

The Supporting Statement for OMB 0596-New
Wood Education Resource Center Training Registry
March 2008

A. Justification

- 1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.**

The USDA Forest Service is developing an online training information system that will enable individuals (trainees) from the primary and secondary wood products industries to locate continuing education training opportunities (such as workshops and short courses) that meet criteria they have established. The collected information will enable trainees to browse through or search for available training opportunities contained in the database, or be informed of relevant workshops and short courses via an email notification system.

Trainers and trainees provide information via a voluntary online registration system. Training providers will register courses and workshops; and trainees will specify training needs from a list of predefined categories.

The Wood Education Resource Center Training Information System is designed to provide a service to trainers and trainees associated with the primary and secondary forest products industry. Providing such training will enhance opportunities for the industry, while helping keep the industry competitive in the world market.

- 2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.**
 - a. What information will be collected - reported or recorded? (If there are pieces of information that are especially burdensome in the collection, a specific explanation should be provided.)**

Information to be collected from training providers includes:

- o Name,
- o Organization,
- o Location,
- o Telephone number,
- o Organizational category,
- o E-mail address and password,
- o Title of the training program,
- o Organization sponsoring/conducting the program,
- o Program instructors and short biographical information and picture,
- o Workshop dates and times,

- o Workshop location,
- o Registration fee,
- o Short description of the program,
- o Long description of the program
- o Course benefits, target audience,
- o Name of contact person,
- o Telephone number,
- o E-mail address for further information
- o URL of website for further information, and
- o Workshop category from a predefined list of categories and subcategories

Information to be collected from trainees:

- o Name,
- o Occupation/job title,
- o Company name,
- o Industry category,
- o Location,
- o E-mail address and password,
- o Training interests selected from a predefined list of training categories and subcategories, and
- o Frequency of notification

b. From whom will the information be collected? If there are different respondent categories (e.g., loan applicant versus a bank versus an appraiser), each should be described along with the type of collection activity that applies.

Training provider information will be collected from organizations, academic institutions, trade associations, government agencies, companies, and consultants that offer continuing education courses for the primary and secondary forest products industry

Trainee information will be collected from individuals within the primary and secondary forest products industry that seek training opportunities.

c. What will this information be used for - provide ALL uses?

Trainers will use this site to register training and promote continuing education within the wood products industry. The web site offers training providers a simple and effective means of communicating and marketing training programs to interested industry employees. Course information provided by trainers will enable trainees to search for available training opportunities contained in the database.

Upon registration, trainees will be able to access the database to find

information about training programs, workshops, and short courses that meet the needs of wood products companies and employees. Trainees will be able to search and save information regarding training courses of interests and create a training profile that will automatically match the trainee to courses.

Trainers and trainees have the option of signing up to receive periodic communications from the U.S. Forest Service containing helpful information regarding site updates and other matters of interest.

Saving trainers and trainee profiles means users will not have to enter profile information each time the site is accessed.

A unique email address and password (set by the user) protects user information.

d. How will the information be collected (e.g., forms, non-forms, electronically, face-to-face, over the phone, over the Internet)? Does the respondent have multiple options for providing the information? If so, what are they?

Course information collected from trainers over the Internet via the "hone!" online training registry system.

Trainee registration information collected over the Internet via the "hone!" online Training Registry System.

Users enter information into the database via the Internet. The information is electronically collected in the training site database. Users retrieve the information electronically. E-mail notification occurs automatically via established website routines.

e. How frequently will the information be collected?

Estimates are that each trainee (on average) will use the training registry five (5) times a year, while trainers will (on average) use the registry twenty (20) times a year.

f. Will the information be shared with any other organizations inside or outside USDA or the government?

Other than as specified in item 2c above and Privacy Act System of Records USDA/FS-19, the collected information will not be shared with any other organizations inside or outside the USDA or Federal government.

g. If this is an ongoing collection, how have the collection requirements changed over time?

This is a new information collection.

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g. permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.

The collection of information occurs via the Internet. An electronic database is used to store information regarding training programs and opportunities. This method of storing and retrieving the training data will provide easiest access by users to the stored information.

4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.

A due diligence effort was performed and found that there is no other website the offers this type of training information and training preference matching.

5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.

Use of the website and submission of information is voluntary. The submission is electronic and minimizes the necessary information to achieve the use of the training information and the features of the site.

