Service Tier rates and equipment rates with the objective of improving the existing regulatory structure for all cable systems.  
**How Reduction Achieved:** The FCC plans to voluntarily discontinue information collections in February 2005.  
**Change in Burden:** -38,740 hours

**Agency:** Federal Deposit Insurance Corporation

**OMB Control Number:** 3064-0092  
**Title:** Community Reinvestment Act (CRA)  
**Purpose of the Collection:** Pursuant to §345.42 of the FDIC’s CRA rules, state non-member banks that are not “small” must collect and report data on the following types of loans that they originate or purchase: small business, small farm, community development, and in certain circumstances, home mortgage loans.  
**How Reduction Achieved:** Increased the threshold defining a “small bank,” thereby reducing the number of banks required to report information.  
**Change in burden:** -137,383 hours

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0065  
**Title:** Form S-1 – Registration Statement  
**Purpose of the Collection:** Issuers that are not eligible to use other forms to register offerings of securities under the Securities Act of 1933 must use Form S-1.  
**How Reduction Achieved:** The Commission proposed amendments to existing forms and regulations and new requirements that would modernize, rationalize and clarify the Commission’s regulatory system.  
**Change in Burden:** -84,104 hours  
-\$75,694,000

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0073  
**Title:** Form S-3 – Registration Statement  
**Purpose of the Collection:** Issuers may use Form S-3 that meet the registration requirements and transaction requirements specified in the form as required under Securities Act.  
**How Reduction Achieved:** The Commission proposed amendments to existing forms and regulations and new requirements that would modernize, rationalize and clarify the Commission’s regulatory system.  
**Change in Burden:** -11,534 hours  
-\$10,381,000

## **FY 2005 Burden Reductions from Changing Forms**

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0938-0761  
**Purpose of the Collection:** Medicare and Medicaid Programs: Reporting Outcome and Assessment Information Set Data as Part of the Conditions of Participation for Home Health Agencies (HHA) (OASIS)  
HHAs are required to report data from the OASIS as a condition of participation. These requirements are necessary to achieve broad-based, measurable improvement in the quality of care furnished through Federal programs, and to establish a prospective payment system for HHAs.  
**How Reduction Achieved:** The decrease in burden hours reflects a decrease in the number of participating respondents and consolidation and simplification of the collection instrument.  
**Change in Burden:** -24,301 hours

## **FY 2005 Burden Reductions from Miscellaneous Actions**

<b>Agency:</b>	Department of Agriculture
<b>OMB Control Number:</b>	0535-0020
<b>Title:</b>	Milk and Milk Products
<b>Purpose of the Collection:</b>	To provide data to estimate U.S. milk production, milk cows, amounts and value of feed fed to milk cows, and production of manufactured dairy products in all states.
<b>How Reduction Achieved:</b>	Administrative changes resulting in a reduced sample size.
<b>Change in Burden:</b>	-11,137 hours
<b>Agency:</b>	Department of Commerce
<b>OMB Control Number:</b>	0607-0152
<b>Title:</b>	Shippers Export Declaration/Automated Export System
<b>Purpose of the Collection:</b>	To collect official export statistics and to detect and prevent the export of high technology items or military goods to unauthorized destinations or end users.
<b>How Reduction Achieved:</b>	Increased adoption of the automated export system.
<b>Change in Burden:</b>	-48,000 hours
<b>Agency:</b>	Department of Commerce
<b>OMB Control Number:</b>	0607-0782
<b>Title:</b>	Annual Capital Expenditures Survey (ACES)
<b>Purpose of the Collection:</b>	To collect data on business investment in buildings and other structures, machinery, and equipment from private non-farm businesses. To evaluate productivity growth, the ability of U.S. business to compete with foreign business, changes in industrial capacity, and measures of overall economic performance.
<b>How Reduction Achieved:</b>	Elimination of detailed capital expenditure data.
<b>Change in Burden:</b>	-70,100 hours
<b>Agency:</b>	Department of Education
<b>OMB Control Number:</b>	1850-0652
<b>Title:</b>	Educational Longitudinal Study of 2002 (ELS:2002), Second Follow-up
<b>Purpose of the Collection:</b>	To measure school effectiveness and impact on postsecondary and labor market outcomes.
<b>How Reduction Achieved:</b>	Data elements were deleted as the non-respondents' sub sample was reduced.
<b>Change in Burden:</b>	-10,165 hours
<b>Agency:</b>	Department of Energy
<b>OMB Control Number:</b>	1905-0129
<b>Title:</b>	Electric Power Surveys, Forms EIA-411, 412, 423, 767, 860, 860M, 861, 906, 920
<b>Purpose of the Collection:</b>	To collect information on electric power capacity, generation, fuel consumption, fuel receipts, fuel stocks, prices, electric rates, construction costs, and operating income and revenue.
<b>Why Increase Occurred:</b>	Changes affecting burden included modifications to the forms and an internet-based reporting system.



**Change in Burden:** -18,683 hours

**Agency:** Department of Transportation  
**OMB Control Number:** 2120-0063  
**Title:** Certification of Airports  
**Purpose of the Collection:** To ensure that safety standards are met and to facilitate the issuance of an Airport Operating Certificate.  
**How Reduction Achieved:** Regulation was revised and 2120-0675 replaced 2120-0063.  
**Change in Burden:** -173,869 hours

**Agency:** Department of Veteran Affairs  
**OMB Control Number:** 2900-0188  
**Title:** Prescription, Authorization, Application, Procurement, Repair and Loan of Prosthetic Items, Form Letters 10-90 and 10-426, VA Forms 10-0103, 10-1394, 10-2421, 10-2520 and 10-2914  
**Purpose of the Collection:** These data collections are used to obtain pricing information on prosthetic devices, determine eligibility, prescribe, and authorize prosthetic devices, and obtain follow-up information on loaned prosthetic items.  
**How Reduction Achieved:** VA implemented a credit card-like purchase card, which reduced demand for VA Forms 10-2421 and 10-2520  
**Change in Burden:** -15,512 hours.

**Agency:** Environmental Protection Agency  
**OMB Control Number:** 2040-0197  
**Title:** EPA Strategic Plan Information on Source Water Assessment and Protection  
**Purpose of the Collection:** To understand, in aggregate, the results of State assessments and the protection actions based on those assessments, and to measure progress toward the Agency's strategic community water systems goals.  
**How Reduction Achieved:** Updated reporting requirements.  
**Change in Burden:** -2,604,575 hours  
**Statute Title and Public Law:** Safe Drinking Water Act: P.L. 42 U.S.C. §300j-13 et seq.

**Agency:** Environmental Protection Agency  
**OMB Control Number:** 2050-0096  
**Title:** National Oil and Hazardous Substances Pollution Contingency Plan Superfund: to gather information from States and the public for remedial portion of program.  
**Purpose of the Collection:** Superfund: to gather information from States and the public for remedial portion of program.  
**How Reduction Achieved:** Omitting certain reporting requirements, and a programmatic change in the rate at which the Superfund program is able to address NPL sites.  
**Change in Burden:** -97,583 hours

**Agency:** National Science Foundation  
**OMB Control Number:** 3145-0020  
**Title:** Survey of Doctorate Recipients  
**Purpose of the Collection:** To enable NSF to partially fulfill the Congressional mandate to serve as a clearinghouse for information on the doctoral level scientific and technical population of the U.S. This information allows for policy and planning activities by officials of government, private industry and academic institutions.

**How Reduction Achieved:** The survey will not be conducted in 2005, and is being reviewed under the SRS Generic Clearance (3145-0174) for restructuring purposes.  
**Change in Burden:** -14,167 hours

**Agency:** Social Security Administration  
**OMB Control Number:** 0960-0142  
**Title:** Statement of Death by Funeral Director (SSA-721)  
**Purpose of the Collection:** This collection is used by funeral directors to report deaths to the States. These State records are used by SSA to double-check their records. SSA needs to ensure the accuracy of their records since deceased beneficiaries (and their families) are not entitled to SSA benefits.  
**Why Increase Occurred:** The new Electronic Death Registry (EDR), in which States can report deaths electronically, eliminates the need for funeral directors to complete this form.  
**Change in Burden:** -4,083 hours

**Agency:** Social Security Administration  
**OMB Control Number:** 0960-0669  
**Title:** Employee Verification Service (EVS)  
**Purpose of the Collection:** EVS enables employers to cross-check employee names and Social Security Numbers via phone calls, written requests, or submission of data and magnetic files.  
**How Reduction Achieved:** When the Social Security Number Verification Service (SSNVS) is implemented, SSA expects respondents to migrate from EVS to the less time-consuming SSNVS.  
**Change in Burden:** -18,333 hours

### **FY 2005 Burden Reductions from Statutory Changes**

**Agency:** Department of Agriculture  
**OMB Control Number:** 0584-0085  
**Title:** Food Stamp Redemption Certificate  
**Purpose of the Collection:** To redeem paper coupons from retailers.  
**How Reduction Achieved:** Full implementation of Electron Benefits Transfer (EBT) systems  
**Change in Burden:** -115,554 hours  
**Statute Title and Public Law:** Personal Responsibility and Work Opportunity Reform Act (PRWORA) P.L.,104-193.

**Agency:** Department of State  
**OMB Control Number:** 1405-0018  
**Title:** Non immigrant Visa Application  
**Purpose of the Collection:** The Department of State uses the DS-156 to elicit information necessary to determine an applicant's visa eligibility.  
**How Reduction Achieved:** Legislation enacted in 2003 had required that all Visa Waiver Program countries produce biometric passports by October 26, 2004, which would have resulted in a large increase in the number of U.S. visitors requiring visas. The legislation was amended to extend the deadline 1 year, and thus the anticipated increase did not occur.  
**Change in Burden:** -2,700,000 hours

**Statute Title and Public Law:** Visa Waiver Permanent Program Act (P.L. 106-396)

**Agency:** Department of Transportation  
**OMB Control Number:** 2126-0013  
**Title:** Motor Carrier Identification Report  
**Purpose of the Collection:** Motor carriers are required to complete and submit a Motor Carrier Identification Report within 90 days of beginning operations to notify the FMCSA of its existence in accordance with 49 CFR 385.21.  
**How Reduction Achieved:** All requirements under this information collection, except those related to Form MCS-150B and applications by certain Mexico-domiciled carriers, will be folded into a new information collection created by the proposed Unified Registration System NPRM.  
**Change in Burden:** -72,448 hours  
**Statute Title and Public Law:** DOT Appropriations Act P.L. 107-87

**Agency:** Department of Transportation  
**OMB Control Number:** 2126-0016  
**Title:** Revision of Licensing Application Forms, Application Procedures, and Corresponding Regulations  
**Purpose of the Collection:** This collection provides information to the FMCSA on the type of surface transportation operations which the registration applicant proposes to conduct. It also is used to accommodate registration by Mexicans to establish U.S.-based, property or passenger enterprises pursuant to the North American Free Trade Agreement (NAFTA) liberalized investment provisions.  
**How Reduction Achieved:** All requirements included in this information collection, except those relating to Form OP-1(MX), will be folded into a new information collection created by the proposed Unified Registration System NPRM.  
**Change in Burden:** -56,958 hours  
**Statute Title and Public Law:** Interstate Commerce Commission Termination Act of 1995, P.L. 104-88

**Agency:** Department of Transportation  
**OMB Control Number:** 2126-0019  
**Title:** Application for Certificate of Registration for Foreign Motor Carriers and Foreign Motor Private Carriers  
**Purpose of the Collection:** The Form OP-2 for this information collection is required to be filed by Mexico-domiciled for-hire motor carriers and motor private carriers who wish to register to transport property only in municipalities in the United States on the United States-Mexico international border or within the commercial zones of such municipalities.  
**How Reduction Achieved:** The requirements included in this information collection will be folded into a new information collection created by the proposed Unified Registration System NPRM.  
**Change in Burden:** -23,818 hours  
**Statute and Public Law:** Interstate Commerce Commission Termination Act of 1995, P.L. 104-88

**Agency:** Department of Treasury  
**OMB Control Number:** 1545-0085  
**Title:** 2004 Form 1040A and Schedules, U.S. Individual Income Return

**Purpose of the Collection:** Individual taxpayers use this form to report their taxable income and calculate their correct liability.

