

**SUPPORTING STATEMENT FOR  
INFORMATION COLLECTION REQUEST NUMBER 1772.05  
“INFORMATION COLLECTION ACTIVITIES ASSOCIATED WITH EPA’S ENERGY  
STAR® PROGRAM IN THE COMMERCIAL AND INDUSTRIAL SECTORS”**

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**Office of Air and Radiation  
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## **1. IDENTIFICATION OF THE INFORMATION COLLECTION**

### **1(a) Title and Number of the Information Collection**

This ICR is entitled “Information Collection Activities Associated with EPA’s ENERGY STAR® Program in the Commercial and Industrial Sectors,” ICR Number 1772.05.

### **1(b) Short Characterization or Abstract**

The U.S. Environmental Protection Agency (EPA) created ENERGY STAR as a voluntary program to help businesses and individuals protect the environment through superior energy efficiency. The program focuses on reducing utility-generated emissions by reducing the demand for energy. In 1991, EPA launched the Green Lights Program to encourage corporations, State and local governments, colleges and universities, and other organizations to adopt energy-efficient lighting as a profitable means of preventing pollution and improving lighting quality. Since then, EPA has rolled Green Lights into ENERGY STAR and expanded ENERGY STAR to encompass organization-wide energy performance improvement, such as building technology upgrades, product purchasing initiatives, and employee training. At the same time, EPA has streamlined the reporting requirements of ENERGY STAR and focused on providing incentives for improvements (e.g., ENERGY STAR Awards Program). EPA also makes tools and other resources available over the Web to help the public overcome the barriers to evaluating their energy performance and investing in profitable improvements. In addition, EPA is always looking for ways to simplify its information collections, such as by giving organizations the option of joining ENERGY STAR by completing an online partnership letter or agreement instead of using regular mail.

For several reasons, there has been a dramatic increase in the public’s participation in ENERGY STAR over the past several years, and EPA expects their participation to rise even more in the coming years. President Obama has made energy efficiency an important component of the Federal government’s approach to energy management. Under the American Recovery and Reinvestment Act of 2009, Congress and the president allocated approximately \$20 billion to encourage Federal agencies, States, local governments and industry to design, improve and use energy efficient buildings and products.

In addition, a growing number of State and local governments are leveraging ENERGY STAR as a way for the public to respond to rising energy costs and global warming. Participation in ENERGY STAR has also risen dramatically because of the efforts of trade associations, utilities, and third-party providers in promoting the program to the public. These organizations voluntarily communicate ENERGY STAR messages and promote the use of ENERGY STAR tools and strategies in an effort to help companies reduce their energy consumption and find more environmentally friendly ways to conduct business.

As a result of the efforts of Partners and others under the ENERGY STAR Program, there have been significant benefits to the public and environment. For example, EPA estimates that, in 2007, the energy efficiency efforts of commercial buildings helped to prevent 18 million metric tons (in MMTCE<sup>1</sup>) of greenhouse gases and achieve a net savings of \$5.4 billion. The efforts of industry helped to prevent another 6.3 MMTCE of greenhouse gases and achieve a net savings of \$2.1 billion.<sup>2</sup> Buildings and plants that qualify for the ENERGY STAR, by achieving a score of 75 or higher on EPA's energy performance rating system and meeting relevant requirements for indoor air quality, also illustrate these savings. Typically, ENERGY STAR buildings use 35 percent less energy and emit 35 percent less greenhouse gases than average buildings. In 2008, more than 3,300 commercial buildings and plants earned the ENERGY STAR, accounting for savings of more than \$1 billion in utility bills and over 7 MMTCE.

This ICR examines the information collections under the ENERGY STAR Program in the commercial and industrial sectors. Sections 1 through 5 of this document describe the collections (e.g., from the standpoint of need and use/utility of the information collected). The sections also describe respondent and Agency activities. In Section 6, EPA estimates the total annual hour and cost burden to respondents and the Agency under the collections.

### ***ENERGY STAR IN THE COMMERCIAL AND INDUSTRIAL SECTORS***

The ENERGY STAR Program consists of the following participant groups:

- Commercial and Industrial (C&I) Sector Partners. This participant group includes businesses and other organizations in such fields as commercial and corporate real estate, education, entertainment, government, healthcare and senior care facilities, hospitality, manufacturing and industry, multifamily housing, retail, wastewater and drinking water treatment, and associations. Partners make a commitment to achieving energy efficiency in their buildings.
- Service and Product Provider (SPP) Partners. This participant group includes companies that provide energy efficiency services and/or products in the commercial and industrial markets. Types of companies eligible include architecture, distributor, energy consultant/energy management services, energy improvement contractor, energy information services, energy services company (ESCO), engineering, equipment manufacturer, financial services, on-site energy production services, unregulated energy retailer and marketer, or other supplier of standard energy-efficient products and/or services for commercial buildings and/or industrial manufacturing facilities/plants in the United States.

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<sup>1</sup> Million metric tons of carbon equivalent (MMTCE). Reductions in annual greenhouse gas emissions for EPA's climate programs are based on "carbon equivalents," which are determined by weighting the reductions in emissions of a gas by its global warming potential for a 100-year time period.

<sup>2</sup> For additional information on accomplishments under the ENERGY STAR Program, refer to the document, "ENERGY STAR and Other Climate Protection Partnerships 2007 Annual Report." It can be found at: [http://www.energystar.gov/index.cfm?c=about.ab\\_index](http://www.energystar.gov/index.cfm?c=about.ab_index).

- Energy Efficiency Program Sponsor (EEPS) Partners. This participant group includes regulated utilities, publicly owned utilities, and energy delivery companies; national, regional, State, or local government entities; and other organizations involved in coordinating and/or administering energy-efficiency or environmental education programs that promote ENERGY STAR, including ENERGY STAR Labeled commercial and industrial buildings.

In addition, Partners, State and local government entities, associations, and any other interested party can help EPA promote energy efficiency. For example, Partners and other interested parties can benchmark individual buildings by using EPA's on-line benchmarking tool, Portfolio Manager, and apply for the ENERGY STAR. If they can demonstrate and verify that an individual building meets the criteria for qualifying for the ENERGY STAR, they will receive an ENERGY STAR plaque that they can display on the building. Under the ENERGY STAR Challenge, EPA also works with businesses, governments, associations and non-profit organizations to encourage their members and/or constituents to leverage the ENERGY STAR platform to improve the energy efficiency of their buildings by 10 percent or more. Small businesses and congregations can also sign up to work with ENERGY STAR.

The following paragraphs describe the information collections applicable to these groups.

### ***JOINING THE ENERGY STAR PROGRAM AND RELATED ACTIVITIES***

Organizations interested in joining ENERGY STAR may be asked to submit a Letter or Agreement describing their commitment to promoting energy efficiency. They also may be asked or encouraged to undertake related activities, as described below.

#### **Commercial and Industrial Sector Partners**

In order to join ENERGY STAR, organizations in the commercial and industrial sectors are asked to complete and submit a Partnership Letter to EPA. These Partners agree to measure and track the energy performance of their organization's facilities where possible by using tools such as those offered through ENERGY STAR; develop and implement a plan consistent with the ENERGY STAR Energy Management Guidelines to achieve energy savings; help spread the word about the importance of energy efficiency to their staff and community; support the ENERGY STAR Challenge, a national call-to-action to help improve the energy efficiency of America's buildings by 10 percent or more; and highlight their achievements with recognition offered through ENERGY STAR.

## **Service and Product Providers**

Eligible organizations must meet certain requirements before applying to become an ENERGY STAR SPP Partner. Applicants must demonstrate that they have actively used the ENERGY STAR approach to help clients achieve their energy management goals as specified. For example, SPPs serving the existing commercial buildings market must benchmark at least 10 client commercial buildings in the last 12 months using Portfolio Manager and/or earn the ENERGY STAR Label for at least one client commercial building in the last 12 months using Portfolio Manager and meet other program requirements.

SPPs interested in joining ENERGY STAR complete and submit a Partnership Agreement and Commitment Form to EPA. The Partnership Agreement lays out partner commitments, disclaimers, procedures for dispute resolution, and other issues. The Commitment Form indicates the ENERGY STAR program area(s) for which program requirements will be fulfilled by the applicant.

SPPs also are asked to complete a Service and Product Provider Partnership Application Data Form as part of the partnership application process. On an annual basis, they will be asked to update contact information (i.e. contact name, phone, email) displayed on select Service and Product Provider listings on the Web site and to maintain quality of contact mailing lists.

Once the organization has been admitted into the SPP program, it is expected to maintain a minimum level of activity to continue to be recognized in online listings. For example, existing commercial buildings SPP Partners must maintain at least 10 buildings benchmarked in the most recent 12-month period or serve as the primary SPP in helping at least one customer commercial building to earn the ENERGY STAR in the most recent 12 month period.

In addition, the SPP Partner will work with ENERGY STAR to improve the energy performance of customer commercial building portfolios, promote energy efficiency in commercial building design, and assist industrial manufacturing customers in adopting a continuous improvement strategy for corporate-wide energy management. In delivering its services and/or products, when appropriate, the SPP will use ENERGY STAR tools and messages to help improve customer energy performance as specified.

## **Energy Efficiency Program Sponsors**

EEPS interested in joining ENERGY STAR are asked to complete and submit a Partnership Agreement. They commit to promote and use ENERGY STAR in a manner consistent with the national ENERGY STAR efforts and specifically agree to follow all applicable terms and conditions governing the use of the ENERGY STAR logos, which are registered trade and service marks. They also commit to submit and periodically update a brief plan outlining the key activities they intend to undertake to cooperatively promote ENERGY STAR in the commercial and/or industrial markets. They will be asked on an annual basis to

update organization and contact information displayed on the ENERGY STAR Web site and the Directory of Energy Efficiency Programs (DEEP).

If promoting ENERGY STAR in the commercial market, the EEPS agree to collaborate with ENERGY STAR to improve the energy performance of their customers' buildings and portfolios. If promoting ENERGY STAR in the industrial market, the EEPS agree to collaborate with ENERGY STAR to assist industry in adopting a continuous improvement strategy for corporate-wide energy management.

### **Small Business and Congregations Network**

A small business or congregation may join the Network of small businesses and congregations working with ENERGY STAR. To join, they would provide requested information at EPA's ENERGY STAR Web site. They would pledge to buy ENERGY STAR equipment and upgrade the energy efficiency of their facilities whenever financially viable. As part of the Network, they may use the ENERGY STAR promotional mark in accordance with the ENERGY STAR identity guidelines.

### **ENERGY STAR Challenge**

The ENERGY STAR Challenge is a national call-to-action to improve the energy efficiency of America's commercial and industrial buildings by 10 percent or more. Under the Challenge, EPA works with businesses, governments, associations, and non-profit organizations to encourage their stakeholders, members and/or constituents to leverage the ENERGY STAR platform to improve the energy efficiency of their buildings, and to promote energy efficiency to the broader public.

An organization may choose to participate in the Challenge and work with its members/constituents by submitting an on-line sign-up form. EPA then sends it an email to provide it with resource materials to assist in its promotional efforts.

After receiving the email, Challenge participants can provide to EPA a summary of activities they plan to implement to promote the Challenge and educate their members/constituents to post on the Challenge Web page. Participants can update their "Challenge Story" as progress towards the 10 percent energy reduction goal is made.

### ***BENCHMARKING***

Assessing energy use is a critical component of the ENERGY STAR Program and guidance provided by EPA to partners. EPA provides tools to track, measure and compare energy use for a range of building types and facilities. Portfolio Manager is the primary tool for undertaking these activities and is available on-line, although for specific industry types, spreadsheet calculators may be provided.

## **Portfolio Manager**

Portfolio Manager is an interactive energy management tool that allows users to track and assess energy and water consumption across their entire portfolio of facilities in a secure online environment. Users enter energy consumption and cost data into their Portfolio Manager account to benchmark facility energy performance, assess energy management goals over time and identify strategic opportunities for savings and recognition opportunities. A “benchmark” is defined as a measurement of a facility’s energy performance resulting from entering facility information and at least 11 consecutive months of facility energy data into EPA’s Portfolio Manager. Portfolio Manager offers two types of benchmarks: a 1-100 Energy Performance Rating for select commercial facility types and an Energy Use Intensity (EUI) index for all commercial facility types.

The rating system accounts for the impacts of year-to-year weather variations, as well as facility size, location, and several operating characteristics. Portfolio Manager helps the user update and track data over time to continuously monitor performance. The user can use both short and long term trends in energy performance to make budget and management decisions regarding investments in energy-related projects.

In addition, EPA intends to collect information from Portfolio Manager users on its usability as a Web-based tool and on the effectiveness of Portfolio Manager guidance. Based on this information, EPA will identify and make needed improvements.

## **ENERGY STAR Energy Performance Indicator and Related Systems**

EPA gives industrial companies the opportunity to measure the energy efficiency of their plants. To measure efficiency and improve energy use in the company, a company enters basic information about its plant (e.g., energy consumption data) into a tool that can be downloaded from EPA’s Web site called the Energy Performance Indicator (EPI). The EPI produces a plant percentile score between 1 and 100 and compares that score to the most energy-efficient plants in the industry and to the previous performance for the plant.

In addition, EPA encourages industrial companies not otherwise eligible to use the EPI to track and improve their energy performance. EPA has established a program, ENERGY STAR Challenge for Industry, which encourages such companies to track their energy performance using alternative systems, such as in-house tracking systems, Portfolio Manager, or a spread sheet-based tracking tool that can be downloaded from the ENERGY STAR Web site called the ENERGY STAR Energy Tracking Tool (ETT). These companies would enter basic information into the system to track their performance.



## **Data Collection for Model Development and Beta Testing**

EPA expects to increase the number of facility types that can receive the 1-100 energy performance rating in Portfolio Manager and therefore are eligible for earning the ENERGY STAR as well as for participating in ENERGY STAR Leaders. EPA may collect information from participating organizations to build an historical account of energy use for new or revised facility type analysis. EPA may ask for information about energy use, facility characteristics, and other parameters that will help to add or revise facility types. EPA also may collect information to test the model to ensure that it produces relevant results.

### ***RECOGNITION***

#### **ENERGY STAR Labeling**

##### **Buildings**

ENERGY STAR offers the public an opportunity to display the ENERGY STAR on their buildings if they meet certain energy performance criteria defined by EPA. The on-line application for the ENERGY STAR is submitted through EPA's benchmarking tool, Portfolio Manager. Eligible buildings with benchmark scores of 75 or higher may submit information to EPA to apply for the ENERGY STAR. The on-line application consists of a Statement of Energy Performance (SEP), Data Checklist, and Letter of Agreement (LOA). To be approved to receive the ENERGY STAR, buildings must meet specific eligibility requirements as well as industry standards for comfort and indoor air quality. A Professional Engineer must verify the SEP (stamped/embossed and signed) that these requirements have been met and complete a Data Checklist.

EPA asks that profiles of Labeled Buildings be submitted, which can be posted at the EPA Web site to educate the public and promote their achievements.

In addition, EPA intends to visit a number of ENERGY STAR Labeled Buildings for quality control purposes. EPA may confirm, for example, the accuracy of the information provided in the application for the ENERGY STAR, and may request facility documentation during the visit.

EPA also expects to periodically contact representatives of buildings that have earned the ENERGY STAR to collect information about the characteristics of buildings that lead to top energy performance. This includes information on the buildings' construction, equipment used in the buildings, building management, and involvement in ENERGY STAR. EPA will use this information to better understand the specific design, construction, and operating characteristics of ENERGY STAR Labeled Buildings and how these characteristics contributed to the buildings' top energy performance. In addition, EPA intends to collect information about the qualification process to measure how easy it is for organizations to use. EPA needs this information to identify and make needed improvements to the qualification process.

## Plants

Industrial companies have an opportunity to earn the ENERGY STAR for specific types of plants that meet EPA's energy efficiency criteria. If the plant's EPI score is in the top quartile, the company may apply to EPA for the ENERGY STAR by printing out a Statement of Energy Performance. A Professional Engineer (PE) in the company provides a certification/stamp, and the certified document and a letter are sent to EPA. If the submittal contains confidential business information (CBI), the company also sends a copy to EPA's contractor to verify energy performance results. If approved by EPA, the plant receives the ENERGY STAR.

EPA also asks these companies to submit profiles of their Labeled Plants that describe how they improved their energy performance and obtained recognition.

## **ENERGY STAR Leaders**

As part of the Partnership Letter, organizations commit to continuous improvement. To track Partners' progress against their goal, EPA provides organizations recognition incentives to meet specific targets. This follows the Partnership Letter and includes that they track and benchmark all of the eligible buildings in their portfolio, and notify EPA of this accomplishment by submitting the following qualification documents: Letter of Qualification, Facility Summary Report, Facility List, and Leaders Story. Organizations also respond to EPA questions to determine if they are eligible to become a Leader. This information may be entered into the tool or provided to EPA directly (e.g., over the phone or by email). EPA will review this information and recognize these participants as ENERGY STAR Leaders if they qualify.

EPA does not mandate reporting but rather requests that Partners who reach targets inform EPA by submitting the qualification documents when they have met energy improvements in 10 percent increments across their portfolio.

## **ENERGY STAR Challenge for Industry and Other Plant Activities**

Industrial plants not eligible to use the EPI may seek recognition for their energy intensity reductions. EPA has established a program, the ENERGY STAR Challenge for Industry, which encourages such companies to pledge to reduce the energy intensity of their sites by 10 percent and track their progress towards this goal using alternative systems (e.g., in-house tracking systems, Portfolio Manager). Sites that achieve a 10 percent reduction in energy intensity within five years of their baseline have the opportunity to apply for recognition from EPA. The company may apply to EPA for recognition by printing out a Statement of Energy Improvement. A Professional Engineer (PE) in the company provides a certification/stamp, and the certified document and a letter are sent to EPA. If approved by EPA, the site receives recognition (e.g., a certificate and right to produce a small trophy).

In addition, EPA may ask companies to submit a brief description of their corporate goals, which the Agency posts at its Web site to educate the public and promote their achievements.

### **Statement of Energy Design Intent**

Architecture firms can display the “Designed to Earn the ENERGY STAR” graphic to distinguish their projects as among the nation’s best in energy performance. To apply for the graphic, the Architect of Record (AOR) must be an ENERGY STAR Partner. The AOR would enter basic information into an EPA software tool that can be downloaded from the ENERGY STAR Web site called Target Finder to obtain an EPA energy performance rating for the design project. It would then print the Statement of Energy Design Intent (SEDI) from Target Finder. The statement must be sealed (stamped) and signed by a licensed architect or engineer designated by the AOR. The AOR also must complete an Application Letter. As part of the Letter, the AOR agrees to collaborate with EPA on a case study about the project’s design energy use strategies and goals, to be posted on the ENERGY STAR Web site. The AOR would submit the SEDI and Application Letter to EPA. EPA would send the AOR the graphic, which can be displayed in the title block of project drawings and on other project documents.

### **ENERGY STAR Awards**

Organizations interested in receiving recognition for their efforts in improving their energy performance may apply for an ENERGY STAR Award. EPA currently issues awards to Commercial and Industrial Sector Partners, Service and Product Providers, and Energy Efficiency Program Sponsors. In addition, small businesses and congregations may apply to receive an award as part of their recognition efforts.

## **2. NEED FOR AND USE OF THE COLLECTION**

### **2(a) Need and Authority for the Collection**

ENERGY STAR is authorized under section 103(g) of the Clean Air Act. The Energy Policy Act of 2005 further provides authorization to EPA and the U.S. Department of Energy (DOE) to establish a voluntary program to identify and promote energy-efficient products and buildings in order to reduce energy consumption, improve energy security, and reduce pollution through voluntary labeling of, or other forms of communication about, products and buildings that meet the highest energy conservation standards. ENERGY STAR is a voluntary program aimed at preventing pollution rather than controlling it after its creation. The program focuses on reducing utility-generated emissions by reducing the demand for energy.