6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

Collection is voluntary and is conducted for the benefit of the users of the website. While there will be no consequence to Federal programs or policy if this collection is not approved, there will be a negative impact to training providers and trainees. Making the information available expedites and encourages learning opportunities for members of the timber industry.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner:

- **Requiring respondents to report information to the agency more often than quarterly;**
- **Requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**
- **Requiring respondents to submit more than an original and two copies of any document;**
- **Requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years;**
- **In connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;**
- **Requiring the use of a statistical data classification that has not been reviewed and approved by OMB;**
- **That includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or**
- **Requiring respondents to submit proprietary trade secret, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.**

There are no special circumstances. The collection of information is conducted in a manner consistent with the guidelines in 5 CFR 1320.

8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by

5 CFR 1320.8 (d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.

Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and record keeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

A Federal Register Notice advertising the 60-day comment period was published on August 23, 2007 (p 48255). The Forest Service received no comments from the public in response to this notice.

The proponent contacted nine organizations and asked for comments on the proposal, including availability of data, frequency of collection, clarity of instructions and record keeping, disclosure, or reporting format, and data elements, disclosed, or reported. All nine entities contacted responded, comments are as follows.

Trade Associations (3)

Appalachian Hardwood Manufacturers Association

Mark Barford, P.O. Box 427, High Point, NC 27261

Comments: Impression of the proposed Training Information Exchange Website is favorable. It is needed and will be useful. We would use it. Other comments: Promotion will be the key to success and both automatic notification and browsing of catalog are necessary. Effective and timely notification of programs to potential participants is a general problem. This will help.

Missouri Forest Products Association

Glenda Fry, 611 East Capitol Avenue, Jefferson City, MO 65101

Comments: Impression of the proposed Training Information Exchange Website is somewhat skeptical, but it is needed and will be useful. We would use it. Other comments: Some members feel that there is too much training; others feel that there is not enough. We think that there should be more.

Wood Components Manufacturers Association

Steve Lawser, 741 Butlers Gate, Suite 100, Marietta, GA 30068

Comments: Impression of the proposed Training Information Exchange Website is favorable. It is needed and will be useful. We would use it. Other comments: Need to be easy to navigate and to search. Effective and timely notification of programs to potential participants is a general problem. This will help.

State Forestry Agencies (2)

Virginia Department of Forestry

Charles Becker, 900 Natural Resources Drive, Charlottesville, VA 22903

Comments: Impression of the proposed Training Information Exchange Website is favorable. It is needed and will be useful. We would use it. Other comments: Site needs to be managed and continually updated. If it looks like it is abandoned, people will leave. Has the potential to act as the main clearinghouse on training. Effectively and timely notification of programs to potential participants is a general problem. This will help.

Wisconsin Department of Natural Resources

Terry Mace, One Gifford Pinchot Drive, Room 130, Madison, WI 53726

Comments: Impression of the proposed Training Information Exchange Website is favorable. It is needed and will be useful. We would use it. Other comments: Providers must be approved by system administrator to avoid dubious programs. System must be capable of effectively handling programming changes and updates. Effectively and timely notification of programs to potential participants is a general problem; it is expensive and time consuming. This will help.

Universities (4)

Oregon State University

Scott Leavengood, Department of Wood Science and Engineering, Corvallis, OR 97331

Comments: Impression of the proposed Training Information Exchange Website is favorable. It is needed and will be useful. We would use it. Other comments: A simple uncluttered site is the best. Effectively and timely notification of programs to potential participants is a general problem. There are too many missed opportunities. This will help.

University of Tennessee

Adam Taylor, Tennessee Forest Products Center, Knoxville, TN 37996

Comments: Impression of the proposed Training Information Exchange Website is favorable. It is needed and will be useful. We would use it. Other comments: Not enough training being offered. Allow everyone to come and browse, but providers must be registered and approved. Effectively and timely notification of programs to potential participants is a general problem. This will help.

University of Wisconsin - Stevens Point

Bob Govett, College of Natural Resources, Stevens Point, WI 54481

Comments: Impression of the proposed Training Information Exchange Website is favorable. It is needed and will be useful. We would use it. Other comments: Need to have good spam and virus protection. Providers of programs must have the organizational affiliation clearly indicated. Effectively and timely notification of programs to potential participants is a general problem. This will help.

Virginia Tech

Mark White, Department of Wood Science and Forest Products, Blacksburg, VA 24061

Comments: Impression of the proposed Training Information Exchange Website is favorable. It will be more useful for some than for others. We would use it. Other comments: Interface must be clear and easy-to-use. Effectively and timely notification of programs to potential participants is a general problem. This will help.

9. Explain any decision to provide any payment or gift to respondents, other than re-enumeration of contractors or grantees.

Respondents receive no payment(s) or gift(s).

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

Information provided by respondents that is subject to the Privacy Act is maintained per the Privacy Act System of Records (SOR) USDA/FS-19 - Persons Interested in Forestry and Related Programs. A unique email address and password (set by the user) protects user information from unauthorized use.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior or attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

No collection of information of a sensitive nature occurs.