**How Reduction Achieved:** The Alternative Minimum Tax Worksheet has been revised to reflect IRC section 1(h), 55(b)(3) as corrected by section 406(d) of HR. 1308, Working Families Tax Relief Act of 2004, and account for the expanded tax table in the exemption phase out limitation. Four lines were deleted.

**Change in Burden:** -3,244,320 hours

**Statute Title and Public Law:** Working Families Tax Relief Act of 2004 P.L. 108-311.

**Agency:** Department of Treasury

**OMB Control Number:** 1545-0068

**Title:** 2004 Form 2441, Child and Dependent Care Expenses

**Purpose of the Collection:** To allow a credit for certain child and dependent care expenses to be claimed, to verify that the credit and exclusion are properly figured, and that provider information is reported.

**How Reduction Achieved:** Form 2441 was revised.

**Change in Burden:** -2,347,149 hours

**Statute Title and Public Law:** Working Families Tax Relief Act of 2004 P.L. 108-311.

**Agency:** Department of Treasury

**OMB Control Number:** 1545-0184

**Title:** 2004 Form 4797, Sales of Business Property

**Purpose of the Collection:** Form 4797 is used by taxpayers to report sales, exchanges, or involuntary conversion of assets, other than capital assets, and involuntary conversion of capital assets held more than one year. It is also used to compute ordinary income from recapture and recapture of prior year section 1231 losses.

**How Reduction Achieved:** Statutory requirements led to changes made throughout the form and instructions by deleting 9 lines and adding 1 Code reference due to the Jobs and Growth Tax Relief Reconciliation Act of 2003. (Net change -2,778,810 hours). Other reductions were achieved from eliminating reporting requirements. For 2004, partners and S corporation shareholders will use a new worksheet. (Net change -330,285 hours).

**Change in Burden:** -3,109,095 hours.

**Statute Title and Public Law:** The Jobs and Growth Tax Relief Reconciliation Act of 2003 P.L. 108-27.

## **FY 2005 SIGNIFICANT BURDEN INCREASES**

### **FY 2005 Burden Increases Caused by Statutes**

**Agency:** Department of Agriculture

**OMB Control Number:** 0563-0053

**Title:** Multiple Peril Crop Insurance

**Purpose of the Collection:** To modify the current package that was required by ARPA.

**Why Increase Occurred:** New regulatory requirement.

**Change in Burden:** 252,836 hours

**Statute Title and Public Law:** Federal Crop Insurance Act - Public Law 106-224, (Amended June 20, 2000).

**Agency:** Department of Agriculture  
**OMB Control Number:** 0570-0044  
**Title:** Renewable Energy Systems and Energy Efficiency Improvement Grants, Guarantee Loan, and Direct Loan Program  
**Purpose of Collection:** To determine applicant eligibility, to determine project eligibility, feasibility, and technical merit, and to ensure that grantees/borrowers operate on a sound basis and use funds for authorized purposes.  
**How Increase Achieved:** New programs.  
**Change In Burden:** 25,898 hours  
**Statute Title and Public Law:** Farm Security and Rural Investment Act of 2002, P.L.107-171.

**Agency:** Department of Agriculture  
**OMB Control Number:** 0578-0013  
**Title:** Long Term Contracting  
**Purpose of the Collection:** To ensure the proper use of program funds.  
**Why Increase Occurred:** New program/regulation.  
**Change in Burden:** 27,768 hours  
**Statute Title and Public Law:** The Healthy Forests Restoration Act, P.L. 108-48, Title V, Healthy Forests Reserve Program 501-508.

**Agency:** Department of Agriculture  
**OMB Control Number:** 0581-New  
**Title:** Recordkeeping and Records Access Requirements for Fish and Shellfish Producers & Food Facilities.  
**Purpose of the Collection:** For retailers to inform customers of the specific origin of fish and shellfish.  
**Why Increase Occurred:** New regulation.  
**Change in Burden:** 2,196,086 hours  
**Statute Title and Public Law:** Farm Security and Rural Investment Act of 2002, P.L. 107-171.

**Agency:** Department of Commerce  
**OMB Number:** 0651-0016  
**Title:** Rules for Patent Maintenance Fees  
**Purpose of the Collection:** To maintain utility patents; to petition the USPTO to accept delayed or refused payments; and to designate an address to be used for fee-related correspondence.  
**Why Increase Occurred:** There was an increase for FY 2005 patent maintenance fees associated with keeping utility applications in force for 3 ½, 7 ½, and 11 ½ years.  
**Change in Burden:** Increase of \$15,806 in annual (non-hour) costs.  
**Statute Title and Public Law:** The USPTO published the final rule increasing the patent maintenance fees in the *Federal Register* on August 27, 2004. This final rule adjusted the USPTO's FY 2005 fees in accordance with the applicable provisions of Title 35, United States Code, as amended by the Consolidated Appropriations Act, FY 2000 (Pub. L. 106-113). Section 41(f) of title 35, United States Code, provides that fees established under Title 35, U.S.C. 41(a) and (b) may be adjusted on October 1, 1992, and every year thereafter, to reflect fluctuations in the Consumer Price Index over the previous 12 months.

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0938-0328  
**Title:** Hospital Conditions of Participation  
**Purpose of the Collection:** To outline the standards necessary for hospital participation in the Medicare program.  
**Why Increase Occurred:** To account for the addition of critical access hospitals requirements, and the updating of the Conditions of Participation.  
**Change in Burden:** 712,969 hours  
**Statute Title and Public Law:** Sections 1102, 1138, 1814(a)(6), 1861(e), (f), (k), (r), (v), (I)(G), and (z), 1864, 1871, 1883, 1902(a)(30), 1905(a) and 1913 of the Social Security Act.

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0938-0685  
**Title:** Requirements for Establishing and Maintaining Medicare Billing Privileges and Provider Enrollment Process  
**Purpose of the Collection:** To enroll in the Medicare program and obtain and activate a Medicare provider or supplier billing number, §424.510(a) requires a provider or supplier to complete and submit a CMS 855 to us, demonstrating that the provider or supplier meets all of the requirements.  
**Why the Increase Occurred:** Regulatory requirements associated with maintaining Medicare billing privileges.  
**Change in Burden:** 699,662 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0938-NEW  
**Title:** HIPAA Administrative Simplification: Standard Unique Health Identifier Plans  
**Purpose of the Collection:** The use of this standard unique health identifier for health plans in standard transactions would improve the operation of Federal (including Medicare and Medicaid) and private health programs. Each health plan must apply for an NPlanID and use it to identify itself on all standard transactions where its identifier is required.  
**Why Increase Occurred:** New collection.  
**Change in Burden:** 433,770 hours  
**Statute Title and Public Law:** Administrative Simplification Subtitle of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Pub. L. 104-191.

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0938-NEW  
**Title:** Expedited Determination Procedures for Provider Service Determinations (CMS-4004-FC)  
**Purpose of the Collection:** Provide for the establishment of expedited determination procedures for providers  
**Why Increase Occurred:** Public law.  
**Change in Burden:** 350,000 hours  
**Statute Title and Public Law:** BIPA 521

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0938-NEW  
**Title:** Medicare Prescription Drug Benefit (CMS-4068-P)

**Purpose of the Collection:** To implement the Medicare Part D – Voluntary Prescription Drug Benefit Program.

**Why Increase Occurred:** Public law.

**Change in Burden:** 806,459,406 hours

**Statute Title and Public Law:** Title I of the Medicare Prescription Drug, Improvement and Modernization Act of 2003 (MMA).

**Agency:** Department of Health and Human Services

**OMB Control Number:** 0938-NEW

**Title:** Medicare Program; Establishment of the Medicare Advantage Program (CMS-4069-P)

**Purpose of the Collection:** Replace the Medicare + Choice Program with the Medicare Advantage Program while retaining most key features of the Medicare + Choice Program.

**Why Increase Occurred:** Public law.

**Change in Burden:** 115,974 hours

**Statute Title and Public Law:** Title II of MMA.

**Agency:** Department of Health and Human Services

**OMB Control Number:** 0938-NEW

**Title:** Medicare and Medicaid Programs: Hospice Conditions of Participation (CMS-3844-P)

**Purpose of the Collection:** The revision of the Medicare and Medicaid hospice requirements, used to focus on a patient-centered, outcome-oriented processes that promotes patient care.

**Why Increase Occurred:** Public law.

**Change in Burden:** 2,049,805 hours

**Statute Title and Public Law:** Balanced Budget Act of 1997, MMA

**Agency:** Department of Health and Human Services

**OMB Control Number:** 0915-NEW

**Title:** National Practitioner Data Bank: Section 1921 of the Social Security Act.

**Purpose of the Collection:** Section 1921 authorizes the collection of information on adverse actions taken by State licensing Boards and authorities against all health care practitioners and health care entities as well as any negative action or finding taken by a private accreditation entity.

**Why Increase Occurred:** The publication of the NPRM will implement Section 1921 of the Social Security Act which then expands the type of information collected by the National Practitioner Data Bank.

**Change in Burden:** 11,483 hours

**Statute Title and Public Law:** Section 1921 of the Social Security Act, as amended by Section 5(b) of the Medicare and Medicaid Patient and Program Protection Act of 1987, Public Law 100-93.

**Agency:** Department of Health and Human Services

**OMB Number:** 0910-XXXX; proposed rule

**Title:** Current Good Manufacturing Practices (CGMP) for Positron Emission Tomography Drugs

**Purpose of the Collection:** Section 121 of the FDA Modernization Act directs FDA to establish CGMP requirements for PET drugs.

**Why Increase Occurred:** New program.

**Change in Burden:** 86,656 hours

**Agency:** Department of Homeland Security  
**OMB Control Number:** 1652-NEW  
**Title:** Air Cargo Security Requirements  
**Purpose of the Collection:** To collect security information for all cargo aircraft operations, including background checks for indirect air carrier employees and individuals who have access to airport ramps used by cargo operators.  
**Why Increase Occurred:** New requirements to ensure the security of air cargo.  
**Change in Burden:** 34,479 hours  
**Statute Title and Public Law:** Aviation and Transportation Security Act, Pub. L. 107-71.

**Agency:** Department of Homeland Security  
**OMB Control Number:** 1652-NEW  
**Title:** Security Threat Assessment for Individuals Applying for a Hazardous Materials Endorsement for a Commercial Drivers' License  
**Purpose of the Collection:** To collect information on individuals who hold, apply for, transfer or renew a hazardous material (hazmat) endorsement on their commercial drivers' license.  
**Why Increase Occurred:** Statutory requirement of the USA Patriot Act.  
**Change in Burden:** 411,800 hours  
**Change in Costs:** \$14,750,000  
**Statute Title and Public Law:** USA PATRIOT ACT, Pub. L. 107-56.

**Agency:** Department of Homeland Security  
**OMB Control Number:** 1652-NEW  
**Title:** Aircraft Repair Station Security Requirements  
**Purpose of the Collection:** To require repair stations to conduct vulnerability assessments as well as create and maintain a security program.  
**Why Increase Occurred:** Statutory requirement to implement security measures at aircraft repair stations.  
**Change in burden:** 14,350 hours  
**Statute Title and Public Law:** Vision 100-Century of Aviation Reauthorization Act, Pub. L. 108-176.