Attesting to the importance of ENERGY STAR, a growing number of State and local governments have enacted legislation, policies and programs to promote the use of ENERGY STAR in commercial and government buildings. For example, the State of California requires electric and gas utilities to maintain and make available to building owners the energy consumption data of all nonresidential buildings in a format compatible for uploading to EPA's Portfolio Manager. It also requires that a nonresidential building owner or operator disclose Portfolio Manager benchmarking data and ratings to a prospective buyer as part of a whole-building transaction. In addition, the States of Hawaii, Michigan, New Jersey, Ohio, Pennsylvania, Washington, and Wisconsin have established requirements and incentives for commercial and/or government buildings to benchmark their energy use in Portfolio Manager. For additional information on State and local government actions, refer to following Web site: [http://www.energystar.gov/ia/business/government/State\\_Local\\_Govts\\_Leveraging\\_ES.pdf](http://www.energystar.gov/ia/business/government/State_Local_Govts_Leveraging_ES.pdf).

### ***JOINING THE ENERGY STAR PROGRAM AND RELATED ACTIVITIES***

#### **Partnership Letter or Agreement/Related Activities**

EPA needs to collect initial information from organizations to formally establish their Partnership in the ENERGY STAR Program. The Partnership Letter is submitted by organizations in the C&I Sector that commit to adopting an energy strategy and making energy reductions to protect the environment. The Partnership Letter provides EPA with basic yet necessary information on the organizations (e.g., contact information).

To be eligible to become an SPP Partner, an organization must meet certain requirements as specified. For example, SPPs serving the existing commercial buildings market must benchmark at least 10 buildings for client commercial buildings in the last 12 months using Portfolio Manager and/or earn the ENERGY STAR Label for at least one client commercial building in the last 12 months using Portfolio Manager and meet other program requirements. These eligibility requirements serve as minimum qualification standards so that EPA partners

with and promotes only those organizations well-versed in ENERGY STAR resources and truly committed to ENERGY STAR principles and strategies.

SPPs and EEPS submit a Partnership Agreement to join ENERGY STAR. The Partnership Agreement provides basic yet necessary information on the organizations, and it holds organizations accountable for using the ENERGY STAR Logo in accordance with applicable ENERGY STAR requirements. Through the Partnership Agreement, SPPs and EEPS also commit to undertaking specified information collection activities.

SPPs also are asked to complete a Service and Product Provider Partnership Application Data Form as part of the partnership application process. This information helps EPA to determine whether an applicant meets requirements for partnership and allows EPA to maintain a directory of the most active SPP Partners. These SPP Partners are expected to maintain a minimum level of activity to continue to be recognized in online listings.

EEPS submit a brief plan outlining key activities that they plan to undertake to cooperatively promote ENERGY STAR in the commercial and/or industrial markets so that EPA can ensure that these activities align with ENERGY STAR's goals and purposes. EPA needs annual updates to ensure that its Web site and Directory of Energy Efficiency Programs provides the public with up-to-date information. The EEPS will collaborate with ENERGY STAR to help their customers and industry measure and improve the energy performance of their buildings and portfolios.

### **Small Business and Congregations Network**

EPA needs to collect information from small businesses and congregations to be able to send "Welcome Aboard" materials and provide them with monthly educational email updates.

### **ENERGY STAR Challenge**

The ENERGY STAR Challenge is a national call-to-action to improve the energy efficiency of America's commercial and industrial buildings by 10 percent or more. Under the Challenge, EPA works with businesses, governments, associations and non-profit organizations to encourage their members and/or constituents to leverage the ENERGY STAR platform to improve the energy efficiency of their buildings. Information provided through on-line sign-ups is needed to confirm their participation and enable EPA to provide resource materials to assist in their promotional efforts. In addition, the information submitted by Challenge participants (e.g., Challenge Stories) will provide EPA with an idea of the types of activities that are being undertaken in response to the Challenge national call-to-action.

## ***BENCHMARKING***

### **Portfolio Manager**

Any organization may use Portfolio Manager to evaluate its building's energy performance. Portfolio Manager is an interactive energy management tool that allows users to track and assess energy and water consumption across their entire portfolio of facilities in a secure online environment. Users enter energy consumption and cost data into their Portfolio Manager account to benchmark facility energy performance, assess energy management goals over time and identify strategic opportunities for savings and recognition opportunities. This information is needed to assist users in improving their energy performance.

In addition, EPA intends to collect information from Portfolio Manager users on its usability as a Web-based tool and on the effectiveness of guidance. This information is needed for EPA to make needed improvements to the tool and guidance.

### **ENERGY STAR Energy Performance Indicator and Related Systems**

EPA gives industrial companies the opportunity to measure the energy efficiency of their plants. To measure efficiency and improve energy use in the company, a company enters basic information about its plant (e.g., energy consumption data) into a tool that can be downloaded from EPA's Web site called the Energy Performance Indicator (EPI). The EPI produces a plant percentile score between 1 and 100 and compares that score to the most energy-efficient plants in the industry and to the previous performance for the plant. In addition, EPA encourages industrial companies not otherwise eligible to use the EPI to track and improve their energy performance. EPA has established a program, ENERGY STAR Challenge for Industry, which encourages such companies to track their energy performance using alternative systems, such as in-house tracking systems, Portfolio Manager, or a spread sheet-based tracking tool that can be downloaded from the ENERGY STAR Web site called the ENERGY STAR Energy Tracking Tool (ETT). Information is entered into these tools to enable industrial plants to analyze and improve their energy performance.

### **Data Collection for Model Development and Beta Testing**

EPA needs to collect information in the development of new facility types in Portfolio Manager. EPA will collect information from participating organizations in order to build an historical account of energy use for new or revised facility type analysis. EPA may ask for information about energy use, building characteristics, and other parameters that will help to add or revise facility types. To beta test the accuracy of the analysis, EPA will collect information from participating organizations to test the model to ensure it produces relevant results.

## ***RECOGNITION***

### **ENERGY STAR Labeling**

#### **Buildings**

ENERGY STAR offers the public an opportunity to display the ENERGY STAR on their buildings if they meet certain energy performance criteria defined by EPA. The on-line application for the ENERGY STAR is submitted through EPA's benchmarking tool, Portfolio Manager. Eligible buildings with benchmark scores of 75 or higher may submit information to EPA to apply for the ENERGY STAR. The on-line application consists of a Statement of Energy Performance (SEP), Data Checklist, and Letter of Agreement (LOA). To be approved to receive the ENERGY STAR, buildings must meet specific eligibility requirements as well as industry standards for comfort and indoor air quality. A Professional Engineer must verify the SEP (stamped/embossed and signed) that these requirements have been met and complete a Data Checklist. These materials are necessary to demonstrate to EPA that energy-efficiency improvements have been achieved.

EPA asks that profiles of Labeled Buildings be submitted, which can be posted at the EPA Web site to educate the public and promote their achievements.

In addition, EPA intends to visit a number of ENERGY STAR Labeled Buildings for quality control purposes. EPA may confirm, for example, the accuracy of the information provided in the application for the ENERGY STAR, and may request facility documentation during the visit. This information is needed to help EPA maintain quality control on the buildings that qualify for the ENERGY STAR.

EPA also expects to periodically contact representatives of buildings that have earned the ENERGY STAR to collect information about the characteristics of buildings that lead to top energy performance. This includes information on the buildings' construction, equipment used in the buildings, building management, and involvement in ENERGY STAR. EPA will use this information to better understand the specific design, construction, and operating characteristics of ENERGY STAR Labeled Buildings and how these characteristics contributed to the buildings' top energy performance. In addition, EPA intends to collect information about the qualification process to measure how easy it is for organizations to use. EPA needs this information to identify and make needed improvements to the qualification process.

#### **Plants**

Industrial companies have an opportunity to earn the ENERGY STAR for specific types of plants that meet EPA's energy efficiency criteria. If the plant's EPI score is in the top quartile, the company may apply to EPA for the ENERGY STAR by printing out a Statement of Energy Performance. A Professional Engineer (PE) in the company provides a certification/stamp, and the certified document and a letter are sent to EPA. If the submittal

contains confidential business information (CBI), the company also sends a copy to EPA's contractor to verify energy performance results. EPA needs this information to evaluate whether the plant should receive recognition. If approved by EPA, the plant receives the ENERGY STAR. This recognition is needed to encourage industrial companies to improve their plants' energy performance.

### **ENERGY STAR Leaders**

As part of the Partnership Letter, organizations commit to continuous improvement. To track Partners' progress against their goal, EPA provides organizations recognition incentives to meet specific targets. This follows the Partnership Letter and includes that they track and benchmark all of the eligible buildings in their portfolio, and notify EPA of this accomplishment by submitting the following qualification documents: Letter of Qualification, Facility Summary Report, Facility List, and Leaders Story. Organizations also respond to EPA questions to determine if they are eligible to become a Leader. This information may be entered into the tool or provided to EPA directly (e.g., over the phone or by email). EPA will review this information and recognize these participants as ENERGY STAR Leaders if they qualify. This recognition is needed to encourage further energy performance improvements.

### **ENERGY STAR Challenge for Industry and Other Plant Activities**

Industrial plants not eligible to use the EPI may seek recognition for their energy intensity reductions. EPA has established a program, the ENERGY STAR Challenge for Industry, which encourages such companies to pledge to reduce the energy intensity of their sites by 10 percent and track their progress towards this goal using alternative systems (e.g., in-house tracking systems, Portfolio Manager). Sites that achieve a 10 percent reduction in energy intensity within five years of their baseline have the opportunity to apply for recognition from EPA. The company may apply to EPA for recognition by printing out a Statement of Energy Improvement. A Professional Engineer (PE) in the company provides a certification/stamp, and the certified document and a letter are sent to EPA. EPA needs this information to evaluate whether the plant should receive recognition. In addition, EPA may ask companies to submit a brief description of their corporate goals, which the Agency posts at its Web site to educate the public. Recognition is needed to encourage industrial plants to reduce their energy usage.



## **Statement of Energy Design Intent**

Organizations may submit the Statement of Energy Design Intent to EPA to earn recognition. EPA needs the SEDI to confirm the energy performance of their design and recognize these organizations on the EPA Web site. In addition, these organizations can display the graphic, “Designed to Earn the ENERGY STAR,” on architectural plans and other specified documents. This recognition promotes the image of these organizations as leaders in the design of energy efficient buildings. Information on the Web site is needed to educate architecture/engineering firms and the general public on best practices for designing energy efficient buildings.

## **ENERGY STAR Awards**

Organizations apply for ENERGY STAR Awards to gain public recognition for exemplary energy performance. In this regard, the awards program is needed to provide an incentive for organizations to seek greater energy performance improvements.

## **2(b) Practical Utility and Users of the Data**

### ***JOINING THE ENERGY STAR PROGRAM AND RELATED ACTIVITIES***

#### **Partnership Letter or Agreement/Related Activities**

EPA uses information submitted in the Partnership Letter or Agreement to officially establish an organization’s participation in ENERGY STAR. Organizations’ data from the Letter or Agreement are entered into the iSTAR database to serve as a source of general information and as a mailing list.

EPA uses the information submitted by Partners for a variety of program implementation purposes. For example, EPA uses information in the Service and Product Provider Partnership Application Data Form to develop and maintain the Most Active Service and Product Providers Directory. EPA uses the brief plan collected from the EEPS to ensure that their activities and materials align with the goals and purposes of ENERGY STAR. EPA uses annual updates from EEPS to ensure that its Web site provides the public with up-to-date information.

#### **Small Business and Congregations Network**

EPA uses the information provided by small businesses and congregations to send them useful information (e.g., their email address enables EPA to send monthly ENERGY STAR E-updates).

## **ENERGY STAR Challenge**

The ENERGY STAR Challenge is a national call-to-action to improve the energy efficiency of America's commercial and industrial buildings by 10 percent or more. Under the Challenge, EPA works with businesses, governments, associations and non-profit organizations to encourage their members and/or constituents to leverage the ENERGY STAR platform to improve the energy efficiency of their buildings. EPA uses the information from participants to confirm their participation and enable EPA to provide resource materials to assist in their promotional efforts. In addition, EPA uses the information submitted by participants (e.g., Challenge Stories) to get an idea of the types of activities that are being undertaken in response to the Challenge call to action, and to use as case study ideas to share with the public.

## ***BENCHMARKING***

### **Portfolio Manager**

Any organization may use Portfolio Manager to evaluate its building's energy performance. Portfolio Manager is an interactive energy management tool that allows users to track and assess energy and water consumption across their entire portfolio of facilities in a secure online environment. Users enter energy consumption and cost data into their Portfolio Manager account to benchmark facility energy performance, assess energy management goals over time and identify strategic opportunities for savings and recognition opportunities. This information helps users in improving their energy performance.

In addition, EPA intends to collect information from Portfolio Manager users on its usability as a Web-based tool and on the effectiveness of guidance. This information is used by EPA to make needed improvements to the tool and guidance.

### **ENERGY STAR Energy Performance Indicator and Related Systems**

EPA gives industrial companies the opportunity to measure the energy efficiency of their plants. To measure efficiency and improve energy use in the company, a company enters basic information about its plant (e.g., energy consumption data) into a tool that can be downloaded from EPA's Web site called the Energy Performance Indicator (EPI). The EPI produces a plant percentile score between 1 and 100 and compares that score to the most energy-efficient plants in the industry and to the previous performance for the plant. In addition, EPA encourages industrial companies not otherwise eligible to use the EPI to track and improve their energy performance. EPA has established a program, ENERGY STAR Challenge for Industry, which encourages such companies to track their energy performance using alternative systems, such as in-house tracking systems, Portfolio Manager, or a spread sheet-based tracking tool that can be downloaded from the ENERGY STAR Web site called the ENERGY STAR Energy Tracking Tool (ETT). Industrial plants use the information entered into these tools to analyze and improve their energy performance.

## **Data Collection for Model Development and Beta Testing**

EPA will use the information gathered during the data collection to build a database of information for benchmarking of a specific facility-use type. The information will be used in developing and expanding the Portfolio Manager tool for facility types and conducting beta testing of the models.

### ***RECOGNITION***

#### **ENERGY STAR Labeling**

##### **Buildings**

ENERGY STAR offers the public an opportunity to display the ENERGY STAR on their buildings if they meet certain energy performance criteria defined by EPA. The on-line application for the ENERGY STAR is submitted through EPA's benchmarking tool, Portfolio Manager. Eligible buildings with benchmark scores of 75 or higher may submit information to EPA to apply for the ENERGY STAR. The on-line application consists of a Statement of Energy Performance (SEP), Data Checklist, and Letter of Agreement (LOA). To be approved to receive the ENERGY STAR, buildings must meet specific eligibility requirements as well as industry standards for comfort and indoor air quality. A Professional Engineer must verify the SEP (stamped/embossed and signed) that these requirements have been met and complete a Data Checklist. The applicant uses this information to demonstrate to EPA that energy-efficiency improvements have been achieved.

EPA asks that profiles of Labeled Buildings be submitted, which can be posted at the EPA Web site to educate the public and promote their achievements.

In addition, EPA may need to collect information from ENERGY STAR Labeled Buildings as part of the on-site verification process. This information is used to help EPA verify the energy performance of ENERGY STAR Labeled Buildings and maintain quality control on them.

EPA also expects to periodically contact representatives of buildings that have earned the ENERGY STAR to collect information about the characteristics of buildings that lead to top energy performance. This includes information on the buildings' construction, equipment used in the buildings, building management, and involvement in ENERGY STAR. EPA will use this information to better understand the specific design, construction, and operating characteristics of ENERGY STAR Labeled Buildings and how these characteristics contributed to the buildings' top energy performance. In addition, EPA intends to collect information about the qualification process to measure how easy it is for organizations to use. EPA will use this information to identify and make improvements to the process that buildings use to qualify for the ENERGY STAR.

## Plants

Industrial companies have an opportunity to earn the ENERGY STAR for specific types of plants that meet EPA's energy efficiency criteria. If the plant's EPI score is in the top quartile, the company may apply to EPA for the ENERGY STAR by printing out a Statement of Energy Performance. A Professional Engineer (PE) in the company provides a certification/stamp, and the certified document and a letter are sent to EPA. If the submittal contains confidential business information (CBI), the company also sends a copy to EPA's contractor to verify energy performance results. If approved by EPA, the plant receives the ENERGY STAR. EPA recognition enhances the image of the organization as a national leader in energy performance.

### **ENERGY STAR Leaders**

As part of the Partnership Letter, organizations commit to continuous improvement. To track Partners' progress against their goal, EPA provides organizations recognition incentives to meet specific targets. This follows the Partnership Letter and includes that they track and benchmark all of the eligible buildings in their portfolio, and notify EPA of this accomplishment by submitting the following qualification documents: Letter of Qualification, Facility Summary Report, Facility List, and Leaders Story. Organizations also respond to EPA questions to determine if they are eligible to become a Leader. This information may be entered into the tool or provided to EPA directly (e.g., over the phone or by email). The purpose of this information is to allow the Agency to track and evaluate Partner progress in improving its energy performance and to recognize Partner accomplishments.

### **ENERGY STAR Challenge for Industry and Other Plant Activities**

Industrial plants not eligible to use the EPI may seek recognition for their energy intensity reductions. EPA has established a program, the ENERGY STAR Challenge for Industry, which encourages such companies to pledge to reduce the energy intensity of their sites by 10 percent and track their progress towards this goal using alternative systems (e.g., in-house tracking systems, Portfolio Manager). Sites that achieve a 10 percent reduction in energy intensity within five years of their baseline have the opportunity to apply for recognition from EPA. The company may apply to EPA for recognition by printing out a Statement of Energy Improvement. A Professional Engineer (PE) in the company provides a certification/stamp, and the certified document and a letter are sent to EPA. EPA uses this information to evaluate whether the plant should receive recognition. In addition, EPA may ask companies to submit a brief description of their corporate goals, which the Agency posts at its Web site to educate the public.

## **Statement of Energy Design Intent**

Organizations may submit the Statement of Energy Design Intent to EPA to earn recognition. EPA uses the SEDI to confirm the energy performance of their design and recognize these organizations on the EPA Web site. This recognition can enhance their image by demonstrating their commitment to helping building owners make better decisions about energy performance in their new commercial construction projects. Information at the Web site also can assist interested parties to learn best practices for designing energy efficient buildings.

## **ENERGY STAR Awards**

Organizations apply for ENERGY STAR Awards to gain public recognition for exemplary energy performance. In this regard, EPA holds the awards program to provide an incentive for organizations to seek greater energy performance improvements.

### **3. NONDUPLICATION, CONSULTATIONS, AND OTHER COLLECTION CRITERIA**

#### **3(a) Nonduplication**

The information collected under this ICR is not collected by any other EPA office or by any other Federal agency. Therefore, there is not a potential for duplication with other Federal collections.

#### **3(b) Public Notice Required Prior to ICR Submission to OMB**

In compliance with the Paperwork Reduction Act of 1995, EPA solicited public comments on this ICR through an announcement in the Federal Register on August 11, 2009 (74 FR 40183). No comments were received.

#### **3(c) Consultations**

In preparing this ICR, EPA did not conduct industry or State consultations. Because EPA works closely with ENERGY STAR participants, the Agency already has a good idea of the time needed to carry out its information collections. Therefore, EPA relied on the expertise of Agency staff in developing the ICR's hour and cost assumptions. In addition, the Agency accessed its current databases (e.g., iStar) and documentation to estimate the number of respondents and activities. The Agency's data sources are kept up-to-date based on participant submittals (e.g., submittals of Partnership Letters and Agreements) and therefore are the most reliable sources for estimation purposes.

#### **3(d) Effects of Less Frequent Collection**

EPA has carefully considered the information collection burden imposed by the ENERGY STAR Program. EPA is confident that those activities requested of respondents are necessary, and to the extent possible, the Agency has attempted to minimize the burden imposed. A number of the requested activities, for example, will be performed once (e.g., one-time submittal of Partnership Letter or Agreement). In addition, respondents can satisfy many of the collections in this ICR by submitting readily available information. For example, users of Portfolio Manager are asked to enter energy use data (e.g., data from their energy bills). EPA believes strongly that, if the information collections in this ICR are not performed at the requested frequency, EPA's ability to implement the ENERGY STAR Program and the public's ability to benefit from the program's tools and resources could be hampered significantly.

### **3(e) General Guidelines**

Information collections performed under this clearance will follow all of OMB's General Guidelines regarding Federal data collection.

