

OMB INFORMATION COLLECTION SUPPORTING STATEMENT
Electronic Mailing List Subscription 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 of the appropriate section of each statute and regulation mandating or authorizing the collection of information.

The National Agricultural Library's Water Quality Information Center (WQIC) currently maintains an on-line announcement list. The current voluntary "Electronic Mailing List Subscription Form" gives individuals interested in the subject area of water quality and agriculture an opportunity to receive and post messages to this list. Data collected using this form helps WQIC determine a person's eligibility to participate in this announcement list. The authority for NAL to collect the information is contained in the CFR, Title 7, Volume 1, Part 2, Subpart K, Sec. 2.65 (92).

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.

Enviro-News, an electronic announcement list, is available to people who are interested in the subject area of water quality and agriculture. Through the proposed voluntary form, the Water Quality Information Center will request that prospective subscribers provide information. The information requested includes: name; email address; job title; work affiliation; and topics of interest. The form will collect this data to determine if a person is eligible to join the announcement list. In order to make sure people have a significant interest in the topic area, it is necessary to collect this information. The Water Quality Information Center will use the collected information to approve subscriptions to the Enviro-News on-line announcement list. The collection will be ongoing to allow continuous additions and updates to the announcement list.

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 renewed Electronic Mailing List Subscription Form will be available for completion on-line at the Web site of the Water Quality Information Center. The information will be collected using the on-line form only. This eliminates the need for any hard copies of the form to be generated.

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

Currently, there is no known form to collect this information.

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 consequences 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 Water Quality Information Center to collect this information would inhibit the ability to provide subscription services to this announcement list.

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.

In accordance with 5 CFR 1320.8(d), a 60-day notice for public comment on the information collection provisions was published in the Federal Register on December 17, 2008, Volume #73, Number #234. No comments were received from the public. An outside agency was not consulted 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 or gift will be provided to respondents.

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

The confidentiality of information received by WQIC 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.

Sixty people will complete the form annually. The time required to complete this information is estimated to average 1 minute per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The burden for this collection is 1 hour. See copy of spreadsheet.

The cost to our respondents is based on the personal income per capita of \$39,751 at a pay rate of \$19.39 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 \$98.00. The estimated time for review, data entry, and tracking is 2.5 hours. The information from the form will be extracted by a Water Quality Information Center staff member with an approximate cost to the government of \$39.00 per hour.

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

Adjustments occurred due to a decrease in the projected number respondents who will subscribe on line to the WQIC Enviro-news.

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

Aggregated information may be periodically summarized and included in internal and external reports. Individual respondents will not be identified.

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 Water Quality 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.