**Agency:** Department of Homeland Security  
**OMB Number:** 1652-SF  
**Title:** Secure Flight  
**Purpose of the Collection:** Requires air carriers to provide passenger name records to TSA for comparison against government-maintained terrorist watch lists.  
**Why Increase Occurred:** New program.  
**Change in Burden:** 2,645,000 hours  
\$36,200,000  
**Statute Title and Public Law:** Aviation and Transportation Security Act, Pub. L. 107-71

**Agency:** Department of Homeland Security  
**OMB Control Number:** 1652-MED  
**Title:** Transportation Security Screener Medical Questionnaire  
**Purpose of the Collection:** Obtain medical information from applications for employment as screeners to evaluate their qualifications for the position.  
**Why Increase Occurred:** Legislative requirement implementing minimum physical abilities standards for persons who work as airport security screeners.  
**Change in Burden:** 11,430 hours  
**Statute Title and Public Law:** Aviation and Transportation Security Act, Pub. L. 107-71



**Agency:** Department of Homeland Security  
**OMB Control Number:** 1652-WAIV  
**Title:** Airspace Waiver Applications  
**Purpose of the Collection:** Enables TSA to conduct security threat assessments on individuals and aircraft operators who apply for a waiver seeking permission to fly in restricted airspace.  
**Why Increase Occurred:** The burden increase stems from a security need to ensure those individuals who are on board or piloting flights that will be entering restricted airspace do not pose a known threat to transportation or national security or have a criminal record.  
**Change in Burden:** 48,000 hours  
**Statute Title and Public Law:** Aviation and Transportation Security Act, Pub. L. 107-71

**Agency:** Department of Interior  
**OMB Control Number:** 1029-xxx1 and 1029-xxx2.  
**Title:** 30 CFR Part 786 – Requirements for Permits for Abandoned Coal Refuse Re-mining Operations.  
30 CFR Part 829 – Special Permanent Program Performance Standards: Abandoned Coal Refuse Re-mining Operations.  
**Purpose of the Collection:** To facilitate the reclamation of abandoned coal refuse sites in an environmentally sound manner by establishing environmental protection performance and reclamation standards and separate permit systems applicable to eligible operations for on-site reprocessing, as well as eligible operations for the removal of abandoned coal refuse.  
**Why Increase Occurred:** Creates two new parts to the CFR in order to better organize the permitting and performance standards provisions for abandoned coal refuse re-mining operations.  
**Change in Burden:** 15,000 hours  
**Statute Title and Public Law:** Energy Policy Act of 1992, as amended, P.L.102-486.

**Agency:** Department of State  
**OMB Control Number:** 1405-0159  
**Title:** U.S. Passport Re-Application Form  
**Purpose of the Collection:** With the introduction of the “electronic passport,” it will no longer be possible to amend US passports. For security reasons, the chip may not be re-written, so if the information on the data page changes, a new passport must be issued. DS-5504 (U.S. Passport Re-Application Form) permits application for a replacement full-validity passport within one year of passport issuance based on a change of name, incorrect data, or the emergency issuance abroad of a one-year full-fee passport.  
**Why Increase Occurred:** The Enhanced Border Security Act of 2002 (Pub. L. 107-173), as amended by Pub. L.108-299 and codified at 8 U.S.C. 1732, requires that all Visa Waiver Program (VWP) countries have a program to issue its nationals machine-readable passports containing biometric identifiers.  
**Change in Burden:** 25,000 hours  
**Statute Title and Public Law:** Enhanced Border Security Act of 2002 (Pub. L. 107-173).

**Agency:** Department of Transportation

**OMB Control Number:** 2126-NEW  
**Title:** Federal Motor Carrier Safety Administration Registration/Update  
**Purpose of the Collection:** This new application form will combine the data elements now captured on several different FMCSA licensing, registration and certification forms into a single, new application form created by the proposed Unified Registration System NPRM.  
**Why Increase Occurred:** New application form created by proposed Unified Registration System NPRM (Docket No. FMCSA-97-2349).  
**Change in Burden:** 176,743 hours  
**Statute Title and Public Law:** Interstate Commerce Commission Termination Act of 1995, P.L. 104-88.

**Agency:** Department of Transportation  
**OMB Control Number:** 2137-0022  
**Title:** Testing, Inspection, and Marking Requirements for Cylinders  
**Purpose of the Collection:** To ascertain whether cylinders have been qualified, inspected, and retested in accordance with the hazardous materials regulations to ensure the safe transportation of hazardous materials in cylinders.  
**Why Increase Occurred:** Proposed rule.  
**Change in Burden:** 133,333 hours  
**Statute and Public Law:** Hazardous Materials Transportation Authorization Act of 1994, P.L. 103-429.

**Agency:** Department of Transportation  
**OMB Control Number:** 2137-0610  
**Title:** Pipeline Integrity Management in High consequence Areas Gas Transmission Pipeline operators  
**Purpose of Collection:** To provide increased protection for gas transmission pipelines in high consequence areas.  
**Why Increase Occurred:** This was required by the U.S. Congress in the Pipeline Safety Improvement Act of 2002.  
**Change in Burden:** 2,846,000 hours  
**Statute Title and Public Law:** Pipeline Safety and Improvement Act of 2002, P.L. 107-355.

**Agency:** Department of Transportation  
**OMB Control Number:** 2126-0004  
**Title:** Driver Qualification Files  
**Purpose of Collection:** To substantiate that a motor carrier verified a driver's qualifications to safely operate a CMV in interstate and intrastate commerce on the nation's highways prior to allowing the driver to operate a CMV.  
**Why Increase Occurred:** Revised regulation.  
**Change in Burden:** 1,590,848 hours  
**Statute Title and Public Law:** Hazardous Materials Transportation Act of 1994, P.L. 103-311, as amended by the Transportation Equity Act for the 21st Century Act of 1998 (TEA-21), P.L., 105-178.

**Agency:** Department of Transportation  
**OMB Control Number:** 2126-0026  
**Title:** Training Certification for Drivers of Longer Combination Vehicles  
**Purpose of Collection:** To establish training requirements for operators of longer combination vehicles (LCV's) and requirements for instructors of these operators.  
**Why Increase Occurred:** New agency rule.

**Change in Burden:** 17,187 hours during first year, 203 hours in subsequent years.  
**Statute Title and Public Law:** Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), P.L. 102-240.

**Agency:** Department of Transportation  
**OMB Control Number:** 2126-0028  
**Title:** Training Certification for Entry Level Commercial Motor Vehicle Operators  
**Purpose of Collection:** To support training for entry-level operators of commercial motor vehicles (CSV's) who must hold a commercial driver's license (CDL) in driver qualifications, hours-of-service of drivers, driver wellness, and whistle blower protection.  
**Why Increase Occurred:** New agency rule.  
**Change in Burden:** 10,808 hours during first year; 5,404 hours in subsequent years.  
**Statute Title and Public Law:** Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), P.L. 102-240.

**Agency:** Department of Transportation  
**OMB Control Number:** 2126-0030  
**Title:** Hazardous Materials Permit  
**Purpose of Collection:** To support the FMCSA safety permit program for motor carriers of specified hazardous materials. It requires that the carriers provide estimates of the anticipated annual shipments.  
**Why Increase Occurred:** New agency rule.  
**Change in Burden:** 131,929 hours  
**Statute Title and Public Law:** Hazardous Materials Transportation Act of 1994, P.L. 103-311.

**Agency:** Department of Veteran Affairs  
**OMB Control Number:** 2900-new  
**Title:** Regulation on Beneficiary Travel  
**Purpose of the Collection:** Title 38 USC 111 "Payments or allowances for beneficiary travel" is under revision to describe the information which must be provided by the veteran for VA to determine eligibility for beneficiary travel.  
**Why Increase Occurred:** Standardization of criteria in these regulations places a reporting burden on veterans wishing to be considered for beneficiary travel reimbursement.  
**Statute Title and Public Law:** Title 38 United States Code 111; 38 Code of Federal Regulations (CFR) 17.143 through 17.145 further provides VA policy guidance and requirements for this legislation.  
**Change in Burden:** 390,708 hours

**Agency:** Federal Communications Commission  
**OMB Control Number:** 3060-0519  
**Title:** Rules and Regulations Implementing the Telephone Consumer Protection Act (TCPA) of 1991, CG Docket No. 02-278  
**Purpose of the Collection:** To allow for the collection of information related to a national-do-not-call registry for consumers. As an amendment to the original rule, telemarketers are now required to access the registry and scrub their call lists every 31 days, effective on January 1, 2005.  
**Why Increase Occurred:** Congressional amendment requiring telemarketers to access the national the do-not-call registry and remove numbers in the registry

from their call lists every 31 days in order to avail themselves of the safe harbor protections.

**Change in Burden:** 123,000 hours  
**Impact on Small Entities:** The national do-not-call registry includes a feature allowing businesses to request an update to their list, rather than requiring them to download the entire database of approximately 60 million numbers every 31 days. New options should substantially alleviate burdens imposed on small entities that may result from more frequent update requirements.

**Agency:** Federal Communications Commission  
**OMB Control Number:** 3060-CGB1  
**Title:** Rules and Regulations Implementing the Controlling the Assault of Non-Solicited Pornography and Marketing Act of 2003, CG Docket No. 04-53, Public Law 108-187, 117 Stat. 2699 (2003).  
**Purpose of the Collection:** To assist the senders of such messages in identifying wireless subscribers, the FCC's rules require that CMRS carriers file with the FCC the names of all electronic domain names used to offer subscribers messaging specifically for mobile devices in connection with commercial mobile service  
**Why Increase Occurred:** New collection.  
**Change in Burden:** 115,645 hours  
\$37,105,000  
**Statute Title and Public Law:** Public Law 108-187, 117 Stat. 2699 (2003)

**Agency:** Nuclear Regulatory Commission  
**OMB Control Number:** 3150-0011  
**Title:** 10 CFR 50, Domestic Licensing of Production and Utilization Facilities  
**Purpose of the Collection:** To allow licensees to adopt risk-informed performance-based National Fire Protection Association Standard 805 as a voluntary alternative to deterministic fire protection requirements.  
**Why Increase Occurred:** New agency rule.  
**Change in Burden:** 48,556 hours

**Agency:** Nuclear Regulatory Commission  
**OMB Control Number:** 3150-0002  
**Title:** 10 CFR 73, Physical Protection of Plants and Materials  
**Purpose of the Collection:** To ensure that the health and safety of the public is protected and that licensee possession and use of special nuclear material is in compliance with license and regulatory requirements.  
**Why Increase Occurred:** New agency orders.  
**Change in Burden:** 52,661 hours

**Agency:** Social Security Administration  
**OMB Control Number:** 0960-NEW  
**Title:** Application for Help with Medicare Prescription Drug Plan Costs.  
**Purpose of the Collection:** Form SSA-1020 will document information that will be used by SSA to determine an applicant's eligibility for subsidization of enrollment in the Medicare Prescription Drug Plan (Medicare Part D).  
**Why Increase Occurred:** This is a new form used to implement the subsidy requirement provisions of the Medicare Modernization Act of 2003.  
**Change in Burden:** 2,916,667 hours  
**Statute Title and Public Law:** Medicare Modernization Act of 2003 (P.L. 108-173).

**Agency:** Social Security Administration  
**OMB Control Number:** 0960-NEW  
**Title:** Appeal of Determination for Help with Medicare Prescription Drug Plan Costs.  
**Purpose of the Collection:** Form SSA-1021 will be used as an appeal form by applicants for the Medicare Part D subsidy who wish to contest SSA's determination regarding their subsidy eligibility status.  
**Why Increase Occurred:** This is a new form used to implement the appeal of subsidy determination provision of the Medicare Modernization Act of 2003.  
**Change in Burden:** 12,500 hours  
**Statute Title and Public Law:** Medicare Modernization Act of 2003 (P.L. 108-173).

**Agency:** Social Security Administration  
**OMB Control Number:** 0960-NEW  
**Title:** General Request for Social Security Records--eFOIA  
**Purpose of the Collection:** To respond to the public's request for information under the rights provided by the Freedom of Information Act, and to track those requests by amount received, type of request, fees charged and responses sent within the required 20 days.  
**Why Increase Occurred:** This is a new electronic form used by the public to request information from SSA under the rights provided by the Freedom of Information Act of 1966.  
**Change in Burden:** 15,000 hours  
**Statute Title and Public Law:** Freedom of Information Act, 5 USC 552(a)(3); 20 CFR 402.130.