EPA intends to omit the expiration date from all forms being submitted for OMB review in this ICR. The information collected on the forms is modified infrequently. When modifications to the forms do occur, they normally involve changes that do not affect respondent burden (e.g., changes to wording and/or format). Under the 1995 Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number.

Since this ICR is renewed every three years, inclusion of an expiration date on the forms would require EPA to amend them every three years. This would create unnecessary burdens for both EPA and those who complete the forms. Since inclusion of the expiration date on the forms in these circumstances provides little to no value for the public, EPA intends to omit it from the forms under this ICR.

### **3(f) Confidentiality**

Participation in the ENERGY STAR Program is voluntary and may be terminated by participants or EPA at any time. If a claim of confidential business information (CBI) is asserted, EPA will manage that information in accordance with EPA's provisions on confidentiality. 40 CFR Part 2, Subpart B establishes EPA's general policy on the public disclosure of information and procedures for handling CBI claims.

### **3(g) Sensitive Questions**

No questions of a sensitive nature are asked of participants with ENERGY STAR.

#### 4. THE RESPONDENTS AND THE INFORMATION REQUESTED

##### 4(a) Respondents and SIC/NAICS Codes

The following is a list of Standard Industrial Classification (SIC) codes, North American Industrial Classification System (NAICS) codes, and associated industries that may be affected by information collections covered under this ICR for the ENERGY STAR Program. Note that, at the end of this list, EPA has included a number of NAICS codes that do not have a corresponding SIC code. EPA has included an asterisk in the SIC code column to indicate that no corresponding SIC code exists.

<b>SIC</b>	<b>Industries</b>	<b>NAICS</b>
742	Veterinary Services for Livestock	54194
751	Livestock Services, Except Veterinary (custom slaughtering)	311611
1311	Crude Petroleum and Natural Gas	211111
1382	Surveying Services (geophysical surveying)	54136
1382	Oil and Gas Field Exploration Services (except geophysical mapping and surveying and aerial geophysical exploration)	213112
1389	Oil and Gas Field Exploration Services (except geophysical mapping and surveying and aerial geophysical exploration)	213112
1521	General contractors-Single-Family Houses	23321
1522	General Contractors-Residential Building Other than Single-Family (hotel and motel construction)	23332
1531	General contractors-Single-Family Houses	23321
1531	General Contractors-Residential Building, Other Than Single-Family (except hotel and motel construction)	23322
1531	Operative Builders (manufacturing and light industrial building construction)	23331
1531	General Contractors-Residential Building Other than Single-Family (hotel and motel construction)	23332
1542	General Contractors-Residential Building Other than Single-Family (hotel and motel construction)	23332
1629	Heavy Construction, NEC (industrial nonbuilding structures construction)	23493
1629	Heavy Construction, NEC (except industrial nonbuilding structures construction)	23499
1711	Plumbing, Heating and Air-Conditioning	23511
1731	Electrical Work (except burglar and fire alarm installation)	23531
1731	Burglar and Fire Alarm Installation	561621
1751	Carpentry Work	23551
1761	Roofing, Siding, and Sheet Metal Work	23561
1799	Painting and Paper Hanging	23521



1799	Glass and Glazing Work	23592
1799	Special Trade Contractors, NEC (except paint and wallpaper stripping, wall paper removal contractors, and tinting glass work)	23599
1799	Asbestos Abatement and Lead Paint Removal Contractors	56291
2013	Sausages and Other Prepared Meats (except lard made from purchased materials)	311612
2015	Poultry Slaughtering and Processing (poultry processing)	311615
2015	Poultry Slaughtering and Processing (egg processing)	311999
2021	Creamery Butter	311512
2022	Natural, Processed, and Imitation Cheese	311513
2023	Dry, Condensed and Evaporated Dairy Products	311514
2024	Ice Cream and Frozen Desserts	31152
2026	Fluid Milk	311511
2032	Canned Specialties (except canned puddings)	311422
2033	Canned Fruits, Vegetables, Preserves, Jams, and Jellies	311421
2034	Dehydrated Fruits, Vegetables and Soup Mixes (vegetable flour)	311211
2034	Dried and Dehydrated Fruits, Vegetables and Soup Mixes (except vegetable flour and soup mixes made from purchased dried and dehydrated ingredients made in dehydration plants)	311423
2037	Frozen Fruits, Fruit Juices, and Vegetables	311411
2038	Frozen Specialties, NEC	311412
2043	Cereal Breakfast Foods (breakfast cereal)	31123
2043	Cereal Breakfast Foods (coffee substitute)	31192
2044	Rice Milling	311212
2045	Prepared Flour Mixes and Doughs	311822
2046	Wet Corn Milling (except refining purchased oil)	311221
2047	Dog and Cat Food	311111
2048	Prepared Feeds and Feed Ingredients for Animals and Fowls, Except Dogs and Cats (except slaughtering animals for pet food)	311119
2051	Bread and Other Bakery Products, Except Cookies and Crackers	311812
2052	Cookies and Crackers (except unleavened bread and pretzels)	311821
2052	Cookies and Crackers (pretzel, except soft)	311919
2053	Frozen Bakery Products, Except Bread	311813
2061	Cane Sugar, Except Refining	311311
2062	Cane Sugar Refining	311312
2063	Beet Sugar	311313
2066	Chocolate and Cocoa Products (except chocolate products, made from purchased chocolate)	31132
2074	Cottonseed Oil Mills (cottonseed processing)	311223
2075	Soybean Oil Mills (soybean processing)	311222
2077	Animal and Marine Fats and Oils (animal fats and oils)	311613
2077	Animal and Marine Fats and Oils (canned marine fats and oils)	311711
2077	Animal and Marine Fats and Oils (fresh and frozen marine fats and oils)	311712

2079	Shortening, Table Oils, Margarine, and Other Edible Fats and Oils, NEC (processing fats and oils from purchased fats and oils)	311225
2082	Malt Beverages (except malt extract)	31212
2082	Malt Beverages (malt extract)	311942
2083	Malt	311213
2084	Wines, Brandy, and Brandy Spirits	31213
2085	Distilled and Blended Liquors (except applejack)	31214
2086	Bottled and Canned Soft Drinks and Carbonated Water (except bottled water)	312111
2086	Bottled and Canned Soft Drinks and Carbonated Water (bottled water)	312112
2087	Flavoring Extracts and Flavoring Syrups (flavoring syrup and concentrate, except coffee)	31193
2097	Manufactured Ice	312113
2098	Macaroni, Spaghetti, Vermicelli and Noodles	311823
2099	Food Preparations, NEC (marshmallow creme)	31134
2099	Food Preparations, NEC (tortillas)	31183
2099	Food Preparations, NEC (peanut butter)	311911
2099	Food Preparations, NEC (vinegar, prepared dips (except dairy), and cider)	311941
2099	Food Preparations, NEC (perishable prepared food)	311991
2111	Cigarettes	312221
2121	Cigars	312229
2141	Tobacco Stemming and Redrying (redrying and stemming)	31221
2221	Broadwoven Fabric Mills, Cotton	31321
2231	Broadwoven Fabric Mills, Wool (wool broadwoven fabric finishing only)	313311
2231	Broadwoven Fabric Mills, Wool (wool finishing only, except broadwoven fabric)	313312
2241	Narrow Fabric and Other Smallware Mills: Cotton, Wool, Silk and Manmade Fiber	313221
2251	Women's Full-Length and Knee-Length Hosiery, (except dyeing and finishing only)	315111
2252	Hosiery, NEC (socks except dyeing and finishing only)	315119
2253	Knit Outerwear Mills (except dyeing and finishing only, and bath robes and lounge robes)	315191
2254	Knit Underwear and Nightwear Mills (except dyeing and finishing only)	315192
2257	Weft Knit Fabric Mills (except finishing)	313241
2258	Lace and Warp Knit Fabric Mills (except finishing)	313249
2273	Carpets and Rugs	31411
2281	Yarn Spinning Mills	313111
2282	Yarn Texturing, Throwing, Winding Mills	313112
2284	Thread Mills (except finishing)	313113
2295	Coated Fabrics, Not Rubberized	31332
2296	Tire Cord and Fabrics	314992

2297	Nonwoven Fabrics	31323
2298	Cordage and Twine	314991
2299	Textile Goods, NEC (broadwoven fabrics of jute, linen, hemp, and ramie and handwoven)	31321
2299	Textile Goods, NEC (recovery and processing of fibers and waste)	314999
2311	Men's and Boys' Suits, Coats, and Overcoats (contractors)	315211
2311	Men's and Boys' Suits, Coats, and Overcoats (except contractors)	315222
2321	Men's and Boys' Shirts, Except Work Shirts (except contractors)	315223
2322	Men's and Boys' Underwear and Nightwear (except contractors)	315221
2323	Men's and Boys' Neckwear (except contractors)	315993
2325	Men's and Boys' Trousers and Slacks (except contractors)	315224
2326	Men's and Boys' Work Clothing (except contractors)	315225
2329	Men's and Boys' Suits, Coats, and Overcoats (contractors)	315211
2329	Men's and Boys' Clothing, NEC (men's and boys' other outerwear except contractors)	315228
2329	Men's and Boys' Outerwear, NEC (athletic uniforms except contractors)	315299
2331	Women's, Misses', and Juniors' Blouses and Shirts (contractors)	315212
2335	Women's, Misses', and Juniors' Dresses (except contractors)	315233
2337	Women's, Misses', and Juniors' Suits, Skirts, and Coats (except contractors)	315234
2339	Women's, Misses', and Juniors' Outerwear, NEC (except contractors)	315239
2339	Women's, Misses', and Juniors' Outerwear, NEC (scarves)	315999
2341	Women's, Misses', Children's, and Infants' Underwear and Nightwear (infants' except contractors)	315291
2353	Hats, Caps, and Millinery (except contractors)	315991
2371	Fur Goods (except contractors)	315292
2381	Dress and Work Gloves, Except Knit and All-Leather (except contractors)	315992
2391	Curtains and Draperies	314121
2392	House furnishings, Except Curtains and Draperies (except mops and bags)	314129
2392	House furnishings, Except Curtains and Draperies (blanket, laundry, and garment storage bags)	314911
2394	Canvas and Related Products	314912
2395	Textile Goods, NEC (other textile products)	314999
2395	Men's and Boys' Suits, Coats, and Overcoats (contractors)	315211
2395	Women's, Misses', and Juniors' Blouses and Shirts (contractors)	315212
2396	Automotive Trimmings, Apparel Findings, and Related Products (textile motor vehicle trimming)	33636
2397	Machine Embroideries	313222
2399	Fabricated Textile Products, NEC (seat belts, and seat and tire covers)	33636
2421	Sawmills and Planing Mills, General (sawmills)	321113
2421	Sawmills and Planing Mills, General (lumber manufacturing from purchased lumber, softwood cut stock, wood lath, fence pickets, and planing mill products)	321912

2421	Hardwood Dimension and Flooring Mills (hardwood flooring)	321918
2421	Hardwood Dimension and Flooring Mills (wood stock and turnings)	321999
2426	Hardwood Dimension and Flooring Mills (hardwood flooring)	321918
2429	Special Product Sawmills, NEC (cooperage stock)	32192
2431	Millwork (wood windows and doors)	321911
2431	Hardwood Dimension and Flooring Mills (hardwood flooring)	321918
2434	Wood Kitchen Cabinets	33711
2435	Hardwood Veneer and Plywood	321211
2436	Softwood Veneer and Plywood	321212
2439	Structural Wood Members, NEC (except trusses)	321213
2439	Structural Wood Members, NEC (trusses)	321214
2451	Mobile Homes	321991
2452	Prefabricated Wood Buildings and Components	321992
2491	Wood Preserving	321114
2493	Reconstituted Wood Products	321219
2511	Wood Household Furniture, Except Upholstered (except wood box spring frames)	337122
2511	Wood Household Furniture, Except Upholstered (wood box spring frames)	337215
2512	Wood Household Furniture, Upholstered	337121
2514	Metal Household Furniture (except upholstered and metal box spring frames)	337124
2515	Mattresses, Foundations and Convertible Beds (mattresses and foundations)	33791
2517	Wood Television, Radio, Phonograph, and Sewing Machine Cabinets	337129
2519	Household Furniture, NEC	337125
2521	Wood Office Furniture	337211
2522	Office Furniture, Except Wood	337214
2531	Automotive Trimmings, Apparel Findings, and Related Products (textile motor vehicle trimming)	33636
2531	Public Building and Related Furniture (furniture made for public buildings)	337127
2531	Public Buildings and Related Furniture (blackboards)	339942
2541	Wood Office and Store Fixtures, Partitions, Shelving, and Lockers (architectural woodwork, millwork, and fixtures)	337212
2591	Drapery Hardware and Window Blinds and Shades	33792
2599	Furniture and Fixtures, NEC (hospital beds)	339111
2611	Pulp Mills (pulp producing mills only)	32211
2611	Pulp Mills (pulp mills producing paperboard)	32213
2611	Pulp Mills (pulp mills producing paper)	322121
2621	Pulp Mills (pulp mills producing paper)	322121
2621	Paper Mills (newsprint mills)	322122
2652	Setup Paperboard Boxes	322213
2655	Fiber Cans, Tubes, Drums, and Similar Products	322214
2656	Sanitary Food Containers, Except Folding	322215
2657	Folding Paperboard Boxes, Including Sanitary	322212

2671	Packaging Paper and Plastics Film, Coated and Laminated (single-Web paper, paper multiweb laminated rolls and sheets for packaging uses)	322221
2671	Packaging Paper and Plastics Film, Coated, and Laminated (plastics packaging film and sheet)	326112
2672	Coated and Laminated Paper, NEC	322222
2673	Plastics, Foil, and Coated Paper Bags (except all plastics)	322223
2673	Plastics, Foil, and Coated Paper Bags (plastics bags)	326111
2674	Uncoated Paper and Multiwall Bags	322224
2675	Die-Cut Paper and Paperboard and Cardboard (pasted, lined, laminated, or surface-coated paperboard)	322226
2676	Sanitary Paper Products	322291
2677	Envelopes	322232
2678	Stationery, Tablets, and Related Products	322233
2679	Converted Paper and Paperboard Products, NEC (corrugated paper)	322211
2679	Converted Paper and Paperboard Products, NEC (paper supplies for business machines and other paper office supplies)	322231
2679	Converted Paper and Paperboard Products, NEC ( other converted paper and paperboard products, such as paper filters, crepe paper, and laminated and tiled wallboard)	322299
2711	Newspapers: Publishing or Publishing and Printing	51111
2721	Periodicals: Publishing or Publishing and Printing	51112
2731	Books: Publishing or Publishing and Printing (except music books)	51113
2731	Books: Publishing or Publishing and Printing (music books)	51223
2732	Book Printing	323117
2741	Miscellaneous Publishing (database publishers)	51114
2741	Books: Publishing or Publishing and Printing (music books)	51223
2741	Miscellaneous Publishing (except database and sheet music publishing)	511199
2752	Commercial Printing, Lithographic (except quick printing)	323110
2752	Commercial Printing, Lithographic (quick printing)	323114
2754	Commercial Printing, Gravure	323111
2759	Commercial Printing, NEC (screen printing)	323113
2759	Commercial Printing, NEC (digital printing, except quick printing)	323115
2759	Commercial Printing, NEC (other commercial printing except quick printing)	323119
2761	Manifold Business Forms	323116
2771	Commercial Printing, Lithographic (except quick printing)	323110
2771	Commercial Printing, Gravure	323111
2771	Greeting Cards (flexographic printing of greeting cards)	323112
2771	Automotive Trimmings, Apparel Findings, and Related Products (printing and embossing on fabric articles)	323113
2771	Commercial Printing, NEC (other commercial printing except quick printing)	323119
2771	Greeting Cards (publishing greeting cards)	511191
2782	Blankbooks, Loose-leaf Binders and Devices (except checkbooks)	323118

2789	Bookbinding and Related Work	323121
2791	Typesetting	323122
2812	Alkalies and Chlorine	325181
2813	Industrial Gases	32512
2816	Inorganic Pigments (except bone and lamp black)	325131
2819	Industrial Inorganic Chemicals, NEC (except activated carbon and charcoal, alumina, and inorganic industrial dyes)	325188
2819	Industrial Inorganic Chemicals, NEC (activated carbon and charcoal)	325998
2819	Industrial Inorganic Chemicals, NEC (alumina)	331311
2821	Plastics Materials, Synthetic and Resins, and Nonvulcanizable Elastomers	325211
2822	Synthetic Rubber	325212
2823	Cellulosic Manmade Fibers	325221
2824	Manmade Organic Fibers, Except Cellulosic	325222
2833	Medicinal Chemicals and Botanical Products	325411
2834	Pharmaceutical Preparations	325412
2835	Pharmaceutical Preparations	325412
2835	In-Vitro and In-Vivo Diagnostic Substances (in-vitro diagnostic substances)	325413
2836	Biological Products, Except Diagnostic Substance	325414
2841	Soaps and Other Detergents, Except Specialty Cleaners	325611
2842	Specialty Cleaning, Polishing, and Sanitary Preparations	325612
2843	Surface Active Agents, Finishing Agents, Sulfonated Oils, and Assistants	325613
2844	Perfumes, Cosmetics, and Other Toilet Preparations (except toothpaste)	32562
2844	Soaps and Other Detergents, Except Specialty Cleaners	325611
2851	Paints, Varnishes, Lacquers, Enamels and Allied Products	32551
2861	Gum and Wood Chemicals	325191
2865	Cyclic Organic Crudes and Intermediates, and Organic Dyes and Pigments (aromatics)	32511
2865	Cyclic Organic Crudes and Intermediates, and Organic Dyes and Pigments (organic dyes and pigments)	325132
2865	Cyclic Organic Crudes and Intermediates and Organic Dyes and Pigments (except aromatics and organic dyes and pigments)	325192
2869	Industrial Organic Chemicals (ethyl alcohol)	325193
2873	Nitrogenous Fertilizers	325311
2874	Phosphatic Fertilizers	325312
2875	Fertilizers, Mixing Only	325314
2879	Pesticides and Agricultural Chemicals, NEC	32532
2891	Adhesives and Sealants	32552
2892	Explosives	32592
2893	Printing Ink	32591
2895	Carbon Black	325182
2899	Chemicals and Chemical Preparations, NEC (frit)	32551
2899	Paints, Varnishes, Lacquers, Enamels and Allied Products	32551

2899	Flavoring Extracts and Flavoring Syrups (flavoring extracts)	311942
2899	Chemical and Chemical Preparations, NEC (fatty acids)	325199
2899	Industrial Inorganic Chemicals, NEC (activated carbon and charcoal)	325998
2911	Petroleum Refining	32411
2951	Asphalt Paving Mixtures and Blocks	324121
2952	Asphalt Felts and Coatings	324122
2992	Lubricating Oils and Greases	324191
2999	Products of Petroleum and Coal, NEC	324199
3011	Tires and Inner Tubes	326211
3021	Rubber and Plastics Footwear	316211
3052	Rubber and Plastics Hose and Belting	32622
3053	Gaskets, Packing, and Sealing Devices	339991
3061	Molded, Extruded, and Lathe-Cut Mechanical Rubber Goods	326291
3069	Coated Fabrics, Not Rubberized	31332
3069	Fabricated Rubber Products, NEC (wet suits)	33992
3069	Fabricated Rubber Products, NEC (rubber resilient floor coverings)	326192
3069	Fabricated Rubber Products, NEC (except rubberized fabric and rubber resilient floor covering)	326299
3069	Fabricated Rubber Products, NEC (rubber gloves and life jackets)	339113
3069	Fabricated Rubber Products, NEC (rubber toys, except dolls)	339932
3081	Unsupported Plastics Film and Sheets	326113
3082	Unsupported Plastics Profile Shapes	326121
3083	Laminated Plastics Plate, Sheet, and Profile Shapes	32613
3084	Plastics Pipe	326122
3085	Plastics Bottles	32616
3086	Plastics Foam Products (polystyrene foam products)	32614
3086	Plastics Foam Products (urethane foam products)	32615
3087	Custom Compounding of Purchased Plastics Resin	325991
3088	Plastics Plumbing Fixtures	326191
3089	Plastics Pipe	326122
3089	Plastics Products, NEC (except plastics pipe fittings and plastics sausage casings)	326199
3111	Leather Tanning and Finishing	31611
3131	Boot and Shoe Cut Stock and Findings (except wood heels and metal buckles)	316999
3131	Boot and Shoe Cut Stock and Findings (wood heels)	321999
3142	House Slippers	316212
3143	Men's Footwear, Except Athletic	316213
3144	Women's Footwear, Except Athletic	316214
3149	Footwear Except Rubber, NEC	316219
3161	Luggage	316991
3171	Women's Handbags and Purses	316992
3172	Personal Leather Goods, Except Women's Handbags and Purses	316993