12. Provide estimates of the hour burden of the collection of information. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated.

- **Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. If this request for approval covers more than one form, provide separate hour burden estimates for each form.**

- a) **Description of the collection activity**
- b) **Corresponding form number (if applicable)**
- c) **Number of respondents**
- d) **Number of responses annually per respondent,**
- e) **Total annual responses (columns c x d)**
- f) **Estimated hours per response**
- g) **Total annual burden hours (columns e x f)**

(a) Description of the Collection Activity	(b) Form Number	(c) Number of Respondents	(d) Number of responses annually per Respondent	(e) Total annual responses (c x d)	(f) Estimate of Burden Hours per response	(g) Total Annual Burden Hours (e x f)
Trainer Course Info	NA-4700-1	125	20	2,500	20 minutes (0.334 hour)	835

(a) Description of the Collection Activity	(b) Form Number	(c) Number of Respondents	(d) Number of responses annually per Respondent	(e) Total annual responses (c x d)	(f) Estimate of Burden Hours per response	(g) Total Annual Burden Hours (e x f)
Trainee Registration		3,200	5	16,000	10 minutes (0.1667 hour)	2,667
Totals	---	3,325	---	18,500	---	3,502

- **Record keeping burden should be addressed separately and should include columns for:**
 - a) **Description of record keeping activity: None**
 - b) **Number of record keepers: None**
 - c) **Annual hours per record keeper: None**
 - d) **Total annual record keeping hours (columns b x c): Zero**
- **Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories.**

(a) Description of the Collection Activity	(b) Estimated Total Annual Burden on Respondents (Hours)	(c)* Estimated Average Income per Hour	(d) Estimated Cost to Respondents
Training Provider information on courses	835	\$18.31	\$15,288.85
Trainee course preferences profile	2,667	21.15	\$56,407.05
Totals	3,325	---	\$71,695.90 ≈ \$71,696

Based on Bureau of Labor Statistics for 2007 (<http://www.bls.gov/news.release/pdf/realer.pdf>) and the prevailing wage rates in the target industries and organizations. As of November 2007, the average education services hourly rate was \$18.31 per hour. For the same period, the average hourly rate for those employed in natural resources was \$21.15 per hour.

- 13. Provide estimates of the total annual cost burden to respondents or record keepers resulting from the collection of information, (do not include the cost of any hour burden shown in items 12 and 14). The cost estimates should be split into two components: (a) a total capital and start-up cost component annualized over its expected useful life; and (b) a total operation and maintenance and purchase of services component.**

There are no capital operation and maintenance costs.

- 14. Provide estimates of annualized cost to the Federal government. Provide a description of the method used to estimate cost and any other expense that would not have been incurred without this collection of information.**

The response to this question covers the actual costs the agency will incur as a result of implementing the information collection. The estimate should cover the entire life cycle of the collection and include costs, if applicable, for:

Employee labor and materials for developing, printing, storing forms

Employee labor and materials for developing computer systems, screens, or reports to support the collection

Employee travel costs

Cost of contractor services or other reimbursements to individuals or organizations assisting in the collection of information

Employee labor and materials for collecting the information

Employee labor and materials for analyzing, evaluating, summarizing, and/or reporting on the collected information

An employee of the USDA Forest Service Wood Education and Resource Center will spend 1 hour per week validating proper functioning of the system and one half hour per week summarizing and reporting usage statistics. On a yearly basis, the total estimated cost to the government for conducting both of these functions is \$2,191.26 \approx \$2,191.

Description of Activity	Grade/ Step	Hourly Rate*	Estimated Annual Cost To Government	Annual Estimated Time per Task	Total Cost
Validation	GS 9/Step 5	\$21.61	\$28.093	52 hours	\$1,460.84
Reporting	GS 9/Step 5	\$21.61	\$28.093	26 hours	\$ 730.42
Cost to Government	---	---	---	---	\$ 2,191.26

* Taken from: http://www.opm.gov/oca/08tables/pdf/g_s_h.pdf, Cost to Government calculated at hourly wage multiplied by 1.3

15. Explain the reasons for any program changes or adjustments reported in items 13 or 14 of OMB form 83-I.

This is a new collection.

16. For collections of information whose results are planned to be published, outline plans for tabulation and publication.

There are no plans to publish the results of this information collection.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

The expiration date for OMB approval will be displayed on the first screen of the "hone!" program.

18. Explain each exception to the certification statement identified in item 19, "Certification Requirement for Paperwork Reduction Act."

There are no exceptions to the certification statement identified in item 19, "Certification Requirement for Paperwork Reduction Act."

B. Collections of Information Employing Statistical Methods

This collection does not employ statistical methods.