## **FY 2005 Burden Increases from Changing Regulations**

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0073  
**Title:** Form S-3  
**Purpose of the Collection:** Form S-3 is used by issuers that meet the registration requirements and transaction requirements specified by the form to register securities under the Securities Act of 1933.  
**Why Increase Occurred:** The Commission proposed new and amended rules and forms to address the registration, disclosure, and reporting requirements for asset-backed securities.  
**Change in Burden:** 10,500 hours

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0063  
**Title:** Form 10-K – Annual Reports  
**Purpose of Collection:** Form 10-K is filed by issuers of securities to satisfy their annual reporting obligations pursuant to Sections 13 and 15(d) of the Securities Exchange Act of 1934.  
**Why the Increase Occurred:** The Commission proposed amendments to existing forms and regulations and new requirements that would modernize, rationalize, and clarify the Commission's regulatory system.  
**Change in Burden:** 39,641 hours

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-0324  
**Title:** Form S-4 – Registration Statement  
**Purpose of the Collection:** Form S-4 is the registration form used to register securities issued in business combination transactions under the Securities Act of 1933.  
**Why Increase Occurred:** The Commission proposed amendments to existing forms and regulations and new requirements that would modernize, rationalize, and clarify the Commission’s regulatory system.  
**Change in Burden:** 12,835 hours  
Increase of \$11,551,000

**Agency:** Securities and Exchange Commission  
**OMB Control Number:** 3235-NEW  
**Title:** Rule 173 – Notice of Registration  
**Purpose of the Collection:** To require brokers and dealers to furnish a notice to purchasers in registered securities offerings informing them that the sale of securities was made pursuant to a registration statement or in a transaction in which a final prospectus would have been required to be delivered in the absence of Rule 172.  
**Why Increase Occurred:** The Commission proposed amendments to existing forms and regulations and new requirements that would modernize, rationalize, and clarify the Commission’s regulatory system.  
**Change in Burden:** 3,874,167 hours

### **FY 2005 Burden Increases from Miscellaneous Actions**

**Agency:** Department of Agriculture  
**OMB Control Number:** 0560-0247  
**Title:** Florida Citrus Disaster, Florida Vegetable and Tropical Fruit Disaster and Florida Nursery Disaster Programs  
**Purpose of the Collection:** To determine eligibility and payment rates.  
**Why Increase Occurred:** New collection made necessary by Hurricanes Charley, Frances and/or Jeanne.  
**Change in Burden:** 11,500 hours

**Agency:** Department of Agriculture  
**OMB Control Number:** 0579-NEW  
**Title:** National Animal Identification System  
**Purpose of the Collection:** To identify individual animals or groups, the premises where they are located, and the date of entry to each premise.  
**Why Increase Occurred:** New program.  
**Change in Burden:** 505,560 hours

**Agency:** Department of Agriculture  
**OMB Control Number:** 0579-NEW  
**Title:** Importation of Solid Wood Packing Material  
**Purpose of the Collection:** To ensure compliance with import requirements.  
**Why Increase Occurred:** New program.

**Change in Burden:** 49,590 hours

**Agency:** Department of Agriculture  
**OMB Control Number:** 0579-0015  
**Title:** Importation of Restricted and Controlled Animal and Poultry Products and Byproducts, Organisms, and Vectors into the United States.  
**Purpose of the Collection:** To ensure compliance with import requirements.  
**Why Increase Occurred:** USDA newly implemented procedures for importing certain ruminant-derived products from Canada.  
**Change in Burden:** 14,170 hours

**Agency:** Department of Agriculture  
**OMB Control Number:** 0580-NEW  
**Title:** Livestock and Meat Marketing Study; Transactions Data and Survey of Spot and Alternative Marketing Arrangements.  
**Purpose of the Collection:** To conduct a livestock and meat marketing study.  
**Why Increase Occurred:** New collection.  
**Change in Burden:** 19,800 hours

**Agency:** Department of Agriculture  
**OMB Control Number:** 0581-NEW  
**Title:** Pork Promotion, Research, and Consumer Information Program: Submission of Information  
**Purpose of the Collection:** To establish the total number of pork producers to determine whether the requirements of a referendum has been met.  
**Why Increase Occurred:** New agreement with the Michigan Pork Producers Association and the National Pork Producers Council.  
**Change in Burden:** 11,505 hours

**Agency:** Department of Agriculture  
**OMB Control Number:** 0583-NEW  
**Title:** Food Security Plans.  
**Purpose of the Collection:** To ensure that official establishments and plants, warehouses, and import houses have food security plans.  
**Why Increase Occurred:** New regulation.  
**Change in Burden:** 26,272 hours

**Agency:** Department of Agriculture  
**OMB Control Number:** 0583-NEW  
**Title:** Nutrition Labeling of Ground or Chopped Meat and Poultry Products and Single Ingredient Products.  
**Purpose of the Collection:** To provide consumers with easily obtainable nutritional information.  
**Why Increase Occurred:** New regulation.  
**Change in Burden:** 186,588 hours

**Agency:** Department of Commerce  
**OMB Control Number:** 0607-0176  
**Title:** Survey of Pollution Abatement Costs & Expenditures

<b>Purpose of the Collection:</b>	To collect data on capital expenditures for pollution abatement activities and operating costs.
<b>Why Increase Occurred:</b>	New collection.
<b>Change in Burden:</b>	42,000 hours
<b>Agency:</b>	Department of Commerce
<b>OMB Control Number:</b>	0607-0809
<b>Title:</b>	Generic Clearance for MAF & TIGER Updating Activities
<b>Purpose of the Collection:</b>	To update the Master Address File (MAF) and maintain the linkage between the MAF and the Topologically Integrated Geographic Encoding and Referencing (TIGER) database.
<b>Why Increase Occurred:</b>	Burden level adjusted each fiscal year to account for work planned during the upcoming year.
<b>Change in Burden:</b>	19,640 hours
<b>Agency:</b>	Department of Commerce
<b>OMB Control Number:</b>	0607-0810
<b>Title:</b>	American Community Survey (ACS)
<b>Purpose of the Collection:</b>	To remove the long form from the 2010 Census, thus reducing operational risks, improving accuracy, and providing more relevant data.
<b>Why Increase Occurred:</b>	New survey.
<b>Change in Burden:</b>	1,439,355 hours
<b>Agency:</b>	Department of Commerce
<b>OMB Control Number:</b>	0607-New
<b>Title:</b>	Survey of Industrial Research & Development
<b>Purpose of the Collection:</b>	To collect data for the National Science Foundation on the amount and type of R&D expenditures from companies with known R&D activity, and from a sample of companies in selected industries that may conduct R&D activities.
<b>Why Increase Occurred:</b>	Survey transferred from National Science Foundation.
<b>Change in Burden:</b>	93,500 hours
<b>Agency:</b>	Department of Commerce
<b>OMB Control Number:</b>	0607-New
<b>Title:</b>	2005 National Census Test
<b>Purpose of the Collection:</b>	Test of forms and procedures for the 2010 Census.
<b>Why Increase Occurred:</b>	New collection.
<b>Change in Burden:</b>	70,000 hours
<b>Agency:</b>	Department of Commerce
<b>OMB Control Number:</b>	0651-0027
<b>Title:</b>	Recording Assignments
<b>Purpose of the Collection:</b>	To allow the public to submit the necessary information and documents so that the USPTO can record an assignment to transfer the rights in a patent, trademark, or application from one party to another.
<b>Why Increase Occurred:</b>	A new electronic filing initiatives allows customers to submit assignment documents online through the USPTO Web site. The USPTO estimates that in FY 2005 it will receive 29,627 patent and



trademark assignment submissions using these new electronic forms.  
The increase in annual costs consists of filing fees.

**Change in Burden:** 14,814 hours  
\$2,934,024

**Agency:** Department of Education  
**OMB Control Number:** 1810-0668  
**Title:** 21<sup>st</sup> Century Community Learning Centers Annual Performance Report  
**Purpose of the Collection:** To provide information about the number of applicants and awards along with performance measures, and State administrative and technical assistance funds allocated to States to support the program.  
**Why Increase Occurred:** The previous collection required separate sections to be submitted twice annually, while this current collection combines all necessary report sections into this one collection  
**Change in Burden:** 27,400 hours

**Agency:** Department of Education  
**OMB Control Number:** 1850-0768  
**Title:** 2005 National Household Education Surveys Program (NHES:2005)  
**Purpose of the Collection:** To incorporate three surveys of households designed to provide current measures of participation in early childhood education, after school programs, other forms of non-parental care, as well as in home and out-of-home activities, and provide in-depth information on adult participation in a wide range of training and education activities.  
**Why Increase Occurred:** The number of respondents increased as the study went from a field test to a full-scale study.  
**Change in Burden:** 11,361 hours

**Agency:** Department of Education  
**OMB Control Number:** 1850-0797  
**Title:** Reading First Impact Study  
**Purpose of the Collection:** Students, teachers, parents, principals, and reading coaches provide data to estimate how the “Reading First” program impacts student achievement by comparing participating schools with non-participating schools.  
**Why Increase Occurred:** New collection.  
**Change in Burden:** 74,020 hours

**Agency:** Department of Education  
**OMB Control Number:** 1890-0004  
**Title:** U.S. Department of Education Budget Information – Non-Construction Programs Form, Grant Performance Report Form and Education Department General Administrative Regulations (EDGAR) Administrative Requirements  
**Purpose of the Collection:** Grantees provide information for this generic grant collection necessary for the award and administration of discretionary and some formula grants.  
**Why Increase Occurred:** The number of grant programs using this collection increased as well as recordkeeping and reporting requirements.  
**Change in Burden:** 200,000 hours

**Agency:** Department of Education  
**OMB Control Number:** 1850-NEW  
**Title:** Teacher Preparation in Early Reading Instruction  
**Purpose of the Collection:** To assess how well teachers are prepared to teach essential components of reading instruction. The study also includes an analysis of schools' education course syllabi in the area of early reading instruction.  
**Why Increase Occurred:** New collection.  
**Change in Burden:** 15,000 hours

**Agency:** Department of Education  
**OMB Control Number:** 1865-NEW  
**Title:** Emergency Response and Crisis Management Application  
**Purpose of the Collection:** Local Educational Agencies provide information about how they will strengthen school emergency response and crisis management plans, train school personnel, students and parents in emergency response procedures, and improve coordination efforts with local law enforcement and public health officials.  
**Why Increase Occurred:** This collection was previously approved under the generic application, 1890-0009; however, due to the necessity of collecting program-specific criteria this collection will require a new OMB control number.  
**Change in Burden:** 13,750 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0910-0460  
**Title:** Current Good Manufacturing Practice for Blood and Blood Components; Notification of Consignees and Transfusion Recipients Receiving Blood and Blood Components at Increased Risk of Transmitting HCV Infection  
**Purpose of the Collection:** The purpose of the final rule is to help ensure the continued safety of the blood supply. This collection provides important information to consignees and/or recipients of prior collections of blood and blood components, including Source Plasma and Source Leukocytes, from a donor who later returned to donate and tested repeatedly reactive for antibody to HIV or HCV. It also provides the opportunity for recipients of prior collections to be informed of the need for HIV or HCV testing and counseling.  
**Why Increase Occurred:** New program.  
**Change in Burden:** 723,264 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0910-0473  
**Title:** Current Good Tissue Practice (CGTP) for Human Cell, Tissue, and Cellular and Tissue-Based Product (HCT/P) Establishments; Inspection and Enforcement  
**Purpose of the Collection:** These regulations provide more appropriate oversight for the wide spectrum of HCT/Ps that are marketed now or may be marketed in the future.  
**Why Increase Occurred:** New program.  
**Change in Burden:** 283,400 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0910-NEW

