

OMB INFORMATION COLLECTION SUPPORTING STATEMENT
Meeting the Information Requirements of the Animal Welfare Act Workshop
Registration Form

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

The United States Department of Agriculture's (USDA), National Agricultural Library, Animal Welfare Information Center conducts a workshop titled "Meeting the Information Requirements of the Animal Welfare Act". The registration form collects information from interested parties necessary to register them for the workshop. This information includes: workshop date preference, signature, name, title, organization name, mailing address, phone and fax numbers and email address. Five questions are asked regarding: database searching experience (3 questions), Institutional Animal Care and Use Committee membership, and what the participant would like to learn from the workshop.

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.

Animal Welfare Information Center staff will use the collected information to register participants, contact them regarding schedule changes, control the number of participants due to limited resources and training space, and compile and customize class materials to meet the needs of the participants.

The information will be collected using online and printed versions of the form.

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 to the collection. Also describe any consideration of using information technology to reduce burden.

The Registration Form will be available for completion online at the Animal Welfare Information Center Web site. Individuals may also print the form and return it via fax or mail. We estimate that approximately 95% of respondents will submit information via the online form due to its ease-of-use and based on Web site traffic. To accommodate persons that may not have access to the Internet or who have difficulty reading online forms, we have provided the option of returning a printed form by fax or mail.

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

Since interested parties request to attend this workshop, there is no previous and/or duplication of information. All information is provided at the time of registration and is intended to be a one-time only opportunity for each participant.

5. If the collection of information impacts small businesses or other small entities (Item 5 of OMB Form 83-I), describe any methods to minimize the burden.

The collection of information will not have a significant economic impact on small businesses or other small entities.

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.

Failure of the Animal Welfare Information Center to collect this information would prohibit the delivery of this workshop and significantly inhibit the ability to provide up-to-date information on the requirements of the Animal Welfare Act.

7. Special Circumstances Relating to Guidelines 5 CFR 1320.5

There are no special circumstances for the collection of information requirements.

8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside Agency

A Federal Register notice was published on October 23, 2008, Volume 73, Number 206, Page 63133. No comments were received from the public. The NAL did not consult with a representative on the information collection prior to submission to OMB.

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

No payment of gift was or will be provided to respondents.

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

The confidentiality of information received by the Animal Welfare Information Center is consistent with the Freedom of Information Act (FOIA).

11. Justification for Sensitive Questions

Questions of a sensitive nature are not applicable to this information collection.

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

The estimated annual burden is 2.8 hours.

No. of Respondents (annually)	Minutes per response	Total Hours
34	5	2.8 hrs (2 hrs 50 mins)

The time required to complete this information is estimated at 5 minutes per response due to the averaging of check boxes and text fields.

Based on the number of regulated communities under the Animal Welfare Act, it is estimated that 34 responses will be received annually. The estimated hours per response are based on the length of the survey. It is expected that it will take 5 minutes to complete the form. See copy of spreadsheet.

Members of the regulated community would be completing the survey. The total estimated cost to respondents is \$96.12.

The cost to our respondents is based on the median salary of 66,640 at a pay rate of \$32.04 per hour.

13. Estimate of Other Total Annual Cost Burden to Respondents or Record-Keepers

There are no capital and start-up, or operation, maintenance and purchase costs associated with this information collection.

14. Annualized Costs to the Federal Government

The estimated annualized cost to the Federal government is \$338. The estimated time for review, data entry, and tracking is 25 hours. The information from the form will be extracted by a government employee with an approximate cost to the government of \$13.50 per hour.

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

The burden hours decreased from 8 to 3 due to the projected number of attendees that will attend the Animal Welfare Information Center Workshops.

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

Information will not be published.

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 Animal Welfare Information Center is not seeking approval to exempt display of the expiration date for OMB approval.

18. Explain each exception to the certification statement identified in Item 19 “Certification for Paperwork Reduction Act.”

There are no exceptions to Item 19 of OMB Form 83-I.