3211	Flat Glass	327211
3221	Glass Containers	327213
3229	Pressed and Blown Glass and Glassware, NEC	327212
3231	Glass Products Made of Purchased Glass	327215
3241	Cement, Hydraulic	32731
3251	Brick and Structural Clay Tile (except slumped brick)	327121
3253	Ceramic Wall and Floor Tile	327122
3255	Clay Refractories	327124
3259	Structural Clay Products, NEC	327123
3261	Vitreous China Plumbing Fixtures and China and Earthenware Fittings and Bathroom Accessories	327111
3262	Vitreous China Table and Kitchen Articles	327112
3264	Porcelain Electrical Supplies	327113
3271	Concrete Block and Brick	327331
3272	Concrete Products, Except Block and Brick (concrete products, except dry mix concrete and pipe)	32739
3272	Concrete Products, Except Block and Brick (concrete pipe)	327332
3273	Ready-Mixed Concrete	32732
3274	Lime	32741
3275	Gypsum Products	32742
3281	Cut Stone and Stone Products	327991
3291	Abrasive Products (except steel wool with or without soap)	32791
3292	Asbestos Products (asbestos brake linings and pads)	33634
3295	Minerals and Earths, Ground or Otherwise Treated (except grinding, washing, separating, etc. of nonmetallic minerals)	327992
3296	Mineral Wool	327993
3297	Nonclay Refractories	327125
3299	Nonmetallic Mineral Products, NEC (moldings, ornamental and architectural plaster work and gypsum statuary )	32742
3299	Nonmetallic Mineral Products, NEC (except moldings, ornamental and architectural plaster work, clay and gypsum statuary)	327999
3312	Steel Works, Blast Furnaces (Including Coke Ovens), and Rolling Mills (except coke ovens not integrated with steel mills and hot rolling purchased steel)	331111
3313	Electrometallurgical Products, Except Steel	331112
3315	Steel Wiredrawing and Steel Nails and Spikes (steel, wire drawing)	331222
3315	Steel Wiredrawing and Steel Nails and Spikes (nails, spikes, paper clips, and wire not made in wiredrawing plants)	332618
3316	Cold-Rolled Steel Sheet, Strip and Bars	331221
3317	Steel Pipe and Tubes	33121
3321	Gray and Ductile Iron Foundries	331511
3324	Steel Investment Foundries	331512
3325	Steel Foundries, NEC	331513



3331	Primary Smelting and Refining of Copper	331411
3334	Primary Production of Aluminum	331312
3339	Primary Smelting and Refining of Nonferrous Metals, Except Copper and Aluminum	331419
3341	Secondary Smelting and Refining of Nonferrous Metals (except copper and aluminum)	331492
3351	Rolling, Drawing, and Extruding of Copper	331421
3353	Aluminum Sheet, Plate, and Foil	331315
3354	Aluminum Extruded Products	331316
3356	Rolling, Drawing, and Extruding of Nonferrous Metals, Except Copper and Aluminum	331491
3357	Drawing and Insulating of Nonferrous Wire (aluminum wire drawing)	331319
3357	Drawing and Insulating of Nonferrous Wire (copper wire drawing)	331422
3357	Rolling, Drawing and Extruding of Nonferrous Metals, Except Copper and Aluminum	331491
3357	Drawing and Insulating of Nonferrous Wire (fiber optic cable-insulating)	335921
3357	Drawing and Insulating of Nonferrous Wire (communication and energy wire, except fiber optic-insulating only)	335929
3363	Aluminum Die-Castings	331521
3364	Nonferrous Die-Castings, Except Aluminum	331522
3365	Aluminum Foundries	331524
3366	Copper Foundries	331525
3369	Nonferrous Foundries, Except Aluminum and Copper	331528
3398	Metal Heat Treating	332811
3399	Primary Metal Products, NEC (making ferrous metal powder, paste, and flake from purchased iron or steel)	331221
3399	Primary Metal Products, NEC (aluminum powder, paste, flakes, etc.)	331314
3399	Primary Metal Products, NEC (copper powders, flakes, paste, etc.)	331423
3399	Primary Metal Products, NEC (laminating steel)	332813
3411	Metal Cans	332431
3421	Cutlery (tool-type shears)	332212
3423	Hand and Edge Tools, Except Machine Tools and Handsaws	332212
3425	Saw Blades and Handsaws	332213
3429	Hardware, NEC (other hardware)	33251
3429	Metal Shipping Barrels, Drums, Kegs, and Pails	332439
3429	Hardware, NEC (hose nozzles)	332919
3429	Hardware, NEC (luggage and utility racks)	336399
3431	Enameled Iron and Metal Sanitary Ware	332998
3432	Plumbing Fixture Fittings and Trim (except shower rods and lawn hose nozzles)	332913
3432	Plumbing Fixture Fittings and Trim (lawn hose nozzles)	332919
3433	Heating Equipment, Except Electric and Warm Air Furnaces	333414
3441	Fabricated Structural Metal	332312

3442	Metal Doors, Sash, Frames, Molding and Trim	332321
3443	Fabricated Plate Work (Boiler Shops) (heavy gauge tanks)	33242
3443	Fabricated Plate Work (Boiler Shops) (fabricated plate work and metal weldments)	332313
3444	Sheet Metal Work (ducts, flumes, flooring, siding, dampers, etc.)	332322
3444	Metal Shipping Barrels, Drums, Kegs, and Pails	332439
3448	Prefabricated Metal Buildings and Components	332311
3449	Miscellaneous Structural Metal Work (custom roll forming)	332114
3451	Screw Machine Products	332721
3452	Bolts, Nuts, Screws, Rivets, and Washers	332722
3462	Iron and Steel Forgings	332111
3463	Nonferrous Forgings	332112
3465	Automotive Stampings	33637
3466	Crowns and Closures	332115
3469	Metal Stampings, NEC (except kitchen utensils, pots and pans for cooking, and coins)	332116
3469	Metal Stampings, NEC (kitchen utensils, pots, and pans for cooking)	332214
3479	Coating, Engraving, and Allied Services, NEC (except jewelry, silverware, and flatware engraving and etching)	332812
3479	Coating, Engraving, and Allied Services, NEC (jewelry engraving and etching, including precious metal)	339911
3479	Coating, Engraving, and Allied Services, NEC (silver and plated ware engraving and etching)	339912
3479	Coating, Engraving, and Allied Services, NEC (costume jewelry engraving and etching)	339914
3482	Small Arms Ammunition	332992
3483	Ammunition, Except for Small Arms	332993
3489	Ordnance and Accessories, NEC	332995
3491	Industrial Valves	332911
3492	Fluid Power Valves and Hose Fittings	332912
3493	Steel Springs, Except Wire	332611
3495	Wire Springs (except watch and clock springs)	332612
3496	Miscellaneous Fabricated Wire Products (grocery carts)	333924
3497	Metal Foil and Leaf (laminated aluminum foil rolls and sheets for flexible packaging uses)	322225
3498	Fabricated Pipe and Pipe Fittings	332996
3499	Fabricated Metal Products, NEC (metal motor vehicle seat frames)	33636
3499	Fabricated Metal Products, NEC (powder metallurgy)	332117
3511	Steam, Gas, and Hydraulic Turbines, and Turbine Generator Set Units	333611
3523	Farm Machinery and Equipment (corrals, stalls, and holding gates)	332323
3524	Lawn and Garden Tractors and Home Lawn and Garden Equipment (except nonpowered lawnmowers)	333112
3531	Construction Machinery and Equipment (except railway track maintenance	33312

	equipment; winches, aerial work platforms; and automotive wrecker hoists)	
3531	Construction Machinery and Equipment (railway track maintenance equipment)	33651
3531	Construction Machinery and Equipment (winches, aerial work platforms, and automobile wrecker hoists)	333923
3532	Mining Machinery and Equipment, Except Oil and Gas Field Machinery and Equipment	333131
3533	Oil and Gas Field Machinery and Equipment	333132
3534	Elevators and Moving Stairways	333921
3535	Conveyors and Conveying Equipment	333922
3537	Industrial Trucks, Tractors, Trailers, and Stackers (metal air cargo containers)	332439
3541	Machine Tools, Metal Cutting Type	333512
3542	Machine Tools, Metal Forming Type	333513
3543	Industrial Patterns	332997
3544	Special Dies and Tools, Die Sets, Jigs and Fixtures, and Industrial Molds (industrial molds)	333511
3544	Special Dies and Tools, Die Sets, Jigs and Fixtures, and Industrial Molds (except molds)	333514
3545	Hand and Edge Tools, Except Machine Tools and Handsaws	332212
3545	Cutting Tools, Machine Tool Accessories, and Machinists' Precision Measuring Devices (except precision measuring devices)	333515
3546	Power-Driven Handtools	333991
3547	Rolling Mill Machinery and Equipment	333516
3548	Electric and Gas Welding and Soldering Equipment (except transformers for arc-welding)	333992
3548	Electric and Gas Welding and Soldering Equipment (transformers for arc-welders)	335311
3549	Metalworking Machinery, NEC	333518
3552	Textile Machinery	333292
3553	Woodworking Machinery	33321
3554	Paper Industries Machinery	333291
3555	Printing Trades Machinery and Equipment	333293
3556	Food Products Machinery	333294
3559	Special Industry Machinery, NEC (nuclear control drive mechanisms)	33241
3559	Special Industry Machinery, NEC (rubber and plastics manufacturing machinery)	33322
3559	Industrial and Commercial Machinery and Equipment, NEC (cotton ginning machinery)	333111
3559	Special Industry Machinery, NEC (semiconductor machinery manufacturing)	333295
3559	Special Industry Machinery, NEC (except rubber and plastics manufacturing machinery, semiconductor manufacturing machinery, and automotive maintenance equipment)	333298

3559	Special Industry Machinery, NEC (automotive maintenance equipment)	333319
3561	Pumps and Pumping Equipment	333911
3562	Ball and Roller Bearings	332991
3563	Air and Gas Compressors	333912
3564	Calculating and Accounting Machinery, Except Electronic Computers (except point of sales terminals and funds transfer devices)	333313
3564	Industrial and Commercial Fans and Blowers and Air Purification Equipment (air purification equipment)	333411
3564	Industrial and Commercial Fans and Blowers and Air Purification Equipment (fans and blowers)	333412
3565	Packaging Machinery	333993
3566	Speed Changers, Industrial High-Speed Drives, and Gears	333612
3567	Industrial Process Furnaces and Ovens	333994
3568	Mechanical Power Transmission Equipment, NEC	333613
3569	Industrial and Commercial Machinery and Equipment, NEC (other industrial and commercial machinery and equipment)	333999
3571	Electronic Computers	334111
3572	Computer Storage Devices	334112
3575	Computer Terminals	334113
3577	Computer Peripheral Equipment, NEC (plotter controllers)	334418
3577	Computer Peripheral Equipment, NEC (magnetic tape cleaners)	334613
3578	Calculating and Accounting Machines, Except Electronic Computers (change making machines)	333311
3578	Calculating and Accounting Machinery, Except Electronic Computers (except point of sales terminals and funds transfer devices)	333313
3578	Computer Peripheral Equipment, NEC	334119
3579	Calculating and Accounting Machinery, Except Electronic Computers (except point of sales terminals and funds transfer devices)	333313
3579	Wire Springs (clock and watch springs)	334518
3579	Public Buildings and Related Furniture (blackboards)	339942
3582	Commercial Laundry, Drycleaning and Pressing Machines	333312
3585	Fabricated Plate Work (Boiler Shops) (metal cooling towers)	333415
3585	Air-Conditioning and Warm Air Heating Equipment and Commercial and Industrial Refrigeration Equipment (motor vehicle air-conditioning)	336391
3586	Measuring and Dispensing Pumps	333913
3589	Special Industry Machinery, NEC (automotive maintenance equipment)	333319
3592	Carburetors, Pistons, Piston Rings, and Valves	336311
3593	Fluid Power Cylinders and Actuators	333995
3594	Fluid Power Pumps and Motors	333996
3596	Scales and Balances, Except Laboratory	333997
3599	Industrial and Commercial Machinery and Equipment, NEC (machine shops)	33271
3599	Abrasive Products (steel wool with or without soap)	332999

3599	Special Industry Machinery, NEC (automotive maintenance equipment)	333319
3599	Industrial and Commercial Machinery and Equipment, NEC (other industrial and commercial machinery and equipment)	333999
3599	Internal Combustion Engines, NEC (stationary engine radiators)	336399
3612	Electric and Gas Welding and Soldering Equipment (transformers for arc-welders)	335311
3613	Switchgear and Switchboard Apparatus	335313
3621	Motors and Generators	335312
3624	Carbon and Graphite Products	335991
3625	Relays and Industrial Controls	335314
3629	Electrical Industrial Apparatus, NEC	335999
3631	Household Cooking Equipment	335221
3632	Household Refrigerators and Home and Farm Freezers	335222
3633	Household Laundry Equipment	335224
3634	Electric Housewares and Fans (except wall and baseboard heating units for permanent installation and electronic cigarette lighters)	335211
3639	Household Appliances, NEC (household sewing machines)	333298
3639	Household Appliances, NEC (floor waxing and floor polishing machines)	335212
3639	Household Appliances, NEC (except floor waxing and floor polishing machines, and household sewing machines)	335228
3641	Electric Lamp Bulbs and Tubes	33511
3643	Current-Carrying Wiring Devices	335931
3644	Noncurrent-Carrying Wiring Devices (except fishwire, electrical wiring tool)	335932
3645	Residential Electric Lighting Fixtures	335121
3646	Commercial, Industrial, and Institutional Electric Lighting Fixtures	335122
3647	Vehicular Lighting Equipment	336321
3648	Lighting Equipment, NEC	335129
3651	Household Audio and Video Equipment	33431
3652	Phonograph Records and Prerecorded Audio Tapes and Disks (integrated record companies, except duplication only)	51222
3652	Phonograph Records and Prerecorded Audio Tapes and Disks (reproduction of all other media except video)	334612
3661	Telephone and Telegraph Apparatus (except telephone transformers and consumer external modems)	33421
3661	Telephone and Telegraph Apparatus (telephone transformers)	334416
3661	Electronic Components, NEC (printed circuit/electronic assembly manufacturing)	334418
3663	Radio and Television Broadcasting and Communications Equipment	33422
3669	Communications Equipment, NEC	33429
3671	Electron Tubes	334411
3672	Printed Circuit Boards	334412
3674	Semiconductors and Related Devices	334413

3675	Electronic Capacitors	334414
3676	Electronic Resistors	334415
3677	Telephone and Telegraph Apparatus (telephone transformers)	334416
3678	Electronic Connectors	334417
3679	Radio and Television Broadcasting and Communication Equipment	33422
3679	Electronic Components, NEC (radio headphones)	33431
3679	Electronic Components, NEC (printed circuit/electronic assembly manufacturing)	334418
3679	Electronic Components, NEC (other electronic components)	334419
3679	Electronic Components, NEC (electronic control modules for motor vehicles)	336322
3691	Storage Batteries	335911
3692	Primary Batteries, Dry and Wet	335912
3694	Electrical Equipment for Internal Combustion Engines	336322
3699	Special Industry Machinery, NEC (automotive maintenance equipment)	333319
3699	Electrical Machinery, Equipment and Supplies, NEC (outboard electric motors)	333618
3699	Computer Peripheral Equipment, NEC	334119
3699	Electrical Machinery, Equipment, and Supplies, NEC (Christmas tree lighting sets, electric insect lamps, electric fireplace logs, and trouble lights)	335129
3699	Electrical Industrial Apparatus, NEC	335999
3711	Motor Vehicles and Passenger Car Bodies (heavy duty trucks)	33612
3711	Motor Vehicles and Passenger Car Bodies (automobiles)	336111
3711	Motor Vehicles and Passenger Car Bodies (light trucks and utility vehicles)	336112
3711	Motor Vehicles and Passenger Car Bodies (kit car and other passenger car bodies)	336211
3711	Motor Vehicles and Passenger Car Bodies (military armored vehicles)	336992
3714	Motor Vehicle Parts and Accessories (steering and suspension parts)	33633
3714	Asbestos Products (asbestos brake linings and pads)	33634
3714	Motor Vehicle Parts and Accessories (transmissions and power train parts, including rebuilding)	33635
3714	Motor Vehicles and Passenger Car Bodies (kit car and other passenger car bodies)	336211
3714	Motor Vehicle Parts and Accessories (gasoline engines and engine parts including rebuilt)	336312
3714	Electronic Components, NEC (electronic control modules for motor vehicles)	336322
3714	Internal Combustion Engines, NEC (stationary engine radiators)	336399
3715	Truck Trailers	336212
3716	Motor Homes	336213
3721	Aircraft (except research and development)	336411
3724	Aircraft Engines and Engine Parts (except research and development)	336412
3728	Guided Missiles and Space Vehicles (except research and development)	336413

3731	Ship Building and Repairing (except floating dry docks not associated with shipyards)	336611
3732	Boat Building and Repairing (boat building)	336612
3743	Railroad Equipment (except locomotive fuel lubricating or cooling medium pumps)	33651
3761	Guided Missiles and Space Vehicles (except research and development)	336414
3764	Guided Missile and Space Vehicle Propulsion Units and Propulsion Unit Parts (except research and development)	336415
3769	Guided Missile and Space Vehicle Parts and Auxiliary Equipment (except research and development)	336419
3792	Travel Trailers and Campers	336214
3799	Transportation Equipment, NEC (except automobile, boat, utility light truck trailers, trailer hitches, and wheelbarrows)	336999
3812	Search, Detection, Navigation, Guidance, Aeronautical, and Nautical Systems and Instruments	334511
3822	Automatic Controls for Regulating Residential and Commercial Environments and Appliances	334512
3823	Industrial Instruments for Measurement, Display, and Control of Process Variables; and Related Products	334513
3825	Telephone and Telegraph Apparatus (telephone transformers)	334416
3825	Instruments for Measuring and Testing of Electricity and Electrical Signals (except automotive ammeters and voltmeters)	334515
3826	Laboratory Analytical Instruments	334516
3827	Optical Instruments and Lenses	333314
3829	Measuring and Controlling Devices, NEC (motor vehicle gauges)	334514
3829	Measuring and Controlling Devices, NEC (except medical thermometers, electronic chronometers and motor vehicle gauges)	334519
3829	Surgical and Medical Instruments and Apparatus	339112
3841	Surgical and Medical Instruments and Apparatus (tranquilizer guns)	332994
3841	Surgical and Medical Instruments and Apparatus	339112
3842	Orthopedic, Prosthetic and Surgical Appliances and Supplies (electronic hearing aids)	334510
3843	Dental Equipment and Supplies	339114
3844	X-Ray Apparatus and Tubes and Related Irradiation Apparatus	334517
3851	Ophthalmic Goods (except intra ocular lenses)	339115
3861	Photographic Equipment and Supplies (photographic films, paper, plates and chemicals)	325992
3861	Photographic Equipment and Supplies (except photographic film, paper, plates and chemicals)	333315
3873	Watches, Clocks, Clockwork Operated Devices, and Parts	334518
3915	Jewelers' Findings and Materials, and Lapidary Work (except watch jewels)	339913
3931	Musical Instruments	339992