**Title:** Requirements for Human Blood and Blood Components Intended for Transfusion or For Further Manufacturing Use  
**Purpose of the Collection:** The proposed rule would revise and update the regulations to add donor requirements for consistency with current practices in the blood industry. FDA is taking this action to help ensure the safety of the national blood supply and to help protect donor health by providing provisions for evaluating donors for factors that may adversely affect the safety, purity, and potency of human blood and blood components or the health of a donor during the donation process.  
**Why Increase Occurred:** New program.  
**Change in Burden:** 810,982 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0910-NEW  
**Title:** Safety Reporting Requirements (SADR) Final Rule.  
**Purpose of the Collection:** Information concerning adverse reactions to marketed drugs  
**Why Increase Occurred:** Regulations improved the information received in adverse event reporting so FDA and health care providers can make changes that lead to improvements in the public's health and safety  
**Change in Burden:** 5,799,477 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0910-NEW  
**Title:** Labeling for Human Prescription Drugs Final Rule.  
**Purpose of the Collection:** Requirements for labeling submitted as part of a new drug application.  
**Why Increase Occurred:** Revisions to existing regulations to improve the labeling on Human Prescription Drugs making it easier for consumers to use and understand.  
**Change in Burden:** 501,383 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0915-0140  
**Title:** The Nursing Education Loan Repayment Agreements  
**Purpose of the Collection:** The Nursing Education Loan Repayment Agreements provide information that is used to determine whether applicants meet the eligibility requirements for repayment of education loan balances for registered nurses.  
**Why Increase Occurred:** The program received a substantial increase in funding which will permit a significant growth in the number of applications received and funded.  
**Change in Burden:** 46,950 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0920-NEW  
**Title:** Environmental Health Specialists Network (EHS-Net) Data Collection Methodology and Instrument  
**Purpose of the Collection:** The National Center for Environmental Health (NCEH) plans to use the Environmental Health Specialists Network (EHS-Net) system to assist public health officials to better identify and assess environmental factors contributing to food borne outbreaks and the prevention efforts needed to reduce or ameliorate these events.  
**Why Increase Occurred:** New collection.  
**Change in Burden:** 16,800 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0920-NEW  
**Title:** Program Evaluation and Monitoring System (PEMS)  
**Purpose of the collection:** The purpose of this data collection will be to collect standardized data from grantees regarding: 1) agency or organizational identifiers and descriptors; 2) intervention activities; 3) behavioral or service outcomes at the client level; and 4) program performance indicators.  
**Why Increase Occurred:** New collection.  
**Change in Burden:** 153,400 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0920-NEW  
**Title:** Final Evaluation of the Effectiveness of Targeted Lookback for Identifying Transfusion Recipients who Received Blood that may have Contained Hepatitis C Virus  
**Purpose of the Collection:** To expand the scope of the targeted lookback to include prior recipients of blood components from donors who tested positive for anti-HCV using single antigen assays (1990-1992) and that the search for records from donors testing anti-HCV positive on any licensed assay and their prior recipients extend further back in time. However, performance of the expanded lookback was dependent on a final guidance for implementation document to be issued by FDA.  
**Why Increase Occurred:** New collection.  
**Change in Burden:** 15,480 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0920-NEW  
**Title:** Public Health Injury Surveillance and Prevention Programs  
**Purpose of the Collection:** This project will develop and maintain injury surveillance programs including those that focus on traumatic brain injury. Program recipients will collect information from pre-existing state data sets to calculate injury indicators in their state.  
**Why Increase Occurred:** New collection.  
**Change in the Burden:** 12,000 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0920-NEW  
**Title:** The National Electronic Data Surveillance System (NEDSS)  
**Purpose of the Collection:** NEDSS is an initiative that promotes the use of data and information system standards to advance the development of efficient, integrated, and interoperable surveillance systems at federal, state, and local levels.  
**Why Increase Occurred:** New collection.  
**Change in the Burden:** 58,903 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0925-NEW  
**Title:** Longitudinal Investigation of Fertility and the Environment  
**Purpose of the Collection:** To conduct long range study of effects of environmental exposures on fertility of married couples.

**Why Increase Occurred:** National Institute of Child Health and Human Development is authorized by 42 USC 285j to carry our research on causes of fertility and infertility in the U.S. population and to ensure reproductive health of individuals.

**Change in Burden:** 15,380 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0930-NEW  
**Title:** Monitoring Outcomes in the Access To Recovery Program  
**Purpose of the Collection:** To meet the reporting requirements of the Government Performance and Results Act (GPRA) by quantifying the effects and accomplishments of the funded programs. The ATR Program is part of a Presidential initiative to: 1) provide client choice among substance abuse clinical treatment and recovery support service providers, 2) expand access to a comprehensive array of clinical treatment and recovery support options, and 3) increase substance abuse treatment capacity.

**Why Increase Occurred:** New project.  
**Change in Burden:** 78,779 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0930-NEW  
**Title:** Testing for Illegal Drugs  
**Purpose of the Collection:** E.O. 12564 requires the head of each Executive agency to establish a program to test for the use of illegal drugs by federal employees in sensitive positions and requires the Secretary of HHS to promulgate scientific and technical guidelines for drug testing programs

**Why Increase Occurred:** New project.  
**Change in Burden:** 13,888 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0938-NEW  
**Title:** National Implementation of the Hospital CAHPS Survey  
**Purpose of the Collection:** HCAHPS includes a nationally recognized and quality approved standardized survey instrument and data collection protocol allowing for flexibility in the mode of administration.  
**Why Increase Occurred:** Quality Improvement, Consumer Choice.  
**Change in Burden:** 285,525 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0938-NEW  
**Title:** Wheelchairs (Including POV); Certificate of Medical Necessity  
**Purpose of the Collection:** For Medicare to consider item for coverage and payment.  
**Why Increase Occurred:** In consolidating CMS form number 843(OMB 0938-0875), 844(OMB 0938-0679) and 850(OMB 0938-0679) into one unified CMS form number 10116, the initial burden of processing and reviewing three CMNs has now reduced by the use of a single CMN.  
**Change in Burden:** 260,000 hours

**Agency:** Department of Health and Human Services  
**OMB Control Number:** 0910-XXXX; will replace currently approved 0910-0045

**Title:** Foreign and Domestic Establishment Registration and Listing Requirements PR

**Purpose of the Collection:** Electronic submission of drug establishment registration information and drug product listing information.

**Why Increase Occurred:** Expanded program to cover more establishments with greater ease.

**Change in Burden:** 196,342 hours

**Agency:** Department of Health and Human Services

**OMB Control Number:** 0910-XXXX; final rule

**Title:** Human Subject Protection; Foreign Clinical Studies Not Conducted Under an Investigational New Drug

**Purpose of the Collection:** Use of foreign clinical studies in drug marketing approval applications.

**Why Increase Occurred:** New program

**Change in Burden:** 18,400 hours

**Agency:** Department of Justice

**OMB Control Number:** 1103-XXXX

**Title:** Department Annual Progress Report

**Purpose of the Collection:** To determine the development of grant recipients' community policing activities, and track the status of positions that were filled, technology purchased, and redeployment achieved as a result of grant funding.

**Why Increase Occurred:** The DAPR was developed as a result of a business process reengineering effort aimed at minimizing the reporting burden on COPS grantees by streamlining the collection of progress reports into one annual report.

**Change in Burden:** 9,000 hours

**Agency:** Department of Justice

**OMB Control Number:** 1103-XXXX

**Title:** Application Attachment to SF-424

**Purpose of the Collection:** To determine eligibility for funding under COPS Office grants and cooperative agreements.

**Why Increase Occurred:** The COPS Office developed four standardized documents to be used in conjunction with all COPS Office applications for funding.

**Change in Burden:** 49,600 hours

**Agency:** Department of Justice

**OMB Control Number:** 1103-XXXX

**Title:** Budget Detail Worksheets

**Purpose of the Collection:** To evaluate each COPS Office applicant's request for funding.

**Why Increase Occurred:** The COPS Office developed four standardized documents to be used in conjunction with all COPS Office applications for funding, including the Budget Detail Worksheets.

**Change in Burden:** 9,300 hours

**Agency:** Department of Justice

**OMB Control Number:** 1117-0010

**Title:** U.S. Official Order Forms for Schedule I and II Controlled Substances (Accountable Forms), Order Form Requisition

**Purpose of the Collection:** To transfer or purchase Schedule I and II controlled substances. The data is needed to provide an audit of the transfer and purchase.

**Why Increase Occurred:** A new system will permit electronic transmission of Schedule I and II controlled substance orders. Capital, operation, and maintenance costs increase as the electronic system phases in with the paper-based system.

**Change in Burden:** \$6,959,000

**Agency:** Department of Justice  
**OMB Control Number:** 1117-XXXX  
**Title:** Reporting and Record Keeping for Digital Certificates  
**Purpose of the Collection:** To transfer or purchase Schedule I and II controlled substances.  
**Why Increase Occurred:** This is a new information collection. This collection reflects the applications for digital certificates and the record keeping and reporting requirements for the purchase of Schedule I and II controlled substances.  
**Change in Burden:** \$4,256,000

**Agency:** Department of Justice  
**OMB Control Number:** 1117-XXXX  
**Title:** Reporting and Record Keeping for Digital Certificates  
**Purpose of the Collection:** These forms are used to apply for DEA-issued digital certificates to order Schedule I and II controlled substances.  
**Why Increase Occurred:** New collection.  
**Change in Burden:** 167,000 hours

**Agency:** Department of Labor  
**OMB Control Number:** 1220-NEW  
**Title:** Survey of Workplace Violence Prevention  
**Purpose of the Collection:** To evaluate the employer's perspective regarding policies, training, and other related issues on workplace violence prevention, including risk factors associated with workplace violence and prevention strategies, in workplaces within the United States.  
**Why Increase Occurred:** New collection.  
**Change in Burden:** 13,334 hours

**Agency:** Department of Labor  
**OMB Control Number:** 1293-NEW  
**Title:** Uniformed Services Employment and Reemployment Rights Act of 1994  
**Purpose of the Collection:** To address employer notification by employees of impending departure for military service, notification of employers by returning service members of their plan to resume their pre-service employment positions, determination by employers of a returning service member's appropriate reemployment position, and employer notification of multiemployer pension-plan administrators of a service member's reemployment.  
**Why Increase Occurred:** New collection associated with proposed rule.  
**Change in Burden:** 66,250 hours

**Agency:** Department of Transportation  
**OMB Control Number:** 2120-NEW  
**Title:** Drug Enforcement Assistance

**Purpose of the Collection:** To assist national, state, and local agencies to enforce the nation's drug laws, particularly in the area of smuggling.  
**Why Increase Occurred:** New agency rule.  
**Change in Burden:** 15,000 hours

**Agency:** Department of Transportation  
**OMB Control Number:** 2120-NEW  
**Title:** Enhanced Airworthiness Program for Airplane Systems/Fuel Tank Safety (EAPAS/FTS)  
**Purpose of the Collection:** The proposal consists of regulatory changes applying to wiring systems and fuel tank systems in transport category airplanes.  
**Why Increase Occurred:** New agency rule.  
**Change in Burden:** 113,900 hours

**Agency:** Department of Transportation  
**OMB Control Number:** 2120-NEW  
**Title:** Extended Operations (ETOPS) of Multi-Engine Airplanes  
**Purpose of the Collection:** To codify current practices that permit certificated air carriers to obtain approval under the Administrator's deviation authority to operate two-engine airplanes further than one hour from an adequate airport. It would also add regulations for ETOPS for all carriers regardless of the number of engines.  
**Why Increase Occurred:** New collection.  
**Change in burden:** 357,000 hours

**Agency:** Department of Transportation  
**OMB Control Number:** 2126-0015  
**Title:** Designation of Agents, Motor Carrier, Brokers and Freight Forwarders  
**Purpose of the Collection:** To allow registered motor carriers, property brokers, and freight forwarders a means of meeting process agent requirements.  
**Why Increase Occurred:** FMCSA will propose to extend the service of process agent filing requirement to include private carriers and exempt for-hire carriers (Unified Registration System NPRM, Docket No. FMCSA-97-2349).  
**Change in Burden:** 339,305 hours

**Agency:** Department of Transportation  
**OMB Control Number:** 2126-0017  
**Title:** Financial Responsibility, Trucking and Freight Forwarding  
**Purpose of the Collection:** To certify that the insurance company making the filing is providing the motor carrier or freight forwarder named therein with liability insurance coverage in the amounts prescribed.  
**Why Increase Occurred:** Revised requirements.  
**Change in Burden:** 13,633 hours

