

SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSION
9000-0113, ACQUISITION OF HELIUM

A. Justification.

1. Administrative requirements. The Helium Act (Pub. L. 86-777) (50 U.S.C. 167, et seq.) and the Department of the Interior's regulations (43 CFR parts 3195) on purchase of helium are implemented in the FAR at Subpart 8.5.

The FAR requires contractors to purchase major helium requirements from Federal helium suppliers, to the extent that supplies are available. In addition, the Contractor is required to provide the Contracting Officer the following data within 10 days after the Contractor or subcontractor receives a delivery of helium from a Federal helium supplier: (1) The name of the supplier; (2) The amount of helium purchased; (3) The delivery date(s); and (4) The location where the helium was used.

The information is used in administration of certain Federal contracts to ensure contractor compliance with contract clauses. The contracting officer must forward the information to the Department of Interior's Bureau of Land Management (BLM) within 45 days of the close of each fiscal quarter. The quarterly reports will help BLM verify refined helium sales made to Federal agencies by Federal helium suppliers. Without the information, the required use of Federal helium suppliers cannot be monitored and enforced effectively.

2. Uses of information. The information is used in administration of certain Federal contracts to ensure contractor compliance with contract clauses. Without the information, the required use of Government helium cannot be monitored and enforced effectively.

3. Consideration of information technology. We use improved information technology to the maximum extent practicable. Where both the Government agency and contractors are capable of electronic interchange, the contractors may submit this information collection requirement electronically.

4. Efforts to identify duplication. This requirement is being issued under the Federal Acquisition Regulation (FAR) which has been developed to standardize Federal procurement practices and eliminate unnecessary duplication. Similar information is not already available to the contracting officer or buyer.

5. **If the collection of information impacts small businesses or other entities, describe methods used to minimize burden.** The burden applied to small businesses is the minimum consistent with applicable laws, Executive orders, regulations, and prudent business practices.

6. **Describe consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently.** Similar information is not already available to the contracting officer or buyer.

7. **Special circumstances for collection.** Collection of information on a basis other than as proposed would severely hamper, if not make impossible, the necessary monitoring to be done by the Bureau of Land Management. Collection is consistent with guidelines in 5 CFR 1320.6.

8. **Efforts to consult with persons outside the agency.** Under the procedures established for development of the FAR, agency and public comments were solicited and each comment addressed before finalization of the text. A notice in the *Federal Register* at 72 FR 67919, December 3, 2007, made this requirement available to the public and requested comments. No comments were received.

9. **Explanation of any decision to provide any payment or gift to respondents, other than re-enumeration of contractors or guarantees.** Not applicable.

10. **Describe assurance of confidentiality provided to respondents.** This information is disclosed only to the extent consistent with prudent business practices and current regulations.

11. **Additional justification for questions of a sensitive nature.** No sensitive questions are involved.

12 & 13. **Estimated total annual public hour and cost burden.** Time required to read and prepare information is estimated at 1 hour per response.

Number of responses/yr.....	26
Average hours per response.....	<u>x 1</u>
Total hours.....	26
Cost per hour.....	<u>x \$30*</u>
Total annual burden.....	\$780.00

*Based on GS-11, step 5 salary (\$23.97 per hour) plus 26 percent burden rate. Reference Salary Table 2004-GS, Effective January 2004, found at www.opm.gov)

14. **Estimated cost to the Government.** Time required for Government-wide review is estimated at .5 hours per response.

Number of responses.....	26
Average hours per response.....	<u>x .5</u>
Total hours.....	13
Cost per hour.....	<u>x \$30*</u>
Total annual cost.....	\$390.00

*Based on GS-11, step 5 salary (\$23.97 per hour) plus 26 percent burden rate. Reference Salary Table 2004-GS, Effective January 2004, found at www.opm.gov)

15. **Explain reasons for program changes or adjustments reported in Item 13 and 14.** This submission requests an extension of OMB approval of an information collection. There is no difference between the justifications for the collection as it previously existed and as it exists now.

16. **Outline plans for published results of information collections.** Results will not be tabulated or published.

17. **Approval not to display expiration date.** Not applicable.

18. **Explanation of exception to certification statement.** Not applicable.

B. Collections of Information Employing Statistical Methods. Statistical methods are not used in this information collection.