3942	Dolls and Stuffed Toys	339931
3944	Games, Toys, and Children's Vehicles, Except Dolls and Bicycles (metal tricycles)	336991
3949	Sporting and Athletic Goods, NEC	33992
3951	Pens, Mechanical Pencils, and Parts	339941
3953	Marking Devices	339943
3955	Carbon Paper and Inked Ribbons	339944
3965	Fasteners, Buttons, Needles, and Pins	339993
3991	Brooms and Brushes	339994
3993	Signs and Advertising Specialties (signs)	33995
3995	Burial Caskets	339995
3996	Fabricated Rubber Products, NEC (rubber resilient floor coverings)	326192
3999	Manufacturing Industries, NEC (human hair clippers, hand operated)	332211
3999	Manufacturing Industries, NEC (other miscellaneous metal products, such as combs, hair curlers, etc.)	332999
4111	Local and Suburban Transit (mixed mode)	485111
4111	Local and Suburban Transit (commuter rail)	485112
4111	Local and Suburban Transit (bus and motor vehicle)	485113
4111	Local and Suburban Transit (other than mixed mode, commuter rail, and bus and motor vehicle)	485119
4111	Local and Suburban Transit (airport transportation service)	485999
4121	Taxicabs	48531
4131	Intercity and Rural Bus Transportation	48521
4212	Local Trucking without Storage (general freight)	48411
4212	Local Trucking Without Storage (household goods moving)	48421
4212	Local Trucking without Storage (specialized freight)	48422
4212	Solid Waste Collection Without Disposal	562111
4212	Refuse Systems (solid waste collection)	562112
4212	Refuse Systems (hazardous waste collection)	562119
4213	Local Trucking Without Storage (household goods moving)	48421
4213	Trucking, Except Local (specialized freight)	48423
4213	Trucking, Except Local (general freight, truckload)	484121
4213	Trucking, Except Local (general freight, less than truckload)	484122
4215	Courier Services, Except by Air (hub and spoke intercity delivery)	49211
4215	Courier Services, Except by Air (local delivery)	49221
4225	General Warehousing and Storage (all but self-storage miniwarehouse warehousing)	49311
4225	General Warehousing and Storage (miniwarehouses and self-storage units)	53113
4311	United States Postal Service	49111
4491	Marine Cargo Handling (dock and pier operations)	48831
4491	Marine Cargo Handling (all but dock and pier operations)	48832
4512	Air Transportation, Scheduled (passenger)	481111



4512	Air Transportation, Scheduled (freight)	481112
4513	Courier Services, Except by Air (hub and spoke intercity delivery)	49211
4812	Radio Communications (paging and cellular resellers)	51333
4812	Radiotelephone Communications (paging carriers)	513321
4812	Radiotelephone Communications (cellular carriers)	513322
4813	Telephone Communications, Except Radiotelephone (except resellers)	51331
4813	Radio Communications (paging and cellular resellers)	51333
4832	Radio Broadcasting Stations (networks)	513111
4832	Radio Broadcasting Stations (except networks)	513112
4833	Television Broadcasting Stations	51312
4911	Electric Services (hydroelectric power generation)	221111
4911	Electric Services (fossil fuel power generation)	221112
4911	Electric Services (nuclear electric power generation)	221113
4911	Electric Services (other electric power generation)	221119
4911	Electric Services (electric power transmission and control)	221121
4911	Electric Services (electric power distribution)	221122
4923	Natural Gas Transmission and Distribution (distribution)	22121
4923	Natural Gas Transmission	48621
4924	Natural Gas Transmission and Distribution (distribution)	22121
4931	Natural Gas Transmission and Distribution (distribution)	22121
4931	Electric Services (hydroelectric power generation)	221111
4931	Electric Services (fossil fuel power generation)	221112
4931	Electric Services (nuclear electric power generation)	221113
4931	Electric Services (other electric power generation)	221119
4931	Electric Services (electric power transmission and control)	221121
4931	Electric Services (electric power distribution)	221122
4939	Natural Gas Transmission and Distribution (distribution)	22121
4939	Electric Services (hydroelectric power generation)	221111
4939	Electric Services (fossil fuel power generation)	221112
4939	Electric Services (nuclear electric power generation)	221113
4939	Electric Services (other electric power generation)	221119
4939	Electric Services (electric power transmission and control)	221121
4939	Electric Services (electric power distribution)	221122
4953	Sanitary Services, NEC (remediation services)	56292
4953	Solid Waste Collection When Combined with Disposal	562111
4953	Refuse Systems (solid waste collection)	562112
4953	Refuse Systems (hazardous waste collection)	562119
4953	Hazardous Waste Treatment and Disposal	562211
4953	Refuse Systems (hazardous waste treatment and disposal)	562212
4953	Refuse Systems (solid waste landfills)	562213
4953	Refuse Systems (solid waste combustors and incinerators)	562219
4959	Malaria Control and Mosquito Eradication	56171
4959	Remediation Services	56291

4959	Airports, Flying Fields, and Airport Terminal Services (airfreight handling at airports, hangar operations, airport terminal services, aircraft storage, airports, and flying fields)	488119
4959	Repair Shops and Related Services, NEC (cesspool cleaning, sewer cleaning and rodding)	562998
5012	Automobiles and Other Motor Vehicles	42111
5033	Roofing, Siding, and Insulation Materials	42133
5039	Construction Materials, NEC (sold via wholesale method)	42139
5039	Lumber, Plywood, Millwork, and Wood Panels (Wholesale) (sold via retail method)	44419
5043	Photographic Equipment and Supplies	42141
5045	Computers and Computer Peripherals Equipment and Software (except computers, equipment, and software sold via retail method)	42143
5045	Computers and Computer Peripheral Equipment and Software (sold via retail method)	44312
5063	Electrical Apparatus and Equipment, Wiring Supplies and Construction Materials (except electrical supplies sold via retail method)	42161
5063	Lumber, Plywood, Millwork, and Wood Panels (Wholesale) (sold via retail method)	44419
5064	Electrical Appliances, Television and Radio Sets	42162
5065	Electronic Parts and Equipment, NEC	42169
5074	Plumbing and Heating Equipment and Supplies (Hydronics) (except plumbing equipment sold via retail method)	42172
5074	Lumber, Plywood, Millwork, and Wood Panels (Wholesale) (sold via retail method)	44419
5075	Warm Air Heating and Air-Conditioning Equipment and Supplies	42173
5078	Refrigeration Equipment and Supplies	42174
5084	Industrial Machinery and Equipment	42183
5085	Industrial Machinery and Equipment	42183
5085	Industrial Supplies (except fluid power accessories)	42184
5088	Transportation Equipment and Supplies, Except Motor Vehicles	42186
5093	Scrap and Waste Materials	42193
5112	Stationery and Office Supplies (except stationary and office supplies sold via retail method)	42212
5112	Professional Equipment and Supplies, NEC (school and church supplies sold via retail method)	45321
5137	Women's, Children's, and Infants' Clothing and Accessories	42233
5141	Groceries, General Line	42241
5149	Groceries and Related Products, NEC	42249
5153	Grain and Field Beans	42251
5162	Plastics Materials and Basic Forms and Shapes	42261
5169	Chemicals and Allied Products, NEC	42269

5172	Petroleum and Petroleum Products Wholesalers, Except Bulk Stations and Terminals	42272
5199	Nondurable Goods, NEC (except specialty advertising)	42299
5199	Advertising, NEC (except media buying, display advertising, except outdoor; and advertising material distributors)	54189
5211	Lumber, Plywood, Millwork, and Wood Panels (except construction materials sold via retail method)	42131
5211	Lumber and Other Building Materials Dealers (home center stores)	44411
5211	Lumber, Plywood, Millwork, and Wood Panels (Wholesale) (sold via retail method)	44419
5251	Hardware Stores	44413
5311	Department Stores	45211
5331	Miscellaneous General Merchandise Stores (except warehouse club and supermarket/general merchandise combination)	45299
5399	Miscellaneous General Merchandise Stores (warehouse clubs and supermarket/general merchandise combination)	45291
5399	Miscellaneous General Merchandise Stores (except warehouse club and supermarket/general merchandise combination)	45299
5411	Grocery Stores (except convenience stores and grocery stores with substantial general merchandise)	44511
5411	Grocery Stores (convenience stores without gas)	44512
5411	Gasoline Service Station (gasoline station with convenience store)	44711
5411	Miscellaneous General Merchandise Stores (warehouse clubs and supermarket/general merchandise combination)	45291
5441	Candy, Nut, and Confectionery Stores (chocolate candy stores, preparing on premises)	31133
5461	Retail Bakeries (bread, cake and related products baked and sold on premise)	311811
5461	Retail Bakeries (selling only)	445291
5461	Eating Places (cafeterias)	722213
5511	Motor Vehicle Dealers (New and Used)	44111
5621	Women's Clothing Stores	44812
5651	Family Clothing Stores	44814
5712	Wood Kitchen Cabinets	33711
5712	Furniture (Wholesale) (sold via the retail method)	44211
5712	Wood Household Furniture, Upholstered	337121
5712	Wood Household Furniture, Except Upholstered	337122
5719	Drapery, Curtain, and Upholstery Stores (drapery and curtain stores)	442291
5719	Miscellaneous Homefurnishings Stores (except pottery and crafts made and sold on site and frame shops, and window furnishings)	442299
5734	Computers and Computer Peripheral Equipment and Software (sold via retail method)	44312
5812	Dinner Theaters	71111
5812	Full Service Restaurants	72211

5812	Food Service Contractors	72231
5812	Eating Places (food service contractors)	72232
5812	Miscellaneous Food Stores (coffee shops making and serving food and beverages for immediate consumption)	722212
5812	Eating Places (cafeterias)	722213
5912	Drug Stores and Proprietary Stores	44611
5921	Liquor Stores	44531
5932	Used Merchandise Stores (except pawn shops)	45331
5932	Used Merchandise Stores (pawnshops)	522298
5941	Repair Shops and Related Services, NEC (bicycle sales locations providing supporting repair services as major source of receipts)	45111
5942	Book Stores	451211
5943	Professional Equipment and Supplies, NEC (school and church supplies sold via retail method)	45321
5945	Hobby, Toy, and Game Stores	45112
5949	Drapery, Curtain, and Upholstery Stores (upholstery materials)	45113
5961	Catalog and Mail-Order Houses	45411
5963	Meat and Fish (Seafood) Markets, Including Freezer Provisioners (freezer provisioners)	45439
5963	Eating Places (caterers)	72233
5984	Petroleum Bulk Stations and Terminals (LP gas sold to final consumer)	454312
5992	Florists	45311
5999	Service Establishment Equipment and Supplies (beauty and barber supplies sold via retail method)	44612
5999	Miscellaneous Retailer, NEC (rough gems)	44831
5999	Miscellaneous Retail Stores, NEC (pet and pet supplies)	45391
5999	Miscellaneous Retail Stores, NEC (art dealer)	45392
5999	Household Appliance Stores	443111
5999	Radio, Television, and Consumer Electronics Stores (except auto radios)	443112
5999	Medical, Dental, and Hospital Equipment and Supplies (sold via retail method)	446199
5999	Miscellaneous Retail Stores, NEC (except art, pet and pet supplies, hearing aids, artificial limbs, cosmetics, telephones, typewriters, personal appliances and rough gems)	453998
6021	National Commercial Banks (banking)	52211
6021	National Commercial Banks (trust services)	523991
6022	National Commercial Banks (banking)	52211
6022	State Commercial Banks (private and industrial banking)	52219
6022	National Commercial Banks (credit card issuing)	52221
6022	National Commercial Banks (trust services)	523991
6035	Savings Institutions, Federally Chartered	52212
6061	Credit Unions, Federally Chartered	52213
6062	Credit Unions, Federally Chartered	52213

6111	Branches and Agencies of Foreign Banks (international trade financing)	522293
6153	Personal Credit Institutions (installment sales finance)	52222
6159	Finance Leasing and Operating Leasing Combined	532
6159	Personal Credit Institutions (installment sales finance)	52222
6159	Branches and Agencies of Foreign Banks (international trade financing)	522293
6159	Used Merchandise Stores (pawnshops)	522298
6211	Security Brokers, Dealers, and Flotation Companies (securities dealers and underwriters)	52311
6211	Security Brokers, Dealers, and Flotation Companies (security brokers)	52312
6211	Securities Brokers, Dealers and Flotation Companies (except securities and commodity dealers)	52391
6211	Functions Related to Depository Banking, NEC (deposit brokers)	523999
6282	Investment Advice (portfolio managers)	52392
6282	Investment Advice (except portfolio managers)	52393
6311	Life Insurance (reinsurers)	52413
6311	Life Insurance (life insurers-direct)	524113
6324	Life Insurance (reinsurers)	52413
6324	Accident and Health Insurance (self insurers)	52519
6324	Hospital and Medical Service Plans (health and medical insurers-direct)	524114
6331	Life Insurance (reinsurers)	52413
6331	Accident and Health Insurance (self insurers)	52519
6331	Fire, Marine, and Casualty Insurance (fire, marine, and casualty insurers-direct)	524126
6371	Investment Advice (portfolio managers)	52392
6371	Pension, Health, and Welfare Funds (pension funds)	52511
6371	Pension, Health, and Welfare Funds (health and welfare funds)	52512
6371	Pension, Health, and Welfare Funds (administrators)	524292
6411	Insurance Agents, Brokers and Service (insurance agents and brokers)	52421
6411	Insurance Agents, Brokers and Service (insurance claims adjusters)	524291
6411	Pension, Health, and Welfare Funds (administrators)	524292
6411	Insurance Agents, Brokers and Service (except processors, agents and brokers, and claims adjusters)	524298
6512	Operators of Nonresidential Buildings (other except stadium and arena owners)	53112
6512	Stadium and Arena Owners	71131
6513	Operators of Apartment Buildings	53111
6531	Real Estate Agents Managers (agents and brokers)	53121
6531	Real Estate Agents and Managers (appraisers)	53132
6531	Real Estate Agents and Managers (except real estate managers, condominium management, cemetery management, agents and brokers, and appraisers)	53139
6531	Funeral Services and Crematories (funeral homes and services)	81222
6531	Political Organizations	81399

6531	Real Estate Agents and Managers (managers-residential, real estate)	531311
6531	Real Estate Agents and Managers (managers-nonresidential, real estate)	531312
6552	Land Subdividers and Developers, Except Cemeteries	23311
6719	Offices of Holding Companies, NEC	551112
6732	Education, Religious, and Charitable Trusts	813211
6798	Real Estate Investment Trusts	52593
7011	Hotels and Motels, except Casino Hotels	72111
7011	Organization Hotels and Lodging Houses, on Membership Basis (hotels)	72112
7011	Bed and Breakfast Inns	721191
7011	Hotels and Motels (bed and breakfast inns)	721199
7032	Recreational Vehicle Parks and Campgrounds	721214
7218	Laundry and Garment Services, NEC, (diaper service)	812332
7231	Beauty and Cosmetology Schools	611511
7231	Barber Shops (except barber colleges)	812112
7231	Beauty Shops (except beauty and cosmetology schools and manicure and pedicure salons)	812113
7322	Business Services, NEC (business service centers, except private mail centers and mail box rental)	56144
7322	Adjustment Bureaus	561491
7331	Direct Mail Advertising Services	54186
7349	Disinfecting and Pest Control Services (exterminating and pest control)	56172
7359	Equipment Rental and Leasing, NEC (appliances, TV, VCR, and electronic equipment rental)	53221
7359	Equipment Rental and Leasing, NEC (general rental centers)	53231
7359	Equipment Rental and Leasing (office machine rental and leasing)	53242
7359	Medical Equipment Rental and Leasing (medical machinery and equipment)	53249
7359	Equipment Rental and Leasing, NEC (except transportation equipment, industrial equipment, and consumer electronics, appliances and home and garden equipment)	532299
7359	Water Transportation Services, NEC (boat and ship rental, commercial)	532411
7359	Heavy Construction Equipment Rental and Leasing (without operators)	532412
7359	Equipment Rental and Leasing, NEC	561491
7359	Portable Toilet Rental	562991
7371	Computer Programming Services	541511
7372	Prepackaged Software (software publishing)	51121
7372	Prepackaged Software (reproduction of software)	334611
7373	Computer Integrated Systems Design	541512
7374	Computer Processing and Data Preparation and Processing Services	51421
7375	Information Retrieval Services	514191
7378	Computers and Computer Peripheral Equipment and Software (sold via retail method)	44312

7378	Electrical and Electronic Repair Shops, NEC (consumer equipment except computer, TV, stereo, VCR, and radio)	811212
7379	Business Services, NEC (audio taping services)	51229
7379	Business Services, NEC (drafting service)	54134
7379	Business Services, NEC (map making services)	54137
7379	Business Services, NEC (interior design)	54141
7379	Business Services, NEC (industrial design)	54142
7379	Business Services, NEC (fashion, furniture, and other design services)	54149
7379	Automobile Parking	81299
7379	Business Services, NEC (process services, patent agents, notaries public, paralegal services )	541199
7379	Computer Integrated Systems Design	541512
7379	Computer Related Services, NEC (except computer systems consultants)	541519
7389	Business Services, NEC (recording studios)	51224
7521	Photofinishing Laboratories (one-hour)	81293
7534	Tire Retreading and Repair Shops (rebuilding)	326212
7539	Automotive Transmission Repair Shops	811118
7623	Commercial Refrigerator Equipment Repair	81131
7623	Household Appliance Stores	443111
7623	Repair Shops and Related Services, NEC (lawnmower repair shops, sharpening and repairing knives, saws and tools)	811412
7641	Repairs Shops and Related Services, NEC (gas appliance repair service, sewing machine repair, stove repair shops, and other non-electrical appliance)	81142
7694	Repair	81131
7694	Motors and Generators	335312
7699	Livestock Services, Except Veterinary (except custom slaughtering)	11521
7699	Repair Shops and Related Services, NEC (bicycle sales locations providing supporting repair services as major source of receipts)	45111
7699	Water Transportation Services, NEC (all but lighthouse operations, piloting vessels in and out of harbors, boat and ship rental, and marine salvage)	48839
7699	Carpet and Upholstery Cleaning	56179
7699	Other Non-Automotive Transportation Equipment and Industrial Machinery and Equipment	81131
7699	Reupholstery and Furniture Repair	81143
7699	Repair Shops and Related Services (leather goods repair shops, luggage repair shops, pocketbook repair shops)	81149
7699	Electrical Work (burglar and fire alarm installation)	561622
7699	Cesspool Cleaning, Sewer Cleaning and Rodding	562991
7699	Electrical and Electronic Repair Shops, NEC (consumer equipment except computer, TV, stereo, VCR, and radio)	811212
7699	Electrical and Electronic Repair Shops, NEC (telephone set repair)	811219

7699	Lawnmower Repair Shops, Sharpening and Repairing Knives, Saws and Tools	811411
7699	Repair Shops and Related Services, NEC (lawnmower repair shops, sharpening and repairing knives, saws and tools)	811412
7812	Motion Picture and Video Tape Production	51211
7841	Video Tape Rental	53223
7929	Theatrical Producers (Except Motion Pictures) and Miscellaneous Theatrical Services (ballet and dance companies)	71113
7929	Bands, Orchestras, Actors, and Entertainment Groups (musical groups and artists and orchestras)	71119
7929	Actors and Actresses	71151
7941	Stadium Operators	71131
7941	Professional Sports Clubs and Promoters (stadium operators)	71132
7941	Sports Agents	71141
7941	Professional Sports Clubs	711211
7941	Racing, Including Track Operations (track operations)	711219
7996	Amusement Parks	71311
7997	Golf Clubs	71391
7997	Marinas	71394
7997	Bowling Centers	71399
7999	Air Transportation, Non-Scheduled (sightseeing planes)	48799
7999	Bands, Orchestras, Actors, and Entertainment Groups (musical groups and artists and orchestras)	71119
7999	Membership Sports and Recreation Clubs (golf clubs)	71392
7999	Business Services, NEC (convention and visitors bureaus, tourist information bureaus)	561599
7999	Racing, Including Track Operations (track operations)	711219
8011	Kidney Dialysis Centers	621493
8031	Offices of Doctors of Osteopathy, Except Mental Health	621111
8051	Continuing Care Retirement Communities	623311
8052	Other Intermediate Care Facilities	62311
8052	Mental Retardation Facilities	62321
8052	All Other Skilled Nursing Care Facilities	623311
8059	Other Nursing and Personal Care Facilities	62311
8059	Continuing Care Retirement Communities	623311
8062	General Medical and Surgical Hospitals	62211
8063	Psychiatric Hospitals	62221
8069	Children's Hospitals	62211
8072	Dental Laboratories	339116
8082	Home Health Care Services	62161
8093	Family Planning Centers	62141
8099	Blood and Organ Banks	621991
8111	Legal Services	54111