**Agency:** Department of Transportation  
**OMB Control Number:** 2130-NEW  
**Title:** Locomotive Crashworthiness  
**Purpose of the Collection:** To monitor and enforce higher locomotive crashworthiness standards among manufacturers and purchasers of new locomotives.  
**Why Increase Occurred:** Proposed rule.  
**Change in Burden:** 30,766 hours



**Agency:** Department of Transportation  
**OMB Control Number:** 2130-NEW  
**Title:** Reflectorization of Freight Rolling Stock  
**Purpose of the Collection:** To monitor and ensure that railroads provide prescribed reflectorized material on all their freight rolling stock (freight cars and locomotives) over a period of 10 years.  
**Why Increase Occurred:** New agency rule.  
**Change in Burden:** 54,787 hours

**Agency:** Department of Transportation  
**OMB Control Number:** 2137-NEW  
**Title:** Pipeline Safety: Periodic Underwater Inspection  
**Purpose of the Collection:** To require operators of gas and hazardous liquid pipelines to prepare and follow procedures for periodic inspections of pipeline facilities located in the Gulf of Mexico and its inlets in water less than 15 feet deep.  
**Why Increase Occurred:** New collection.  
**Change in Burden:** 62,500 hours

**Agency:** Department of Transportation  
**OMB Control Number:** 2130-0553  
**Title:** Positive Train Control  
**Purpose of Collection:** To ensure that new signal and train control technologies meet standards and work as intended in order to ensure the safe operation of trains.  
**Why Increase Occurred:** Expanded regulatory requirement.  
**Change in Burden:** 14,880 hours

**Agency:** Department of Transportation  
**OMB Control Number:** 2137-0522  
**Title:** Incident and Annual Report for Gas Pipeline Operators  
**Purpose of Collection:** To provide the Federal Government information on gas operators and their accident history.  
**Why Increase Occurred:** New requirements added.  
**Change in Burden:** 34,680 hours

**Agency:** Department of Treasury  
**OMB Control Number:** 1545-0029  
**Title:** 2004 Forms 941, 941-PR, and 941-SS, Employer's Quarterly Federal Tax Return  
**Purpose of the Collection:** Form 941 is used by employers to report payments to employees subject to income and social security/Medicare taxes and the amounts of these taxes. Form 941-PR is used by employers in Puerto Rico to Social Security and Medicare taxes only. Form 941-SS is used by employers in the U.S. possessions to report social security and Medicare taxes only.  
**Why Increase Occurred:** Form 941, Schedule B (Form 941), and their related were revised to make the forms easier for taxpayers to read and fill out. The new design will allow IRS to optically scan Form 941 and Schedule B (Form 941) capturing data more accurately and efficiently than before, resulting in fewer notices to filers.

**Change in Burden:** 17,646,575 hours

**Agency:** Department of Veteran Affairs  
**OMB Control Number:** 2900-new  
**Title:** Health Promotion and Disease Prevention  
**Purpose of the Collection:** This collection will follow-up on the original Veterans Health Survey (VHS). VA plans for this study to expand the sampling strategies to better include more vulnerable populations that are less likely to be reached by a directly mailed survey.  
**Why Increase Occurred:** This will be a new study in 2005.  
**Change in Burden:** 15,000 hours

**Agency:** Environmental Protection Agency  
**OMB Control Number:** 2025-0003  
**Title:** Cross-Media Electronic Reporting and Recordkeeping Rule (Final Rule) (CROMERRR)  
**Purpose of the Collection:** To allow regulated entities to report electronically to EPA by permitting the use of electronic document receiving systems. To accept electronic documents to satisfy reporting requirements under federal authorized or delegated environmental programs that they administer.  
**Why Increased Occurred:** New agency rule.  
**Change in Burden:** 151,963 hours  
**Statute and Public Law:** Government Paperwork Elimination Act (GPEA).

**Agency:** Environmental Protection Agency  
**OMB Control Number:** 2040-0205  
**Title:** Microbial Rules; Ground Water Rule (GWR)  
**Purpose of the Collection:** To allow states and the EPA to make decisions and evaluate compliance with the GWR rule.  
**Why Increase Occurred:** New agency rule.  
**Change in burden:** 44,356 hours  
**Statute Title and Public Law:** Safe Drinking Water Act 42 U.S.C. §§300f to 300j-26

**Agency:** Environmental Protection Agency  
**OMB Control Number:** 2050-0182  
**Title:** Standardized Permit for RCRA Hazardous Waste  
**Purpose of the Collection:** To evaluate the potential risk posed by certain facilities and whether they are in compliance. To ensure that tanks, containers, containment buildings, and other equipment are in good condition, and that operating requirements are being satisfied.  
**Why Increase Occurred:** Finalizing rule.  
**Change in Burden:** 25,600 hours

**Agency:** Environmental Protection Agency  
**OMB Control Number:** 2060-0308  
**Title:** Recordkeeping and Reporting Requirements for the Fuel Quality Regulations for Diesel Fuel Sold in 2001 and Later Years; for Tax-Exempt (Dyed) Highway Diesel Fuel; and for Non-road Locomotive and Marine Diesel Fuel (Renewal)  
**Purpose of the Collection:** To ensure compliance with regulations on highway and non-road diesel fuel.

<b>Why Increase Occurred:</b>	Final Rule for Non-road, Locomotive and Marine Diesel Fuel.
<b>Change in Burden:</b>	272,658 hours
<b>Agency:</b>	Environmental Protection Agency
<b>OMB Control Number:</b>	2060-NEW
<b>Title:</b>	Best Workplaces for Commuters Program (Survey)
<b>Purpose of the Collection:</b>	To establish information for participation in EPA's Best Workplaces for Commuters (BWC) program, to develop a baseline of information on employee commuter benefits and commuting habits, to provide support for and recognize BWC Employers, and to monitor and measure the success of the BWC program.
<b>Why Increase Occurred:</b>	New survey.
<b>Change in Burden:</b>	24,052 hours
<b>Agency:</b>	Environmental Protection Agency
<b>OMB Control Number:</b>	2060-NEW
<b>Title:</b>	Transportation Conformity Determinations for Federally Funded and Approved Transportation Plans, Programs, and Projects under the New 8-hour Ozone and PM2.5 National Ambient Air Quality Standards (Final Rule)
<b>Purpose of the Collection:</b>	To assess whether federally funded and approved transportation plans and projects are in conformance with the new 8-hour standards for ozone and particulate matter.
<b>Why Increase Occurred:</b>	New agency rule.
<b>Change in Burden:</b>	29,414 hours
<b>Agency:</b>	Environmental Protection Agency
<b>OMB Control Number:</b>	2060-NEW
<b>Title:</b>	Energy Star Product Labeling
<b>Purpose of the Collection:</b>	To identify energy-efficient products that save money on utility bills and reduce air pollution.
<b>Why Increase Occurred:</b>	New collection.
<b>Change in Burden:</b>	129,623 hours
<b>Agency:</b>	Federal Acquisition Regulation
<b>OMB Control Number:</b>	9000-0158
<b>Title:</b>	Hazardous Material Safety Data
<b>Purpose of the Collection:</b>	Requirement for contractors to submit Material Safety Data Sheets (MBSDs) if they provide hazardous materials to the Government.
<b>Why Increase Occurred:</b>	Additional requirements and new estimates of burden.
<b>Change in Burden:</b>	373,600 hours
<b>Agency:</b>	Federal Communications Commission
<b>OMB Control Number:</b>	3060-0748
<b>Title:</b>	Policies and Rules Governing Interstate Pay-Per-Call and Other Information Services Pursuant to the Telecommunications Act of 1996; Policies and Rules Governing Interstate Pay-Per-Call and Other Information Services, and Toll-free Number Usage; and Truth-in-Billing and Billing Format; CG Docket No. 04-244, CC Docket Nos. 96-146 and 98-170.

<b>Purpose of the Collection:</b>	To establish and impose standards upon common carriers who either transmit and/or perform billing and collections for interstate information services.
<b>Why Increase Occurred:</b>	The FCC revised recordkeeping requirements to allow recordings of customer's oral verification to serve as evidence that charges should not be forgiven.
<b>Change in Burden:</b>	11,920 hours
<b>Agency:</b>	Federal Communications Commission
<b>OMB Control Number:</b>	3060-0752
<b>Title:</b>	Policies and Rules Governing Interstate Pay-Per-Call and Other Information Services Pursuant to the Telecommunications Act of 1996; Policies and Rules Governing Interstate Pay-Per-Call and Other Information Services, and Toll-free Number Usage; and Truth-in-Billing and Billing Format; CG Docket No. 04-244, CC Docket Nos. 96-146 and 98-170.
<b>Purpose of the Collection:</b>	To require information on common carriers' transmission, billing, and collection for interstate pay-per-call and other information services.
<b>Why Increase Occurred:</b>	We now estimate that there are approximately 1,946 Local Exchange Carriers who might be subject indirectly to the billing disclosure.
<b>Change in Burden:</b>	22,000 hours
<b>Agency:</b>	Federal Communications Commission
<b>OMB Control Number:</b>	3060-0806
<b>Title:</b>	Universal Service - Schools and Libraries Universal Service Program
<b>Purpose of the Collection:</b>	To determine eligibility by schools and libraries for discounts under the program so that they can purchase telecommunications services, internet access, internal connections, and maintenance services.
<b>Why Increase Occurred:</b>	A new rule requiring FCC to implement changes to its FCC Forms 470 and 471.
<b>Change in Burden:</b>	40,000 hours
<b>Agency:</b>	Federal Communications Commission
<b>OMB Control Number:</b>	3060-WTB3
<b>Title:</b>	Transition of the 2500-2690 MHz Band
<b>Purpose of the Collection:</b>	To enable a proponent to assess whether to transition to a particular MEA, to provide BRS and EBS licensees with information on how they are to be transitioned, and to inform the FCC of the status of the transition.
<b>Why Increase Occurred:</b>	Amended agency rules.
<b>Change in Burden:</b>	32,000 hours \$7,000,000
<b>Agency:</b>	Federal Trade Commission
<b>OMB Control Number:</b>	3084-0047
<b>Title:</b>	FTC Administrative Activities
<b>Purpose of the Collection:</b>	The FTC's Bureau of Consumer Protection uses various telephone complaint hotlines, and alternatively, three different online complaint forms to handle consumer grievances.
<b>Why Increase Occurred:</b>	Survey added.
<b>Change in Burden:</b>	90,000 hours

**Agency:** Federal Trade Commission  
**OMB Control Number:** 3084-NEW  
**Title:** Contemplated Rulemaking on Business Opportunities  
**Purpose of the Collection:** The FTC's Franchise Rule (OMB Control No. 3084-0107) currently covers some business opportunity sales. As part of its rulemaking on changes to the Franchise Rule, the Commission has announced its intention to conduct a separate rulemaking for business opportunity sales.  
**Why Increase Occurred:** Proposed rule.  
**Change in Burden:** 20,000 hours

**Agency:** Social Security Administration  
**OMB Control Number:** 0960-0579  
**Title:** Disability Report-Adult  
**Purpose of the Collection:** The Disability-Report Adult is used by applicants for Title II/XVI disability payments to document information needed to make a disability eligibility determination.  
**Why Increase Occurred:** A new Internet-based version of this collection, the I3368-PRO, will be implemented in FY 2005. This version is designed for completion by professional advocacy groups who had previously completed the paper version. The Internet version takes longer than the paper version to complete, thus increasing the total burden.  
**Change in Burden:** 42,000 hours

**Agency:** Social Security Administration  
**OMB Control Number:** 0960-0660  
**Title:** Social Security Number Verification Service (SSNVS)  
**Purpose of the Collection:** The SSNVS system will be used by employers to decrease their burden of dealing with names and SSNs that do not match SSA's records and to decrease the time spent on filling out form W-2C to correct errors.  
**Why Increase Occurred:** Expansion of SSNVS from a pilot application to national implementation.  
**Change in Burden:** 1,999,917 hours

**Agency:** Social Security Administration  
**OMB Control Number:** 0960-0646  
**Title:** SSA-5665, National Teacher Questionnaire; SSA-5666, Request for Administrative Information  
**Purpose of the Collection:** These forms are used by SSA and the State Disability Determination Services to obtain information about a school-aged Title XVI disability applicant's functioning in an educational setting.  
**Why Increase Occurred:** Internet versions of these forms will be implemented in FY 2005 so teachers and administrators can access and complete them online. Internet versions typically take longer to complete than paper versions; therefore, we project an increase in the completion time and burden for both forms.  
**Change in Burden:** 46,667 hours

**Agency:** Social Security Administration  
**OMB Control Number:** 0960-0072  
**Title:** Continuing Disability Review Report

**Purpose of the Collection:** The information collected on the SSA-454 is used to update a beneficiaries medical condition since the date of their last medical disability decision and to determine whether that individual remain eligible for benefit payments.

