

**SUPPORTING STATEMENT
FOR PAPERWORK REDUCTION ACT SUBMISSION
9000-0101, DRUG-FREE WORKPLACE**

A. Justification.

1. **Administrative requirements.** Public Law 100-690, the Drug-Free Workplace Act of 1988, mandates that: (1) Government contract employees notify their employer of any criminal drug statute conviction for a violation occurring in the workplace; and (2) Government contractors, after receiving notice of such conviction, must notify the Government contracting officer. These requirements were effective as of March 18, 1989. FAR clause 52.223-6, Drug-Free Workplace, implements the Act.

2. **Uses of information.** The information provided to the Government is used to determine contractor compliance with the statutory requirements to maintain a drug-free workplace.

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.

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.** Collection of information on a basis other than solicitation-by-solicitation is not practical.

7. **Special circumstances for collection.** 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 published in the *Federal Register* at 74 FR 27024, June 5, 2009. No comments were received.

9. **Explanation of any decision to provide any payment or gift to respondents, other than reenumeration 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.** Sensitive information is involved--however, only the information statutorily mandated.

12 & 13. **Estimated total annual public hour and cost burden..** Time required to read and prepare information is estimated at .17 hr. per response.

Annual Reporting Burden

Estimated respondents/yr.....	600
Responses annually.....x	<u>1</u>
Total annual responses.....	600
Estimated hrs/response.....x	<u>.17</u>
Estimated total burden/hrs.....	102

Annual Recordkeeping Burden

Number of recordkeepers.....	400
Annual hours per recordkeeper.....x	<u>.5</u>
Total recordkeeping burden hours.....	200

Annual Cost to the Public

Total response and recordkeeping burden hours.....	200
Average wages + overhead (\$24/hr. + 75% OH).....x	<u>\$42</u>
Total cost to the public.....	\$8,400

14. **Estimated cost to the Government.** Time required for Governmentwide review is estimated at 10 minutes per response.

Annual Reviewing Burden and Cost

Total annual responses.....	600
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Review time per response/hr.....	x	<u>.10</u>
Total burden hours.....		60
Average wages + overhead (\$20/hr. + 100% OH).....	x	<u>\$40</u>
Total Government cost.....		\$2,400

15. **Explain reasons for program changes or adjustments reported in Item 13 or 14.** This submission requests an extension of OMB approval of an information collection requirement in the FAR. The information collection requirement in the FAR remains unchanged.

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.