8211	Elementary and Secondary Schools	61111
8221	Colleges, Universities, and Professional Schools	61131
8222	Junior Colleges and Technical Institutes	61121
8231	Libraries	51412
8244	Business and Secretarial Schools	61141
8299	Barber Shops (barber colleges)	611512
8322	Child and Youth Services	62411
8322	Civic, Social, and Fraternal Organizations (youth development organizations)	62412
8322	Individual and Family Social Services (services for the elderly and disabled)	62419
8322	Community Food Services	62421
8322	Individual and Family Social Services (housing services except temporary shelter)	62423
8322	Correctional Institutions	92215
8322	Temporary Shelter	624221
8322	Individual and Family Social Services (temporary shelter)	624229
8331	Job Training and Vocational Rehabilitation Services	62431
8351	Child Day Care Services	62441
8399	Educational, Religious, and Charitable Trust	813212
8399	Social Services, NEC (voluntary health organizations)	813219
8399	Human Rights Organizations	813311
8399	Social Services, NEC (human rights organizations and )	813312
8399	Membership Organizations, NEC (humane societies)	813319
8412	Museums	71211
8412	Museums and Art Galleries (except historic and heritage sites)	71212
8422	Museums and Art Galleries (historic and heritage sites)	71213
8422	Arboreta and Botanical and Zoological Gardens (except nature parks and reserves)	71219
8611	Business Associations	81391
8621	Membership Organizations, NEC (farm business organizations)	81392
8631	Professional Membership Organizations	81393
8641	Youth Development Organizations	62411
8641	Civic and Social Associations	81341
8641	Political Organizations	81399
8641	Executive and Legislative Office, Combined	92115
8651	Labor Unions and Similar Labor Organizations	81394
8661	Religious Organizations	81311
8699	Farm Granges	81341
8699	Farm Business Organizations	81391
8699	Political Organizations	81399
8699	Business Services, NEC (convention and visitors bureaus, tourist information bureaus)	561599
8699	Humane Societies	813312

8711	Engineering Services	54133
8712	Architectural Services	54131
8721	Accounting, Auditing, and Bookkeeping Services (auditing accountants)	541211
8721	Services Allied to Motion Picture Production (talent payment services)	541214
8721	Accounting, Auditing, and Bookkeeping Services (other accounting services)	541219
8731	Commercial Physical and Biological Research (physical and engineering sciences)	54171
8731	Commercial Physical and Biological Research (life sciences)	54172
8732	Commercial Economic, Sociological, and Educational Research (social sciences and humanities)	54173
8732	Commercial Economic, Sociological, and Educational Research (market research and opinion research)	54191
8733	Commercial Physical and Biological Research (physical and engineering sciences)	54171
8733	Commercial Physical and Biological Research (life sciences)	54172
8733	Commercial Economic, Sociological, and Educational Research (social sciences and humanities)	54173
8741	Management Services (except construction management)	56111
8742	Management Consulting Services (administrative management and general management consulting)	541611
8742	Management Consulting Services (human resources and personnel management consulting)	541612
8742	Management Consulting Services (marketing consulting)	541613
8742	Management Consulting Services (manufacturing management, physical distribution, and site location consulting)	541614
8743	Public Relations Services	54182
8748	Landscape Counseling and Planning (horticulture consulting)	54169
8748	Educational Test Development and Evaluation Services, Educational Testing, and Educational Consulting	61171
8748	Arrangement of Transportation of Freight and Cargo (freight rate-auditors and tariff consulting)	541618
9111	Executive Offices	92111
9121	Legislative Bodies	92112
9131	Public Finance, Taxation, and Monetary Policy	92114
9199	Civic, Social, and Fraternal Organizations (pt) (Indian Tribal Councils)	92119
9223	Legal Counsel and Prosecution	92214
9411	Administration of Educational Programs	92311
9431	Administration of Public Health Programs	92312
9451	Administration of Social, Human Resource and Income Maintenance Programs	92314
9511	Air and Water Resource and Solid Waste Management	92411
9512	Air and Water Resource and Solid Waste Management	92412

9531	Administration of Housing Programs	92511
9532	Administration of Housing Programs	92512
9611	Administration of General Economic Programs	92611
9621	Administration of General Economic Programs	92612
9621	Airports, Flying Fields, and Airport Terminal Services (private air traffic control)	488111
9631	Regulations and Administration of Transportation Programs (except air traffic control)	92613
9711	National Security	92811
9721	International Affairs	92812
*	Food Manufacturing	311
*	Beverage and Tobacco Product Manufacturing	312
*	Textile Mills	313
*	Textile Product Mills	314
*	Apparel Manufacturing	315
*	Leather and Allied Product Manufacturing	316
*	Wood Product Manufacturing	321
*	Paper Manufacturing	322
*	Printing and Related Support Activities	323
*	Petroleum and Coal Products Manufacturing	324
*	Chemical Manufacturing	325
*	Plastics and Rubber Products Manufacturing	326
*	Nonmetallic Mineral Product Manufacturing	327
*	Primary Metal Manufacturing	331
*	Fabricated Metal Product Manufacturing	332
*	Machinery Manufacturing	333
*	Computer and Electronic Product Manufacturing	334
*	Electrical Equipment, Appliance, and Component Manufacturing	335
*	Transportation Equipment Manufacturing	336
*	Furniture and Related Product Manufacturing	337
*	Miscellaneous Manufacturing	339

#### **4(b) Information Requested**

#### ***JOINING THE ENERGY STAR PROGRAM AND RELATED ACTIVITIES***

Organizations interested in joining the ENERGY STAR Program may be asked to submit a Letter or Agreement describing their commitment to promoting energy efficiency. They also may be asked to undertake related activities, as described below.

## **Commercial and Industrial Sector Partners**

In order to join ENERGY STAR, organizations in the commercial and industrial sectors are asked to complete and submit a Partnership Letter to EPA. These Partners agree to measure and track the energy performance of their organization's facilities where possible by using tools such as those offered through ENERGY STAR; develop and implement a plan consistent with the ENERGY STAR Energy Management Guidelines to achieve energy savings; help spread the word about the importance of energy efficiency to their staff and community; support the ENERGY STAR Challenge, a national call-to-action to help improve the energy efficiency of America's commercial and industrial buildings by 10 percent or more; and highlight their achievements with recognition offered through ENERGY STAR.

### **(i) Data items**

- A Partnership Letter that includes the following information:
  - Organization's name;
  - Contact information on organization's Chief Executive;
  - Contact information on organization's Energy Manager;
  - Contact information on organization's Communications Contact (if applicable);
  - Description of organization's primary business or function (i.e., a checklist);
  - Total amount of building/facility square footage owned, leased, and/or managed; and
  - Brief explanation of how organization learned about ENERGY STAR.
- An energy management plan that includes strategies for carrying out energy efficient activities.

### **(ii) Respondent activities**

- To join ENERGY STAR, organizations are asked to:
  - Complete and submit the Partnership Letter online; and
  - Respond to EPA follow-up questions, if any.
- Partners may prepare and follow an energy management plan.

## **Service and Product Providers**

Eligible organizations must meet certain requirements before applying to become an ENERGY STAR SPP Partner. Applicants must demonstrate that they have actively used the ENERGY STAR approach to help clients achieve their energy management goals as specified.

- SPPs serving the existing commercial buildings market must benchmark at least 10 client commercial buildings in the last 12 months using Portfolio Manager, and/or earn the ENERGY STAR Label for at least one client commercial building in the last 12 months using Portfolio Manager and meeting other program requirements. [Note that this ICR addresses benchmarking activities in the section, “Benchmarking,” under the heading, “Portfolio Manager.” This ICR addresses earning the ENERGY STAR in the section, “Recognition,” under the heading, “ENERGY STAR Labeling.”]
- SPPs serving the commercial new construction market must submit commercial building design projects that achieve Designed to Earn the ENERGY STAR. Eligible design projects are determined by using Target Finder and require approval from EPA. [Note that this ICR addresses applying for the Designed to Earn the ENERGY STAR in the section, “Recognition,” under the heading, “Statement of Energy Design Intent.”]
- SPPs serving the industrial market must work with an ENERGY STAR industrial partner on at least 1 energy efficiency project in the last 2 years and submit a Teaming Profile to EPA outlining the project scope and resulting savings for that project.

SPPs interested in joining ENERGY STAR complete and submit a Partnership Agreement and Commitment Form to EPA. The Partnership Agreement lays out partner commitments, disclaimers, procedures for dispute resolution, and other issues. The Commitment Form indicates the ENERGY STAR program area for which program requirements will be fulfilled by the applicant.

SPPs also are asked to complete a Service and Product Provider Partnership Application Data Form as part of the partnership application process. On an annual basis, they will be asked to update contact information (i.e. contact name, phone, email) displayed on select Service and Product Provider listings on the Web site and to maintain quality of contact mailing lists.

Once the organization has been admitted into the SPP program, it is expected to maintain a minimum level of activity to continue to be recognized in online listings, as follows:

- Existing commercial buildings SPP Partners must maintain at least 10 buildings benchmarked in the most recent 12 month period or serve as the primary SPP in helping at least one customer commercial building to earn the ENERGY STAR in the most recent 12 month period. [Note that this ICR addresses benchmarking activities in the section, “Benchmarking,” under the heading, “Portfolio Manager.” This ICR addresses earning the ENERGY STAR in the section, “Recognition,” under the heading, “ENERGY STAR Labeling.”]

- Commercial new construction SPP Partners will have their design project profiled displayed for up to 24 months after the Certificate of Occupancy is awarded. Design projects that are built and later earn the ENERGY STAR will also be featured on the registry of ENERGY STAR Labeled Buildings. [Note that this ICR addresses benchmarking activities in the section, “Benchmarking,” under the heading, “Portfolio Manager.”]
- Industrial SPP Partners must submit Teaming Profiles to EPA outlining the project scope and resulting savings for new projects completed for ENERGY STAR industrial partners every 2 years.

In addition, the SPP Partner will work with ENERGY STAR to improve the energy performance of customer commercial building portfolios, promote energy efficiency in commercial design projects, and assist industrial manufacturing customers in adopting a continuous improvement strategy for corporate-wide energy management. In delivering its services and/or products, when appropriate, the SPP will use ENERGY STAR tools and messages to help improve customer energy performance as specified:

- Utilize the ENERGY STAR Guidelines for Energy Management to help customers and measure their energy performance.
- Use ENERGY STAR financial tools and messages to help building owners and corporate decision makers quantify the financial value of improvements across the organization.
- Assist customers with existing commercial buildings to benchmark their facilities using Portfolio Manager. [Note that this ICR addresses benchmarking activities in the section, “Benchmarking,” under the heading, “Portfolio Manager.”]
- Assist customers with commercial design projects to set energy performance targets and evaluate design energy consumption using Target Finder. [Note that this ICR addresses entering data into Target Finder in the section, “Recognition,” under the heading, “Statement of Energy Design Intent.”]
- Help customers to earn the ENERGY STAR for superior energy performance of existing buildings and manufacturing facilities, or Designed to Earn the ENERGY STAR for energy efficient commercial design projects. [Note that this ICR addresses these activities in the section, “Recognition,” under the headings, “ENERGY STAR Labeling” and “Statement of Energy Design Intent,” respectively.]
- Encourage customers with building portfolios to gain recognition as ENERGY STAR Leaders. [Note that this ICR addresses these activities in the section, “Recognition,” under the heading, “ENERGY STAR Leaders.”]

- Participate in ENERGY STAR communications and recognition activities such as, but not limited to, promoting buildings that have earned the ENERGY STAR, developing success stories, and communicating energy efficiency to the broader market.
- (i) Data items**
- A Partnership Agreement that includes the following information:
    - Partner name and date of form completion; and
    - Name, title, and contact information of the signatory of the Partnership Agreement.
  - A Commitment Form (i.e. checklist) indicating ENERGY STAR program area for which program requirements will be fulfilled. SPPs need only complete two pre-highlighted areas of this form.
  - The Service and Product Provider Partnership Application Data Form that requests:
    - Information about the company, such as Web address and markets/sectors that the organization serves; and
    - Information about Existing Commercial Buildings SPP activities over the past 12 months (e.g., evidence of benchmarking in Portfolio Manager, names of client buildings earning the ENERGY STAR); or
    - Information about Commercial New Construction SPP activities (e.g. name of project achieving Designed to Earn the ENERGY STAR); or
    - Information about Industrial SPP activities.
  - Teaming Profile outlining the project scope and resulting savings for that project (Industrial SPP Partners only).
  - Additional communications items that SPP Partner may elect to submit:
    - One-page success story for Web site posting to demonstrate successful projects or relationships with commercial and institutional clients, or exemplary use of ENERGY STAR tools.
    - Communications about SPP efforts for feature in quarterly newsletters or other medium, at EPA discretion.

**(ii) Respondent activities**

- To join ENERGY STAR, organizations are asked to:
  - Complete and submit the Partnership Agreement and Commitment Form online; and
  - Complete and submit the Service and Product Provider Partnership Application Data Form, along with requested materials for appropriate partnership category (e.g., evidence of benchmarking), online.
- SPP Partners are asked to:
  - Submit Teaming Profiles (Industrial SPP Partners only);
  - Update contact information as needed by notifying program account manager of any changes and/or using the “My ENERGY STAR Account” tool; and
  - Communicate efforts and successes to ENERGY STAR and the broader market through success stories and other communications.

**Energy Efficiency Program Sponsors**

EEPS interested in joining ENERGY STAR are asked to complete and submit a Partnership Agreement. They commit to promote and use ENERGY STAR in a manner consistent with the national ENERGY STAR efforts and specifically agree to follow all applicable terms and conditions governing the use of the ENERGY STAR logos, which are registered trade and service marks. They also commit to submit and periodically update a brief plan outlining the key activities they intend to undertake to cooperatively promote ENERGY STAR in the commercial and/or industrial markets. They will be asked on an annual basis to update organization and contact information displayed on the ENERGY STAR Web site and the Directory of Energy Efficiency Programs (DEEP).

If promoting ENERGY STAR in the commercial market, the EEPS agree to collaborate with ENERGY STAR to improve the energy performance of their customers’ buildings and portfolios. If promoting ENERGY STAR in the industrial market, the EEPS agree to collaborate with ENERGY STAR to assist industry in adopting a continuous improvement strategy for corporate-wide energy management.

**(i) Data items**

- A Partnership Agreement that includes the following information:
  - Contact information of the EEPS;
  - Signature of responsible person; and



- A commitment form that the EEPS agrees to fulfill (i.e., a checklist of Program areas).
- A brief plan outlining the key activities it intends to undertake to cooperatively promote ENERGY STAR in the commercial and/or industrial markets.
- Updates to organization and contact information displayed on the ENERGY STAR Web site and the Directory of Energy Efficiency Programs (DEEP).
- Information to improve the energy performance of their customers' buildings and portfolios in the commercial market, e.g.:
  - Integration of ENERGY STAR's Building Manual and Guidelines for Energy Management into existing program offerings and services to help customers prioritize and execute upgrades that improve the energy performance their facilities and deliver financial value across the organization.
  - Building profiles and success stories.
- Information to assist industry in adopting a continuous improvement strategy for corporate-wide energy management in the industrial market, e.g.:
  - Information shared with the industrial market on industrial sector program design, implementation and evaluation; market research; and, business/financial messaging for distribution among a network of stakeholders working to increase the pace of investment and innovation in industrial energy efficiency.
  - Joint outreach activities to promote the opportunities for superior energy management in the industrial market.

**(ii) Respondent activities**

- To join ENERGY STAR, organizations are asked to complete and submit a Partnership Agreement.
- EEPS also agree to:
  - Submit a brief plan outlining the key activities they intend to undertake to cooperatively promote ENERGY STAR in the commercial and/or industrial markets;
  - Periodically update the brief plan;
  - Update organization and contact information displayed on the ENERGY STAR Web site and the Directory of Energy Efficiency Programs (DEEP) annually; and

- Provide information to promote ENERGY STAR in the commercial and/or industrial markets.

### **Small Business and Congregations Network**

A small business or congregation may join the Network of small businesses and congregations working with ENERGY STAR. To join, they would provide requested information at EPA's ENERGY STAR Web site. They would pledge to buy ENERGY STAR equipment and upgrade the energy efficiency of their facilities whenever financially viable. As part of the Network, they may use the ENERGY STAR promotional mark in accordance with the ENERGY STAR identity guidelines.

#### **(i) Data items**

- Information requested at EPA's ENERGY STAR Web site:
  - Information on type of organization (e.g., small business, congregation);
  - Contact information;
  - Size of facility (in square feet) and number of employees/members;
  - Indication of whether the facility is owned or rented; and
  - Indication of how the small business or congregation heard about ENERGY STAR.

#### **(ii) Respondent activities**

- Small businesses and congregations provide the requested information.

### **ENERGY STAR Challenge**

The ENERGY STAR Challenge is a national call-to-action to improve the energy efficiency of America's commercial and industrial buildings by 10 percent or more. Under the Challenge, EPA works with businesses, governments, associations, and non-profit organizations to encourage their stakeholders, members and/or constituents to leverage the ENERGY STAR platform to improve the energy efficiency of their buildings, and to promote energy efficiency to the broader public.

An organization may choose to participate in the Challenge and work with its members/constituents by submitting an on-line sign-up form. EPA then sends it an email to provide it with resource materials to assist in its promotional efforts.

After receiving the email, Challenge participants can provide to EPA a summary of activities they plan to implement to promote the Challenge and educate their members/constituents to post on the Challenge Web page. Participants can update their "Challenge Story" as progress towards the 10 percent energy reduction goal is made.

**(i) Data items**

- Information requested of the organization to participate in the ENERGY STAR Challenge:
  - Organization name/address/sector; and
  - Contact information (i.e. name, title, address, phone, email).
- “Challenge Story” for Web display that describes activities the organization will undertake to reduce its energy consumption towards the 10 percent goal, promote the ENERGY STAR Challenge, and educate stakeholders/members/constituents.

**(ii) Respondent activities**

- Organizations provide the requested information to become a Challenge participant.
- Organizations may submit a “Challenge Story” for Web display.

***BENCHMARKING***

Assessing energy use is a critical component of the ENERGY STAR Program and guidance provided by EPA to partners. EPA provides tools to track, measure and compare energy use for a range of building types and facilities. Portfolio Manager is the primary tool for undertaking these activities and is available on-line, although for specific industry types, spreadsheet calculators may be provided.

**Portfolio Manager**

Portfolio Manager is an interactive energy management tool that allows users to track and assess energy and water consumption across their entire portfolio of facilities in a secure online environment. Users enter energy consumption and cost data into their Portfolio Manager account to benchmark facility energy performance, assess energy management goals over time and identify strategic opportunities for savings and recognition opportunities. A “benchmark” is defined as a measurement of a facility’s energy performance resulting from entering facility information and at least 11 consecutive months of facility energy data into EPA’s Portfolio Manager. Portfolio Manager offers two types of benchmarks: a 1-100 Energy Performance Rating for select commercial facility types and an Energy Use Intensity (EUI) index for all commercial facility types.

The rating system accounts for the impacts of year-to-year weather variations, as well as facility size, location, and several operating characteristics. Portfolio Manager helps the user update and track data over time to continuously monitor performance. The user can use both

short and long term trends in energy performance to make budget and management decisions regarding investments in energy-related projects.

In addition, EPA intends to collect information from Portfolio Manager users on its usability as a Web-based tool and on the effectiveness of Portfolio Manager guidance. Based on this information, EPA will identify and make needed improvements.

**(i) Data items**

- Information entered into Portfolio Manager:
  - Contact information;
  - Facility data (e.g., name, address, year constructed);
  - Solid waste management/disposal;
  - Facility operating characteristics (e.g., gross facility area, number of occupants, operating hours, number of PCs);
  - Energy use information (e.g., meter name, usage data); and
  - Water use information (e.g., meter name, usage data).
- Information provided to EPA on the usability of Portfolio Manager and effectiveness of guidance.

**(ii) Respondent activities**

- Organizations using the benchmarking feature of the Portfolio Manager system perform the following activities:
  - Review the instructions of Portfolio Manager and set up account;
  - Gather facility and energy data; and
  - Enter the data into Portfolio Manager.