**Why Increase Occurred:** The SSA-454-BK is being reformatted to collect additional pertinent information. The revisions also reflect language changes currently found on other SSA Disability Reports. As a result the completion time for the revised form will increased from 30 minutes to 45 minutes.

**Change in Burden:** 168,015 hours

**Agency:** Social Security Administration

**OMB Control Number:** 0960-0229

**Title:** Application for Supplemental Security Income

**Purpose of the Collection:** SSA uses the information gathered on Form SSA-8000-BK and its electronic equivalent on the Modernized Supplemental Security Income Claims System (MSSICS) to determine whether claimants meet all statutory and regulatory requirements for SSI eligibility and to determine the amount of such benefits.

**Why Increase Occurred:** As a result of changes in legislation and regulations, both the SSA-8000-BK and MSSICS are being revised to include a new question.

**Change in Burden:** 91,210 hours

## Appendix C: Paperwork Reduction Act Compliance

OMB Control Number	Collection Title	Expiration Date	Reinstatement Date
<b>Department of Agriculture</b>			
0503-0011	Guidelines for Designating Biobased Products for Federal Procurement	In use w/o OMB #	09/17/2004
0524-0042	CSREES Current Research Information System (CRIS)	In use w/o OMB #	05/14/2004
0524-0043	Child, youth, and families at risk year end report	In use w/o OMB #	3/15/2005
0524-0044	Expanded Food and Nutrition Education program	In use w/o OMB #	3/15/2005
0524-New	4-H Youth Development Annual Enrollment report	In use w/o OMB #	Agency suspended collection
0563-0064	General Administrative Regulations; Subpart V-Submission of Policies, Provisions of Policies, and Rates of Premium	In use w/o OMB #	08/05/2004
0563-0065	Request For Applications For Research Partnerships	In use w/o OMB #	05/14/2004
0563-0066	Notice of Funds Availability-Community Outreach and Assistance Partnership Program,	In use w/o OMB #	05/18/2004
0563-0067	Risk Management and Crop Insurance Education; Request for Applications	In use w/o OMB #	05/14/2004
0563-0069	Standard Reinsurance Agreement Plan of Operations	In use w/o OMB #	08/03/2004
0563-0070	Risk Management and Crop Insurance Education Activity Log	In use w/o OMB #	09/07/2004
0578-0030	Emergency Watershed Protection Program, Recovery	In use w/o OMB #	09/30/2004
0579-0056	9 CFR 11 - Horse Protection Regulations	01/31/2003	10/18/2003
0579-0256	Health Certificate/Export Certificate-Annual Products	In use w/o OMB #	08/05/2004
0583-0132	Listeria Control for Ready-to-Eat Products	In use w/o OMB #	07/19/2004
0584-0284	Monthly Claim for Reimbursement	07/31/2003	11/18/2003
0596-0087	Commercial Use of Woodsy Owl Symbol	03/31/2004	3/2/2005
0596-0163	SRS Publications Evaluation Card	09/30/2004	11/22/2004
0596-0173	Guidelines for Eligibility and Required Documentation for the Golden Access Passport	In use w/o OMB #	01/22/2004
<b>Department of Commerce</b>			
0625-0232	Internet Export Finance Matchmaker	9/30/2003	3/18/2004

0610-0097	Award for Excellence in Economic Development	2/29/2004	Agency Suspended Collection
0651-0017	Practitioner Records Maintenance, Disclosure and Discipline before the USPTO	7/31/2003	7/2/2004
0651-0040	Trademark Trial and Appeal Board (TTAB) Actions	5/31/2004	9/30/2004
0694-0053	Defense Priorities and Allocations System	12/31/2003	4/1/2004
<b>Department of Defense</b>			
0702-0018	Uniform Tender of Rates and/or Charges for Domestic Transportation Services (DoD/USCG Sponsored Household Goods)	10/31/2003	12/13/2004
0702-0022	Tender of Service and Letter of Intent for Personal Property Household Goods and Unaccompanied Baggage Shipments	10/31/2003	12/8/2004
0702-0111	Army ROTC Referral Information	2/28/2003	5/14/2004
0703-0006	Facilities Available for the Construction or Repair of Ships	9/20/2002	5/14/2004
0703-0012	Personal Information Questionnaire	2/28/2003	2/13/2004
0703-0026	Application Forms Booklet, Naval Reserve Officers Training Corps Scholarship Program	2/28/2003	12/22/2003
0703-0029	Application for Commissioned or Warrant Rank, USN or USNR	3/31/2003	12/22/2003
0703-0036	Candidate Application Procedures for the United States Naval Academy	2/28/2003	12/22/2003
0704-0231	Defense Federal Acquisition Regulation Supplement (DFARS) Subpart 237.70, Mortuary Services, DFARS Clause 252.237-7011, Preparation History, and DD Form 2063, Records of Preparation and Disposition of Remains (Within CONUS)	6/30/2004	9/16/2004
0704-0264	Registration for Scientific and Technical Information Services	6/30/2004	12/13/2004
0704-0267	Defense Federal Acquisition Regulation Supplement (DFARS) Part 230, Cost Accounting Standards Administration, and DD Form 1861, Contract Facilities Capital Cost of Money	4/30/2004	7/9/2004
0704-0305	Telecommunications Service Priority System	9/30/2003	7/9/2004
0704-0347	Request for Approval for Qualification Training and Approval of Contractor Flight Crewmember	6/30/2003	7/9/2004
0704-0368	National Security Education Program (Service Agreement Report for Scholarship and Fellowship Awards)	3/31/2004	12/8/2004
0704-0369	Defense Federal Acquisition Regulation Supplement (DFARS) Subparts 227.72, Rights in Computer Software and computer Software Documentation; and Related Clauses and Provisions at 252.227	11/30/2003	2/27/2004
0704-0392	Technical Assistance for Public Participation (TAPP) in the DoD Environmental Restoration Program	2/28/2003	10/15/2003



0704-0394	Defense Reutilization and Marketing Service Business Reply Card	6/30/2003	5/14/2004
0704-0418	Personnel Security Clearance Change Notification	2/29/2004	6/7/2004
0710-0005	Record of Arrivals and Departures at Marine Terminals	9/30/2003	6/24/2004
0710-0006	Vessel Operation Report	9/30/2003	3/12/2004
0710-0013	Shipper's Export Declaration (SED) Program	2/29/2004	1/27/2005
0720-0001	Health Insurance Claim Form HCFA 1500	8/31/2003	3/24/2004
0720-0003	Statement of Personal Injury-Possible Third Party Liability-CHAMPUS	6/30/2002	5/14/2004
0720-0005	Professional Qualifications, Medical and Peer Reviewers	8/31/2003	5/14/2004
0720-0008	TRICARE Prime Enrollment/Disenrollment Applications	11/30/2002	1/30/2004
0720-0015	TRICARE Retiree Dental Program Enrollment Application	12/31/2003	5/28/2004
0720-0017	Diagnosis Related Group (DRG) Reimbursement (2 Parts)	1/31/2001	5/19/2004
0730-0005	Personal Check Cashing Agreement	12/31/2003	2/13/2004
0730-0014	Dependency Statements: Parent, Child Born Out of Wedlock, Incapacitated Child Over Age 21, Full-Time Student 21-22 Years of Age, and Ward of a Court	5/31/2004	9/2/2004
<b>Department of Education</b>			
1840-0068	Title VI- Application for Discretionary Grant Program	6/30/2004	9/17/2004
1840-0753	Teacher Quality Enhancement Grants Program Scholarship Contract and Teacher Verification Form	2/29/2004	3/26/2004
1845-0026	Guaranty Agency Financial Report	3/31/2004	6/4/2004
1845-0039	Federal Pell Grant Program Recipient Financial Management System	9/30/2003	1/30/2004
<b>Department of Health and Human Services</b>			
0915-0278	NHSC Travel Request Worksheet	In use w/o OMB #	10/31/2003
0915-0285	The Presidential Initiative Application for Funding Opportunities	In use w/o OMB #	6/18/2004
0915-0289	Health Care Infrastructure Application Forms for Funding Opportunities	In use w/o OMB #	9/30/2004
0915-0291	Section 510 Abstinence Education Grant Guidance and Forms for the Title V Section 510 Abstinence Education Program	In use w/o OMB #	9/28/2004
0915-0292	Black Lung Clinics Program Database	In use w/o OMB #	9/30/2004
0920-0012	National Infections Surveillance System	12/31/2003	2/3/2005

0920-0210	List of Ingredients Added to Tobacco in the Manufacture	10/31/2003	8/31/2004
0920-0338	List of Ingredients Added to Tobacco in the Manufacture	10/31/2003	8/9/2004
0920-0662	Learning from Principal Investigators of Research Projects Funded through the Extramural Prevention Research Program	In use w/o OMB #	1/4/2005
0930-0249	Feasibility Study for Family Treatment Drug Court Evaluation	In use w/o OMB #	10/8/2003
0937-0191	Application Packets for Real Property for Public Health Purposes	7/31/2004	2/3/2005
0937-0200	HHS Payment Management System Forms	2/29/2004	6/18/2004
0938-0033	Request for Review of Part B Medicare Claim and Supporting Regulations in 42 CFR Sec. 405.807	1/31/2003	11/18/2003
0938-0382	Medicare/Medicaid Hospital Surveyor's Worksheet and Supporting Regulations at 42. CFR 488.26 and 442.30	2/28/2002	11/21/2003
0938-0818	Expanded Coverage for Diabetes Outpatient Self-Management Training Services and Supporting Regulations Contained in...	5/31/2003	1/28/2004
0970-0030	Refugee Resettlement Program Estimates: CMA	8/31/2004	2/1/2005
0970-0036	Regulation-Refugee Resettlement Program: Requirements for Refugee Cash Assistance and Refugee Medical Assistance	6/30/2003	3/2/2004
0970-0043	Refugee State of Origin Report	5/31/2003	11/10/2003
0970-0043	Refugee State of Origin Report	8/31/2004	3/4/2005
0970-0085	Provision of Services in Interstate Child Support Enforcement: Standard Forms	12/31/2003	1/19/2005
0970-0123	Runaway and Homeless Youth Management Information System	4/30/2004	9/28/2004
0970-0163	Child Care and Development Fund Quarterly Financial Report	12/31/2003	3/2/2004
0970-0214	Title IV-E Foster Care Eligibility Reviews, Child and Family Services Reviews	4/30/2003	10/31/2003
0970-0222	National Medical Support Notice - Final Rule	9/30/2004	2/1/2005
0980-0270	Developmental Disabilities Protection and Advocacy Statement of Goals and Priorities	12/31/2003	3/4/2005
0990-0162	State Medicaid Fraud Control Units Annual Report and Recertification Application	3/31/1999	3/10/2004
<b>Department of Homeland Security</b>			
1660-0081	National Flood Insurance Program (NFIP) Mapping needs update Support System (MNUSS) Data Worksheet	In use w/o OMB #	12/5/2003
3067-0229	Mortgage Portfolio Protection Program	6/30/1998	3/19/2004
1600-0001	Vendor Information Site	10/31/2003	1/13/2004