[Note: Users have several options for entering facility and energy data into Portfolio Manager. These options and associated burden are described in Section 6 of this document.]

- Organizations may be asked to respond to EPA questions on the usability of Portfolio Manager.
- Organizations may be asked to respond to EPA questions on the effectiveness of Portfolio Manager guidance.

**ENERGY STAR Energy Performance Indicator and Related Systems**

EPA gives industrial companies the opportunity to measure the energy efficiency of their

plants. To measure efficiency and improve energy use in the company, a company enters basic information about its plant (e.g., energy consumption data) into a tool that can be downloaded from EPA's Web site called the Energy Performance Indicator (EPI). The EPI produces a plant percentile score between 1 and 100 and compares that score to the most energy-efficient plants in the industry and to the previous performance for the plant.

In addition, EPA encourages industrial companies not otherwise eligible to use the EPI to track and improve their energy performance. EPA has established a program, ENERGY STAR Challenge for Industry, which encourages such companies to track their energy performance using alternative systems, such as in-house tracking systems, Portfolio Manager, or a spreadsheet-based tracking tool that can be downloaded from the ENERGY STAR Web site called the ENERGY STAR Energy Tracking Tool (ETT). These companies would enter basic information into the system to track their performance.

**(i) Data items**

- Information entered into the EPI or alternative tracking system:
  - Plant characteristics; and
  - Energy consumption.

**(ii) Respondent activities**

- Organizations enter information into the EPI or alternative system.

**Data Collection for Model Development and Beta Testing**

EPA expects to increase the number of facility types that can receive the 1-100 energy performance rating in Portfolio Manager and therefore are eligible for earning the ENERGY STAR as well as for participating in ENERGY STAR Leaders. EPA may collect information from participating organizations to build an historical account of energy use for new or revised facility type analysis. EPA may ask for information about energy use, facility characteristics, and other parameters that will help to add or revise facility types. EPA also may collect information to test the model to ensure that it produces relevant results.

**(i) Data items**

- Information collected from participating organizations:
  - Contact information;
  - Facility data (e.g., name, address, year constructed);
  - Facility operating characteristics (e.g., gross facility area, number of occupants, operating hours, number of PCs); and
  - Energy use information (e.g., meter name, usage data).

**(ii) Respondent activities**

- Organizations may be asked to:
  - Review the instructions of Portfolio Manager or spreadsheet;
  - Gather facility and energy data; and
  - Enter the data into Portfolio Manager or spreadsheet.

***RECOGNITION***

**ENERGY STAR Labeling**

**Buildings**

ENERGY STAR offers the public an opportunity to display the ENERGY STAR on their buildings if they meet certain energy performance criteria defined by EPA. The on-line application for the ENERGY STAR is submitted through EPA's benchmarking tool, Portfolio Manager. Eligible buildings with benchmark scores of 75 or higher may submit information to EPA to apply for the ENERGY STAR. The on-line application consists of a Statement of Energy Performance (SEP), Data Checklist, and Letter of Agreement (LOA). To be approved to receive the ENERGY STAR, buildings must meet specific eligibility requirements as well as industry standards for comfort and indoor air quality. A Professional Engineer must verify the SEP (stamped/embossed and signed) that these requirements have been met and complete a Data Checklist. [Note that this ICR addresses applicant benchmarking activities in the section, "Benchmarking," under the heading, "Portfolio Manager."]

EPA asks that profiles of Labeled Buildings be submitted, which can be posted at the EPA Web site to educate the public and promote their achievements.

In addition, EPA intends to visit a number of ENERGY STAR Labeled Buildings for quality control purposes. EPA may confirm, for example, the accuracy of the information provided in the application for the ENERGY STAR, and may request facility documentation during the visit.

EPA also expects to periodically contact representatives of buildings that have earned the ENERGY STAR to collect information about the characteristics of buildings that lead to top energy performance. This includes information on the buildings' construction, equipment used in the buildings, building management, and involvement in ENERGY STAR. EPA will use this information to better understand the specific design, construction, and operating characteristics of ENERGY STAR Labeled Buildings and how these characteristics contributed to the buildings' top energy performance. In addition, EPA intends to collect information about the qualification process to measure how easy it is for organizations to use. EPA needs this information to identify and make needed improvements to the qualification process.

**(i) Data items**

- Statement of Energy Performance, Data Checklist, and Letter of Agreement.
- Profile of Labeled Building.
- Information requested by EPA during on-site verification.
- Information provided to EPA for analysis of ENERGY STAR Labeled Buildings:
  - Building construction, e.g.:
    - ▶ Construction material;
    - ▶ Characteristics of walls and windows; and
    - ▶ Energy conservation features.
  - Equipment, e.g.:
    - ▶ Heating and cooling equipment; and
    - ▶ Lighting systems.
  - Building management, e.g.:
    - ▶ Building audits, commissioning, renovations, and upgrades;
    - ▶ Operation and maintenance programs;
    - ▶ Conferences attended, organizations that staff belong to; and
    - ▶ Other topics related to energy usage and efficiency.
  - ENERGY STAR participation, e.g.:
    - ▶ Reasons for applying or re-applying for the ENERGY STAR;
    - ▶ Persons responsible for application for the ENERGY STAR;
    - ▶ Reasons why building qualified for the ENERGY STAR; and
    - ▶ Ease in applying for the ENERGY STAR.

**(ii) Respondent activities**

- Organizations applying for the ENERGY STAR perform the following:
  - Contract a Professional Engineer to conduct a facility inspection, complete Data Checklist, and notarize the Statement of Energy Performance;
  - Submit the verified Statement of Energy Performance, Data Checklist, and Letter of Agreement (LOA) to EPA and respond to EPA questions if any; and
  - Prepare and submit Label Profile (optional).

- ENERGY STAR Labeled Buildings visited by EPA may be asked to provide information during or after the visit.
- ENERGY STAR Labeled Buildings may be asked to respond to EPA questions for analysis of ENERGY STAR Labeled Buildings.

### Plants

Industrial companies have an opportunity to earn the ENERGY STAR for specific types of plants that meet EPA’s energy efficiency criteria. If the plant’s EPI score is in the top quartile, the company may apply to EPA for the ENERGY STAR by printing out a Statement of Energy Performance. A Professional Engineer (PE) in the company provides a certification/stamp, and the certified document and a letter are sent to EPA. If the submittal contains confidential business information (CBI), the company also sends a copy to EPA’s contractor to verify energy performance results. If approved by EPA, the plant receives the ENERGY STAR. [Note that this ICR addresses participants’ entering data into the EPI in the section, “Benchmarking,” under the heading, “ENERGY STAR Energy Performance Indicator and Related Systems.”]

EPA also asks these companies to submit profiles of their Labeled Plants that describe how they improved their energy performance and obtained recognition.

#### **(i) Data items**

- Statement of Energy Performance and letter for recognition using EPI.
- Profiles of Labeled Plants.

#### **(ii) Respondent activities**

- Organizations using the EPI print out Statement of Energy Performance, prepare letter to EPA, and submit these materials to EPA.
- These organizations may also prepare and submit a profile of Labeled Plants.

### **ENERGY STAR Leaders**

As part of the Partnership Letter, organizations commit to continuous improvement. To track Partners’ progress against their goal, EPA provides organizations recognition incentives to meet specific targets. This follows the Partnership Letter and includes that they track and benchmark all of the eligible buildings in their portfolio, and notify EPA of this accomplishment by submitting the following qualification documents: Letter of Qualification, Facility Summary Report, Facility List, and Leaders Story. Organizations also respond to EPA questions to determine if they are eligible to become a Leader. This information may be entered into the tool



or provided to EPA directly (e.g., over the phone or by email). EPA will review this information and recognize these participants as ENERGY STAR Leaders if they qualify. [Note that this ICR addresses ENERGY STAR Leaders' becoming a Partner in the section, "Joining the ENERGY STAR Program and Related Activities," under the heading, "Commercial and Industrial Sector Partners." This ICR addresses their benchmarking activities in the section, "Benchmarking," under the heading, "Portfolio Manager."]

EPA does not mandate reporting but rather requests that Partners who reach targets inform EPA by submitting the qualification documents when they have met energy improvements in 10 percent increments across their portfolio.

**(i) Data items**

- Information entered into Portfolio Manager to set up a Leaders account:
  - Contact information; and
  - Gross floor area owned by the organization.
- Information generated by Portfolio Manager:
  - Letter of Qualification;
  - Facility Summary Report; and
  - Facility List.
- Leaders Story.
- Responses to EPA questions.

**(ii) Respondent activities**

- Organizations perform the following activities:
  - Set up a Leaders account in Portfolio Manager; and
  - Apply for recognition by submitting the qualification documents and responding to EPA questions.

**ENERGY STAR Challenge for Industry and Other Plant Activities**

Industrial plants not eligible to use the EPI may seek recognition for their energy intensity reductions. EPA has established a program, the ENERGY STAR Challenge for Industry, which encourages such companies to pledge to reduce the energy intensity of their sites by 10 percent and track their progress towards this goal using alternative systems (e.g., in-house tracking systems, Portfolio Manager). Sites that achieve a 10 percent reduction in energy intensity within five years of their baseline have the opportunity to apply for recognition from

EPA. The company may apply to EPA for recognition by printing out a Statement of Energy Improvement. A Professional Engineer (PE) in the company provides a certification/stamp, and the certified document and a letter are sent to EPA. If approved by EPA, the site receives recognition (e.g., a certificate and right to produce a small trophy). [Note that this ICR addresses participants' entering data into their tracking systems in the section, "Benchmarking," under the heading, "ENERGY STAR Energy Performance Indicator and Related Systems."]

In addition, EPA may ask companies to submit a brief description of their corporate goals, which the Agency posts at its Web site to educate the public.

**(i) Data items**

- Certified Statement of Energy Improvement and Letter to EPA.
- Description of corporate goals.

**(ii) Respondent activities**

- Organizations seeking recognition under the ENERGY STAR Challenge for Industry prepare, review and submit the application to EPA.
- Organization may also prepare and submit a brief description of corporate goals.

**Statement of Energy Design Intent**

Architecture firms can display the "Designed to Earn the ENERGY STAR" graphic to distinguish their projects as among the nation's best in energy performance. To apply for the graphic, the Architect of Record (AOR) must be an ENERGY STAR Partner. The AOR would enter basic information into an EPA software tool that can be downloaded from the ENERGY STAR Web site called Target Finder to obtain an EPA energy performance rating for the design project. It would then print the Statement of Energy Design Intent (SEDI) from Target Finder. The statement must be sealed (stamped) and signed by a licensed architect or engineer designated by the AOR. The AOR also must complete an Application Letter. As part of the Letter, the AOR agrees to collaborate with EPA on a case study about the project's design energy use strategies and goals, to be posted on the ENERGY STAR Web site. The AOR would submit the SEDI and Application Letter to EPA. EPA would send the AOR the graphic, which can be displayed in the title block of project drawings and on other project documents. [Note that this ICR addresses the AOR's becoming an ENERGY STAR Partner in the section, "Joining the ENERGY STAR Program and Related Activities."]

**(i) Data items**

- Information entered into Target Finder:

- Facility information;
  - Facility characteristics;
  - Target rating;
  - Design energy; and
  - Estimated end use energy data (e.g., lighting, HVAC).
- Statement of Energy Design Intent that includes the following information:
    - General contact information;
    - Information on Licensed Architect/Engineer; and
    - Information on AOR (if different than Licensed Architect/Engineer).
  - Application Letter that includes the following information:
    - Basic information on the building;
    - General information on AOR;
    - Signature and date of AOR; and
    - List of other architect and engineering firms that are participating on the project and are ENERGY STAR Partners.
  - Information for development of a case study.
- (ii) Respondent activities**
- AOR would perform the following activities:
    - Review instructions and establish account;
    - Gather building and energy data;
    - Enter the data into Target Finder;
    - Complete and submit the SEDI and Application Letter to EPA; and
    - Collaborate with EPA on case study.

### **ENERGY STAR Awards**

Organizations interested in receiving recognition for their efforts in improving their energy performance may apply for an ENERGY STAR Award. EPA currently issues awards to Commercial and Industrial Sector Partners, Service and Product Providers, and Energy Efficiency Program Sponsors. In addition, small businesses and congregations may apply to receive an award as part of their recognition efforts.

**(i) Data items**

- Information provided by C&I Partners, e.g.:

- General information (e.g., contact information, address, and signed/dated certification); and
- Description of the following:
  - ▶ Management practices (e.g., best practices for managing energy);
  - ▶ Organization-wide improvements in energy performance; and
  - ▶ Efforts in promoting and communicating success.
- Information provided by SPPs, e.g.:
  - General information (e.g., contact information, address, and signed/dated certification); and
  - Description of the following:
    - ▶ Energy performance targets and metrics;
    - ▶ Energy efficiency design and performance improvement;
    - ▶ Organizational commitment; and
    - ▶ Education and outreach activities (e.g., examples of how the SPP has communicated the value of energy performance).
- Information provided by EEPS, e.g.:
  - General information (e.g., contact information, address, and signed/dated certification); and
  - Description of the following:
    - ▶ Categor(ies) that the EEPS program is designed to address (e.g., energy improvements in the C&I sector);
    - ▶ Program design (e.g., in terms of goals);
    - ▶ How ENERGY STAR has been incorporated into the Partner's initiative;
    - ▶ Market effects resulting from Partner's efforts; and
    - ▶ Data sources used to support market claims.
- Information provided by small businesses and congregations seeking recognition (e.g., contact information and description of accomplishments).

**(ii) Respondent activities**

- Organizations that apply for an award are asked to:
  - Review the instructions; and
  - Complete and submit the information online.

## **5. THE INFORMATION COLLECTED, AGENCY ACTIVITIES, COLLECTION METHODOLOGY, AND INFORMATION MANAGEMENT**

### **5(a) Agency Activities**

This section describes EPA's activities under ENERGY STAR.

### ***JOINING THE ENERGY STAR PROGRAM AND RELATED ACTIVITIES***

#### **Partnership Letter or Agreement/Related Activities**

- EPA must perform the following activities in regard to Partnership Letters, Partnership Agreements, and related materials:
  - Review the completed Partnership Letters, Partnership Agreements and related materials;
  - Follow up with Partners, if needed;
  - Send emails, passwords, and welcome aboard kits; and
  - Update and maintain the ENERGY STAR Web site.
- EPA must perform the following additional activities in regard to SPPs:
  - Receive, process and file Teaming Profiles;
  - Request updated information annually;
  - Confirm and enter updated information into the SPP Most Active Directory; and
  - Receive, process and post success stories on Web site.
- EPA must perform the following additional activities in regard to EEPS:
  - Receive, review and file updates of brief plans from EEPS; and
  - Receive annual updates from EEPS and update the Directory of Energy Efficiency Programs.

#### **Small Business and Congregations Network**

- EPA must provide monthly email updates and conduct related activities.

#### **ENERGY STAR Challenge**

- EPA must perform the following activities:

- Review and keep track of information from organizations that join the ENERGY STAR Challenge;
- Send information to the organizations;
- Receive and process “Challenge Stories;” and
- Update the ENERGY STAR Web site to reflect the information collected.

## ***BENCHMARKING***

### **Portfolio Manager**

- EPA must perform the following activities related to the benchmarking process:
  - Enhance functionality of and maintain Portfolio Manager;
  - Collect information submitted through Import Tool and enter it into Portfolio Manger; and
  - Keep data current and update the data when market changes.
- EPA must perform the following activities in evaluating the usability of Portfolio Manager and the effectiveness of guidance on the tool:
  - Solicit feedback from respondents;
  - Review answers to questions; and
  - Take follow-up action.

### **ENERGY STAR Energy Performance Indicator and Related Systems**

- EPA must enhance the functionality of and maintain the EPI and other tools and information on the Web site.

### **Data Collection for Model Development and Beta Testing**

- EPA must conduct the data collections.

## ***RECOGNITION***

### **ENERGY STAR Labeling**

#### **Buildings**

- EPA must perform the following activities for buildings applying for the ENERGY STAR:
  - Review Data Checklists, Statements of Energy Performance and Letters of Agreement, and follow up with organization if questions; and

- Send a letter of denial or acceptance (if accepted, also send certificate and plaque).
- EPA will receive, process and post profiles of Labeled Buildings.
- EPA will collect information from ENERGY STAR Labeled Buildings in performing on-site verifications.
- EPA will perform the following activities in evaluating ENERGY STAR Labeled Buildings:
  - Solicit feedback from respondents;
  - Review answers to questions; and
  - Take follow-up action.

### Plants

- EPA must perform the following activities for companies seeking the ENERGY STAR for their plants:
  - Review and evaluate the Statement of Energy Performance and letter;
  - Give permission to display the ENERGY STAR; and
  - Review and post profiles of Labeled Plants on the Web.

### **ENERGY STAR Leaders**

- EPA must perform the following activities for ENERGY STAR Leaders:
  - Review Letters of Qualification, Facility Summary Reports, Facility Lists, and Leaders Stories; and
  - Send a letter of denial or acceptance (if approved, also send certificate).

### **ENERGY STAR Challenge for Industry and Other Plant Activities**

- EPA must review applications from companies and provide recognition.
- EPA will receive and post descriptions of corporate goals on the Web.

### **Statement of Energy Design Intent**

- EPA must perform the following activities for the graphic:
  - Review the Statement of Energy Design Intent and Application Letter;
  - Collaborate with organizations in developing case studies; and

- Update the ENERGY STAR Web site to reflect the information collected.

### **ENERGY STAR Awards**

- EPA must perform the following activities to administer the awards process:
  - Develop the awards criteria;
  - Receive and review the information submitted and select winners; and
  - Take follow-up action (e.g., send letters of award or loss).

### **5(b) Collection Methodology and Management**

In collecting and analyzing the information associated with this ICR, EPA will use telephones, postal mail, personal computers/Internet, and applicable database software. EPA will ensure the accuracy and completeness of collected information by reviewing each submittal. EPA will enter the information obtained into a database and will aggregate data obtained to monitor the progress of participants in improving energy performance. EPA will ensure the proper use and processing of the information collected to enhance the value of the information to EPA and the public.

### **5(c) Small Entity Flexibility**

EPA expects that small businesses and congregations will participate in the ENERGY STAR Program. EPA has designed its information collections to minimize respondent burden while obtaining sufficient and accurate information. For example, EPA has tailored the Small Business and Congregations Network so that it requests only the minimum information needed to establish contact with the small business or congregation. EPA also provides several methods for joining the Network (e.g., on-line sign-up, postcard, etc.).

### **5(d) Collection Schedule**

## ***JOINING THE ENERGY STAR PROGRAM AND RELATED ACTIVITIES***

### **Partnership Letter or Agreement/Related Activities**

EPA collects the Partnership Letter or Agreement on a one-time basis from organizations seeking to be Partners.

Partners prepare the energy management plan on a one-time basis. They then follow the plan in improving their facilities' energy performance. The plan is not collected by EPA.

EPA collects information from SPPs according to the following schedule. EPA collects information from SPPs to include in online listings (e.g. contact information) when the SPP joins the program. EPA requests an update of the information annually from SPPs. To be eligible to



join, organizations must meet certain requirements before applying to become an ENERGY STAR SPP Partner. Applicants must demonstrate that they have actively used the ENERGY STAR approach to help clients achieve their energy management goals as specified.

- SPPs serving the existing commercial buildings market must benchmark at least 10 client commercial buildings in the last 12 months using Portfolio Manager and/or earn the ENERGY STAR Label for at least one client commercial building in the last 12 months using Portfolio Manager and meeting other program requirements.
- SPPs serving the commercial new construction market must submit commercial building design projects that achieve ENERGY STAR. Eligible design projects are determined by using Target Finder and require approval from EPA.
- SPPs serving the industrial market must work with an ENERGY STAR industrial partner on at least 1 energy efficiency project in the last 2 years and submit a Teaming Profile to EPA outlining the project scope and resulting savings for that project.