1615-0063	National Interest Waivers; Supplemental Evidence to I-140 and I-485	3/31/2004	7/8/2004
<b>OMB Control Number</b>	<b>Collection Title</b>	<b>Expiration Date</b>	<b>Reinstatement Date</b>
1625-0004	USCG Academy Application and Supplemental Forms	2/29/2004	7/22/2004
1625-0080	Customer Satisfaction Survey	12/31/2003	3/5/2005
1625-0086	Great Lakes Pilotage Rate Methodology	1/31/2004	6/9/2004
1625-0108	Standard Numbering System for Undocumented Vessels	In use w/o OMB #	2/25/2005
<b><i>Department of Housing and Urban Development</i></b>			
2501-0018	Enforcement of Federal Labor Standards	In use w/o OMB #	6/18/2004
2501-0019	Federal Labor Standards Complaint Intake Form	In use w/o OMB #	7/1/2004
2502-0011	Multifamily Project Construction Contract,	1/31/2004	4/12/2004
2502-0041	Mortgage Default Status Report on Multifamily Housing Projects	1/31/2004	4/16/2004
2502-0058	Personal Financial Statement of Cooperative Housing Application	1/31/2004	4/28/2004
2502-0108	Multifamily Project Monthly Accounting Reports	1/31/2004	6/14/2004
2502-0427	Mortgagee's Application for Partial Settlement (Multifamily Mortgage)	2/29/2004	9/23/2004
2502-0520	New Approach to the Anti-Drug Program	11/30/2000	12/8/2003
2502-0527	Rehabilitation Mortgage Insurance Underwriting Program	4/30/2004	10/29/2004
2502-0541	Lender Application for Participation in Multifamily Accelerated Processing (MAP)	2/29/2004	11/15/2004
2502-0554	Request for Prepayment of Direct Loans on Sec 202 & 202/8 Projects	In use w/o OMB #	10/13/2004
2502-0555	Request for Withdrawals from Replacements Reserves/Residual Receipts Funds	In use w/o OMB #	2/12/2004
2502-0558	Monitoring Residual Receipts Accounts (Multifamily Housing Projects)	In use w/o OMB #	9/27/2004
2503-0030	GNMA Multiclass Securities Program	6/20/1998	3/4/2004
2506-0122	Historically Black Colleges and Universities	2/29/2004	4/13/2004
2506-0157	Self-Help Homeownership Opportunity Program (SHOP) grants monitoring	8/31/2004	2/15/2005
2506-0161	Section 108 Loan Guarantee Program Application	1/31/2000	4/28/2004
2506-0169	Rural Housing and Economic Development Grant Application	11/30/2003	2/12/2004
2528-0206	Alaska Native / Native Hawaiian Institutions Assisting Communities Grants Program	5/31/2003	12/10/2003
2539-0017	Study of Effectiveness of the Milwaukee Lead Hazard Control Ordinance	5/31/2003	11/14/2003
<b><i>Department of Interior</i></b>			

1018-0078	Injurious Wildlife; Importation Certification for Live Fish and Fish Eggs (50 CFR 16.13)	2/28/1995	3/25/2004
1018-0124	Migratory Birds Subsistence Harvest Household Survey	In use w/o OMB #	10/2/2003
1024-0028	Urban Park and Recreation Recovery Program Project Performance Report	5/30/2004	9/17/2004
1029-0124	Renegotiations: Standards for Success, 30CFR 816.116 and 817.116	In use w/o OMB #	4/12/2004
1076-0158	Gaming on Trust Lands Acquired After October 17, 1988 25 CFR 292	11/30/2003	1/7/2004
<b>Department of Justice</b>			
1103-0019	COPS Making Officer Redeployment Effective (MORE) Grant Program	12/31/2002	10/24/2003
1110-0022	Cost Recovery Regulations, Communications Assistance for Law Enforcement of 1994	4/30/2003	11/17/2003
1110-0030	Flexible Deployment Assistance Guide	4/30/2003	10/17/2003
1121-0025	Report of Public Safety Officers' Death	5/31/2002	10/17/2003
1121-0166	Report of Public Safety Officers' Permanent and Total Disability	2/28/2002	11/17/2003
1121-0207	Annual Progress Report for Grantees from the STOP Formula Grant Program	3/30/2000	11/3/2003
1121-0220	Application for Public Safety Officers' Educational Assistance	5/31/2002	10/17/2003
1121-0234	Requirements Data Collection Application for the Juvenile Accountability Incentive Block Grants Program	4/30/2003	2/26/2004
<b>Department of State</b>			
1405-0082	Petition to Classify Special Immigrant Under INA 203(b)(4)	8/31/2003	10/16/2003
1405-0156	Projected Sale of Major Weapons in Support of Section 25(a)(1) of the Arms Export Control Act	In use w/o OMB #	7/27/2004
<b>Department of Transportation</b>			
2106-0030	Aircraft Accident Liability Insurance	2/29/2004	9/28/2004
2120-0018	Certification Procedures for Products and Parts FAR 21	7/31/2004	9/29/2004
2120-0620	Special Federal Aviation Regulation No. 71	1/31/2004	1/21/2005
2125-0010	Bid Price Data	6/30/2004	9/28/2004
2125-0019	Federal-Aid Highway Construction Equal Employment Opportunity	1/31/2004	4/23/2004
2125-0519	Developing and Recording Costs for Utility Adjustments	1/31/2004	12/16/2004
2125-0521	Developing and Recording Costs for Railroad Adjustments	1/31/2004	4/23/2004
2125-0522	Utility Use and Occupancy Agreements	1/31/2004	12/15/2004
2125-0529	Preparation and Execution of the Project Agreement and Modifications	6/30/2004	9/28/2004
2125-0579	Drug Offenders' Drivers' License Suspension Certification	6/30/2004	9/28/2004

2125-0586	State Right-of-Way Operations Manuals	8/31/2003	3/9/2004
2126-0011	Commercial Driver Licensing and Testing Standards	1/31/2004	4/23/2004
2127-0511	Child Restraint System	9/30/2003	3/9/2004
2127-0635	Exemption from Make Inoperative Prohibition	In use w/o OMB #	10/23/2003
2130-0004	Railroad Locomotive Safety Standards and Event Recorders	9/30/2003	9/22/2004
2130-0526	Control of Alcohol and Drug Use in Railroad Operations	7/31/2003	2/24/2004
<b>Department of Treasury</b>			
1505-0174	Financial Subsidiaries (Interim Final Rule)	6/30/2004	10/15/2004
1505-0193	Terror Risk Insurance Survey	4/30/2004	7/9/2004
1513-0025	Notice of Release of Tobacco Products, Cigarette Papers, or Cigarette Tubes	6/30/2004	11/3/2004
1513-0058	Usual and Customary Business Records Maintained by Brewers	6/30/2004	11/2/2004
1513-0110	Recordkeeping for Tobacco Products Removed in Bond from Manufacturers Premises for Experimental Purposes – 27 CFR 270.232(d).	6/30/2004	11/9/2004
1515-0097	Regulations Relating to Copyrights and Trademarks	6/30/1997	7/30/2004
1535-0111	Authorization For Purchase and Request For Change U.S. Savings Bonds	7/31/2004	9/13/2004
1535-0120	FHA New Account Request, Transaction Request, and Transfer Request	11/30/2003	2/19/2004
1550-0072	Mutual Holding Company	4/30/2004	1/19/2005
1557-0219	Disclosure and Reporting of CRA-Related Agreements (12 CFR 35)	1/31/2004	3/22/2004
1559-0013	Native American CDFI Development Program	7/31/2003	11/6/2003
<b>Federal Acquisition Regulation</b>			
9000-0034	Examination of Records by Comptroller General and Contract Audit	11/30/2003	1/30/2004
9000-0115	Notification of Ownership Changes-FAR Sections Affected: 15.408 (k); 52.215-19	11/30/2003	1/30/2004
<b>Federal Communications Commission</b>			
3060-1060	Wireless E911 Coordination Initiative Letter	In use w/o OMB #	2/18/2004
<b>Federal Energy Regulatory Commission</b>			
1902-0024	Monthly Report of Cost and Quality of Fuels for Electric Plants	4/30/2003	5/14/2004
1902-0060	Gas Pipeline Certificates: Construction, Acquisition and Abandonment	10/31/2003	3/12/2004
1902-0061	Gas Pipeline Certificates: Mandatory Initial Service	4/30/2004	8/12/2004
1902-0086	Gas Pipeline Rates: NGPA Title III and NGA Blanket Certificate Transactions	11/30/2003	1/12/2004
1902-0115	Application for License/Relicense for Water Projects with less than 5MW Capacity	6/30/2003	10/28/2003
1902-0128	Gas Pipeline Certificates: Environmental Impact Statement	10/31/2003	3/15/2004

1902-0140	Annual Electric Control and Planning Area Report	7/31/2000	10/31/2003
1902-0153	Gas Pipeline Rates: Rate Change (Formal)	7/31/2000	10/24/2003
1902-0157	Energy Affiliates of Interstate Pipelines, Standards of Conduct	11/30/2003	1/20/2004
1902-0169	Gas Pipeline Rates: Capacity Reports and Index of Customers	11/30/2003	9/28/2004
1902-0171	Annual Transmission Planning and Evaluation Report	11/30/2003	3/31/2004
<b>National Aeronautics and Space Administration</b>			
2700-0063	NASA Safety Reporting System	8/31/2003	12/29/2003
<b>Securities and Exchange Commission</b>			
3235-0435	Rule 11Ac1-3, 17 CFR 240.11Ac1-3: Customer Account Statements	1/31/2004	3/18/2004
3235-0540	Rule 17a-25: Electronic Submission Trading Data by Exchange Members, Brokers, and Dealers.	6/30/2003	11/14/2003
3235-0547	SEC Investor Complaint Forms; SEC Investor Question Form	5/31/2004	3/8/2005
<b>Small Business Administration</b>			
3245-0074	CDC Annual Report Guide	12/31/2003	8/26/2004
3245-0075	Training Program Evaluation	10/31/2000	3/5/2004
3245-0078	Portfolio Financing Report	7/31/2004	9/28/2004
3245-0124	U.S. Small Business Administration Advisory Committee Membership- Nominee Information	3/31/2004	2/2/2005
3245-0140	SBA Form 1222-Notice of Award SBA Form 1224 Grant/Cooperative Agreement Cost Sharing Proposal	8/31/2004	1/31/2005
3245-0169	SBDC Program & Financial Reports	9/30/2003	3/22/2004
3245-0185	Secondary Participation Guaranty Agreement	3/31/2004	3/8/2005
3245-0225	Small Business Administration Application for Certificate of Competency	12/31/2003	9/22/2004
3245-0301	Financing Eligibility statement - social disadvantaged - Economic Disadvantaged	7/31/2004	9/28/2004
3245-0313	Federal Agency Appraisal Form	12/31/2003	3/22/2004
3245-0329	PRIME (Program for Investment in Micro entrepreneurs)	5/31/2004	2/2/2005
3245-0333	Business LINC Program	9/30/2004	Agency Suspended Collection
3245-0346	PCLP Quarterly Loan Loss Reserve Report and PCLP Guarantee Request	w/out OMB #	2/12/2004
3245-0348	SBA Express Information Collection	w/out OMB #	2/19/2004
3245-0352	Microloan Program Electronic Reporting System	w/out OMB #	7/2/2004
<b>Social Security Administration</b>			
0960-0675	Medical or Psychological Consultant's Review of Childhood Disability Evaluation Form -- SSA-536	In use w/o OMB #	10/09/03

0960-0677	Medical Consultant's Review of Psychiatric Review Technique Form -- SSA-3023	In use w/o OMB #	10/09/03
0960-0678	Mental Residual Functional Capacity Assessment -- SSA-392-SUP	In use w/o OMB #	11/13/03
0960-0680	Medical Consultant's Review of Physical Residual Functional Capacity Assessment -- SSA-392	In use w/o OMB #	12/04/03
0960-0689	Certification of Contents of Document(s) or Record(s) -- SSA-704	In use w/o OMB #	07/21/04
0960-0693	Letter to Custodian of Birth Records	In use w/o OMB #	11/10/04
0960-0700	State Death Match	In use w/o OMB #	3/3/2005
0960-0701	Epidemiological Research Request	In use w/o OMB #	3/3/2005