Once the organization has been admitted into the SPP program, it is expected to maintain a minimum level of activity to be recognized in online listings, as follows:

- Existing commercial buildings SPP Partners must maintain at least 10 buildings benchmarked in the most recent 12-month period or serve as the primary SPP in helping at least one customer commercial building to earn the ENERGY STAR in the most recent 12-month period.
- Commercial new construction SPP Partners will have their design project profiled displayed for up to 24 months after the Certificate of Occupancy is awarded. Design projects that are built and later earn the ENERGY STAR will also be featured on the registry of ENERGY STAR Labeled Buildings.
- Industrial SPP Partners must submit Teaming Profiles to EPA outlining the project scope and resulting savings for new projects completed for ENERGY STAR industrial partners every 2 years.

EPA collects information from EEPS according to the following schedule:

- Submittal and periodic update of a brief plan outlining the key activities the EEPS intend to undertake to cooperatively promote ENERGY STAR in the commercial and/or industrial markets; and
- Submittal of annual updates to the Directory of Energy Efficiency Programs.

### **Small Business and Congregations Network**

There is no collection schedule for small businesses and congregations.

### **ENERGY STAR Challenge**

There is no schedule for collecting information from participants.

## ***BENCHMARKING***

### **Portfolio Manager**

There is no schedule for benchmarking in Portfolio Manager.

There is no schedule for collecting feedback from organizations on the usability of Portfolio Manager and effectiveness of guidance.

### **ENERGY STAR Energy Performance Indicator and Related Systems**

There is no schedule for using the Energy Performance Indicator or related systems.

### **Data Collection for Model Development and Beta Testing**

There is no schedule for collecting information for model development and beta testing.

## ***RECOGNITION***

### **ENERGY STAR Labeling**

#### **Buildings**

There is no schedule for applying for the ENERGY STAR.

EPA intends to conduct on-site verifications every three years.

There is no schedule for asking participants in the ENERGY STAR Program about the characteristics of buildings that lead to top energy performance.

#### **Plants**

There is no schedule for applying for the ENERGY STAR.

### **ENERGY STAR Leaders**

There is no collection schedule. Rather, EPA requests that Partners who reach targets inform EPA by submitting the qualification documents when they have met energy improvements in 10 percent increments across their portfolio.

### **ENERGY STAR Challenge for Industry and Other Plant Activities**

Sites that achieve a 10 percent reduction in energy intensity within five years of their baseline have the opportunity to apply for recognition from EPA.

### **Statement of Energy Design Intent**

There is no collection schedule for applying for the graphic.

### **ENERGY STAR Awards**

The ENERGY STAR Awards are held annually to recognize organizations that have achieved energy performance improvements. ENERGY STAR Partners who wish to receive an annual award are requested to submit an application by the specified due date.

## **6. ESTIMATING THE BURDEN AND COST OF THE COLLECTION**

### **6(a) Estimating Respondent Burden**

Exhibits 1 through 3 estimate the annual respondent burden hours for information collection activities associated with the ENERGY STAR Program in the commercial and industrial sectors. Table 1 presents the total annual hours to respondents under all activities.

### **6(b) Estimating Respondent Costs**

Exhibits 1 through 3 present the annual respondent costs for information collection activities associated with the ENERGY STAR Program in the commercial and industrial sectors. Table 1 presents the total annual respondent costs under all activities. Specific cost assumptions are discussed below.

#### **(i) Estimating Labor Costs**

The labor rates used to estimate costs to respondents are consistent with the hourly wage rates published by the Bureau of Labor Statistics publications on employment and earnings. Rates are current as of 2009. Rates reflect the cost of overhead and fringe benefits where appropriate. EPA estimates an average respondent hourly labor rate (hourly plus overhead and fringe) of \$140.26 for legal staff, \$101.45 for managerial staff, \$69.60 for technical staff, and \$35.03 for clerical staff.

#### **(ii) Estimating Capital and Operations and Maintenance (O&M) Costs**

Operation and maintenance (O&M) costs are those costs associated with a paperwork requirement incurred continually over the life of the ICR. They are defined by the Paperwork Reduction Act of 1995 as “the recurring dollar amount of costs associated with O&M or purchasing services.” Most of the collections in this ICR can be done online. If a collection involves submittal by postal mail, this ICR includes O&M costs for postage (i.e., \$0.44). The ICR also includes \$1,379 for a building to qualify for the ENERGY STAR. This cost is for the building to contract a Professional Engineer to conduct a facility inspection, complete the Data Checklist, and notarize the Statement of Energy Performance from Portfolio Manager. In addition, the ICR includes O&M costs of \$1,278 for a petroleum company to ask its consulting service to generate energy-efficiency results of its plant, so that the company can apply for the ENERGY STAR for the plant. There are no capital costs associated with any activities related to the ENERGY STAR Program in the commercial and industrial sectors.

### **6(c) Estimating Agency Burden and Costs**

The hourly labor rates used in this ICR were obtained from the 2009 GS pay schedule available from the Office of Personnel Management. EPA estimates an average hourly labor cost of \$75.50 for legal staff, \$70.61 for managerial staff, \$51.77 for technical staff, and \$20.79 for clerical staff. The labor costs are based on the following GS levels and steps: legal labor rates were based on GS Level 15, Step 1, managerial labor rates were based on GS Level 14, Step 4, technical labor rates were based on GS Level 12, Step 5, and clerical labor rates were based on GS Level 5, Step 1. To derive hourly estimates, EPA divided annual compensation estimates by 2,080, which is the number of hours in the Federal work-year. EPA then multiplied hourly rates by the standard government overhead factor of 1.6. Agency burden and costs are estimated in Exhibits 4 through 6 and Table 2.

### **6(d) Estimating the Respondent Universe**

In this section, EPA describes its estimates of the number of respondents carrying out the information collections under the ENERGY STAR Program in the commercial and industrial sectors. In developing its estimates, EPA referred to its databases (e.g., iStar) and other documentation in order to understand historical trends in the number of new and existing respondents. Based on this understanding, EPA has estimated the average number of respondents associated with each of the information collections under the program.

## ***JOINING THE ENERGY STAR PROGRAM AND RELATED ACTIVITIES (EXHIBIT 1)***

### **Commercial and Industrial Sector Partners**

EPA estimates that, on average, 600 organizations in the commercial and industrial sectors will submit a Partnership Letter to EPA each year. EPA may ask Partners follow-up questions. In addition, EPA estimates that five Partners will prepare and follow an energy management plan each year. These assumptions are reflected in Exhibit 1.

### **Service and Product Providers**

EPA estimates that, on average, 78 SPPs will submit a Partnership Agreement, Commitment Form, and Partnership Application Data Form to EPA each year. EPA estimates that six Teaming Profiles will be submitted by Industrial SPPs. In addition, EPA estimates that, on average, 125 existing SPPs will update their contact information and communicate their efforts and successes to EPA annually. These assumptions are reflected in Exhibit 1.

## **Energy Efficiency Program Sponsors**

EPA estimates that, on average, 12 EEPS will submit a Partnership Agreement and a brief plan to EPA each year. EPA estimates that an additional 18 EEPS will already have joined another ENERGY STAR Program (e.g., ENERGY STAR Products) and need only submit a Commitment Form online to join the C&I Program. In addition, EPA estimates that, on average, 63 existing EEPS will actively participate in the program and provide information to EPA each year as requested (e.g., updates of the brief plan). These assumptions are reflected in Exhibit 1.

## **Small Business and Congregations Network**

EPA estimates that 2,700 small businesses and congregations will provide the requested information to EPA each year to join the Network. This is reflected in Exhibit 1.

## **ENERGY STAR Challenge**

EPA estimates that 1,200 organizations will provide the requested information to EPA each year to sign up for the ENERGY STAR Challenge. EPA also estimates that 26 “Challenge Stories” will be submitted annually. This is reflected in Exhibit 1.

## ***BENCHMARKING (EXHIBIT 2)***

### **Portfolio Manager**

EPA provides several options for organizations to enter information into Portfolio Manager and benchmark their buildings:

- Manual Data Entry. EPA estimates that, each year, 6,000 users will read the instructions and set up an account in Portfolio Manager to benchmark their buildings. In addition, EPA estimates that 12,132 users will perform new and repeat benchmarks each year, on average. Of these, EPA estimates that 75 percent (9,099) will gather facility and energy data for their buildings not using standard industry practices. EPA estimates that 25 percent (3,033) will gather facility and energy data for their buildings using standard industry practices (i.e., usual and customary business practices that would be conducted even in the absence of ENERGY STAR). These practices could include, for example, compiling and keeping readily available, centralized paper and/or electronic records (e.g., invoices, facility data) for their portfolio of buildings. Users that perform such standard industry practices would incur a lower incremental burden than others to gather data for Portfolio Manager. Finally, all users will enter the data into Portfolio Manager to benchmark their buildings.<sup>3</sup>

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<sup>3</sup> Exhibit 2 includes weighted-average burden estimates for gathering and entering data into Portfolio Manager to account for the average number of buildings as well as new and repeat benchmarks performed annually.

- Data Entry using Import Tool. EPA estimates that 80 organizations will provide their data via an import tool (i.e., spreadsheet) to EPA. EPA will enter the data into Portfolio Manager.
- ENERGY STAR Automated Benchmarking System (ABS). EPA expects that seven organizations will host the system on average each year. They will review the ABS instructions, set up an account and automated process, and conduct initial set-up for 470 customers. After the customers are set up, the host will submit customer information to EPA using Extensible Markup Language (XML) and retrieve/relay the scores to their customers monthly.

In addition, EPA expects to contact no more than 333 organizations each year to discuss the usability of Portfolio Manager as a Web-based tool. EPA also expects to contact no more than 300 organizations each year to discuss the effectiveness of guidance on Portfolio Manager.

These assumptions are reflected in Exhibit 2.

### **ENERGY STAR Energy Performance Indicator and Related Systems**

EPA gives industrial companies the opportunity to measure the energy efficiency of their plants. To measure efficiency and improve energy use in the company, a company enters basic information into a spreadsheet tool on the ENERGY STAR Web site called the Energy Performance Indicator (EPI). The EPI produces a plant percentile score between 1 and 100 and compares that score to the most energy-efficient plants in the industry and to the previous performance for the plant. EPA estimates that it takes a company 15 minutes per plant to enter information into the EPI.

Companies use the EPI to produce plant scores, except for petroleum companies. Petroleum companies use a third-party consulting service to measure the energy efficiency of their plants. To request a plant score from the consulting service, a petroleum company is estimated to spend 10 minutes and \$1,278 in contractor fees per plant.

As shown in the table below, EPA estimates that industrial companies will enter information/generate scores for 143 plants annually, on average, during the three-year life of this ICR (i.e.,  $(85 + 153 + 191) / 3$  years). This includes 118 non-petroleum plants and 25 petroleum plants on average each year.

**Annual Number of Plants During Three-Year Life of ICR**

Type of Plant	Annual Number of Plants			
	Year 1	Year 2	Year 3	3-Year Average
Non-Petroleum	65	128	161	118
Petroleum	20	25	30	25
Total	85	153	191	143

In addition, EPA encourages industrial companies not otherwise eligible to use the EPI to track and improve their energy performance. EPA has established a program, ENERGY STAR Challenge for Industry, which encourages such companies to track their energy performance using alternative systems, such as in-house tracking systems, Portfolio Manager, or a spreadsheet-based tracking tool that can be downloaded from the ENERGY STAR Web site called the ENERGY STAR Energy Tracking Tool (ETT). EPA estimates that 25 companies currently use their existing in-house systems to track their energy performance as a standard industry practice (i.e., usual and customary business practices that would be conducted even in the absence of ENERGY STAR). EPA does not expect these companies to incur any incremental burden in tracking their energy performance under the ENERGY STAR Challenge for Industry. EPA estimates that another 30 companies will spend 2.5 hours to use alternative tracking systems (e.g., the ETT). Unlike companies that use their existing in-house systems as a standard industry practice, companies using alternative systems will incur incremental time to set up and use the system.

These assumptions are reflected in Exhibit 2.

**Data Collection for Model Development and Beta Testing**

EPA expects to expand Portfolio Manager by adding new facility types. In doing so, the Agency may need to gather information for model development and/or beta testing to make sure the tool produces relevant results. EPA expects to collect information from up to 600 organizations annually. These assumptions are reflected in Exhibit 2.

***RECOGNITION (EXHIBIT 3)***

**ENERGY STAR Labeling**

Buildings

EPA estimates that organizations will submit 4,300 applications for the ENERGY STAR each year. These organizations must benchmark the building, contract a Professional Engineer to conduct a facility inspection, complete the Data Checklist, and notarize the Statement of Energy Performance. They must submit an on-line application consisting of a Statement of



Energy Performance, Letter of Agreement (LOA), and Data Checklist to EPA. [Note that this ICR burdens participants for benchmarking in the section, “Benchmarking,” under the heading, “Portfolio Manager.” See Exhibit 2.]

EPA estimates that 760 profiles of Labeled Buildings will be submitted annually.

In addition, EPA may visit and request information from 33 ENERGY STAR Labeled Buildings annually.

EPA also expects to contact representatives of buildings that have earned the ENERGY STAR to collect information about the characteristics of buildings that lead to top energy performance. EPA also intends to collect information about the qualification process to measure how easy it is for organizations to use. EPA intends to contact no more than 60 representatives annually.

These assumptions are reflected in Exhibit 3.

### Plants

Industrial companies have an opportunity to apply to EPA to display the ENERGY STAR on specific types of plants that meet EPA’s energy efficiency criteria. If the plant’s EPI score is in the top quartile, the company may apply to EPA for the ENERGY STAR by printing out a Statement of Energy Performance. A Professional Engineer (PE) in the company provides a certification/stamp, and the certified document and a letter are sent to EPA. If the submittal contains confidential business information (CBI), the company also sends a copy to EPA’s contractor to verify energy performance results. If approved by EPA, the plant receives the ENERGY STAR.

The application process described above is used by all industrial companies eligible to apply, except petroleum companies. After the petroleum company receives its energy efficiency score from its consulting service, a PE in the company provides a certification/stamp confirming the accuracy of the numbers provided to the consulting service. The company then sends the certified document and a letter from the consulting service to EPA. If approved by EPA, the plant receives the ENERGY STAR. (Petroleum companies do not need to send their results to EPA’s contractor for CBI review.)

EPA estimates that industrial companies will seek recognition for 143 plants annually, on average, during the three-year life of this ICR. This includes 118 non-petroleum plants and 25 petroleum plants each year.

In addition, EPA estimates that 46 profiles of Labeled Plants will be submitted annually.

These assumptions are reflected in Exhibit 3. [Note that this ICR burdens participants for tracking their energy performance in the section, “Benchmarking,” under the heading, “ENERGY STAR Energy Performance Indicator and Related Systems.” See Exhibit 2.]

### **ENERGY STAR Leaders**

As part of the Partnership Letter, organizations commit to continuous improvement. To track Partners’ progress against their goal, EPA provides organizations recognition incentives to meet specific targets. This follows the Partnership Letter and includes that they track and benchmark all of the eligible buildings in their portfolio and apply for recognition by submitting the following qualification documents: a Letter of Qualification, Facility Summary Report, Facility List, and Leaders Story. They also will respond to some EPA questions. EPA will review this information and recognize these participants as ENERGY STAR Leaders if they qualify.

As reflected in Exhibit 3, EPA estimates that, each year, 60 Partners will set up an ENERGY STAR Leaders account in Portfolio Manager and apply for recognition. [Note that this ICR burdens these organizations for preparing/submitting their Partnership Letter in the section, “Joining the ENERGY STAR Program and Related Activities,” under the heading, “Commercial and Industrial Sector Partners.” See Exhibit 1. This ICR burdens these organizations for performing benchmarks in the section, “Benchmarking,” under the heading, “Portfolio Manager.” See Exhibit 2.]

### **ENERGY STAR Challenge for Industry and Other Plant Activities**

Industrial plants not eligible to use the EPI may seek recognition for their energy intensity reductions. EPA has established a program, the ENERGY STAR Challenge for Industry, which encourages such companies to pledge to reduce the energy intensity of their sites by 10 percent and track their progress towards this goal using alternative systems (e.g., in-house tracking systems), as discussed above. Sites that achieve a 10 percent reduction in energy intensity within five years of their baseline have the opportunity to apply for recognition from EPA. The company may apply to EPA for recognition by printing out a Statement of Energy Improvement. A Professional Engineer (PE) in the company provides a certification/stamp, and the certified document and a letter are sent to EPA. If approved by EPA, the site receives recognition (e.g., a certificate and right to produce a small trophy).

EPA estimates that 55 sites will seek recognition annually by preparing/submitting the application materials. [Note that this ICR burdens participants for tracking their energy performance in the section, “Benchmarking,” under the heading, “ENERGY STAR Energy Performance Indicator and Related Systems.” See Exhibit 2.] Further, EPA estimates 15 companies will submit a description of their corporate goals annually.

These assumptions are reflected in Exhibit 3.

### **Statement of Energy Design Intent**

EPA estimates that, each year, 53 organizations will apply for the graphic, “Designed to Earn the ENERGY STAR,” by gathering building and energy data, entering the data into Target Finder, and submitting the Statement of Energy Design Intent and Application Letter to EPA. EPA also estimates that 25 organizations will collaborate with EPA in developing case studies. This is reflected in Exhibit 3.

### **ENERGY STAR Awards**

EPA estimates that 33 C&I Partners, two SPPs, and two EEPS will apply for an ENERGY STAR Award each year. EPA also estimates that 15 small businesses and congregations will apply for recognition each year. These assumptions are reflected in Exhibit 3.

Exhibit 1\*

**Estimated Annual Respondent Burden and Cost  
ENERGY STAR Program: Joining the ENERGY STAR Program and Related Activities**

Information Collection Activity	Hours and Costs Per Respondent per Activity								Total Hours and Costs		
	Legal	Managerial	Technical	Clerical	Total Hours/ Activity	Labor Costs/ Activity	Capital Startup Costs/ Activity	O&M Costs/ Activity	Number of Activities/ Year	Total Hours/Year	Total Cost/Year
	\$140.26	\$101.45	\$69.60	\$35.03							
<b>Commercial and Industrial Sector Partners</b>											
<b>Partnership Letter</b>											
Complete and submit the Partnership Letter online	0.00	0.25	0.25	0.00	0.50	\$42.76	\$0.00	\$0.00	600	300.00	\$25,656.00
Respond to EPA follow-up questions, if any	0.00	0.00	0.25	0.00	0.25	\$17.40	\$0.00	\$0.00	600	150.00	\$10,440.00
Subtotal	0.00	varies	varies	0.00	varies	varies	\$0.00	\$0.00	varies	450.00	\$36,096.00
<b>Related Activities</b>											
Prepare and follow energy management plan	0.00	0.00	5.00	0.00	5.00	\$347.99	\$0.00	\$0.00	5	25.00	\$1,739.95
Subtotal	0.00	0.00	5.00	0.00	5.00	\$347.99	\$0.00	\$0.00	5	25.00	\$1,739.95
Subtotal (for Commercial and Industrial Sector Partners)	0.00	varies	varies	0.00	varies	varies	\$0.00	\$0.00	varies	475.00	\$37,835.95
<b>Service and Product Providers</b>											
<b>Partnership Agreement</b>											
Complete and submit the Partnership Agreement and Commitment Form online	0.00	0.25	0.25	0.00	0.50	\$42.76	\$0.00	\$0.00	78	39.00	\$3,335.28
Complete and submit Service and Product Provider Partnership Application Data Form and other requested materials online	0.00	0.00	0.50	0.00	0.50	\$34.80	\$0.00	\$0.00	78	39.00	\$2,714.40
Subtotal	0.00	0.25	0.75	0.00	1.00	\$77.56	\$0.00	\$0.00	78	78.00	\$6,049.68
<b>Related Activities</b>											
Submit Teaming Profiles (Industrial SPP Partners only)	0.00	0.25	1.00	0.00	1.25	\$94.96	\$0.00	\$0.00	6	7.50	\$569.76
Update contact information as needed	0.00	0.00	0.16	0.00	0.16	\$11.14	\$0.00	\$0.00	125	20.00	\$1,392.50
Communicate efforts and successes	0.00	0.50	0.50	0.00	1.00	\$85.53	\$0.00	\$0.00	125	125.00	\$10,691.25
Subtotal	0.00	varies	varies	varies	varies	varies	\$0.00	\$0.00	varies	152.50	\$12,653.51
Subtotal (for Service and Product Providers)	varies	varies	varies	varies	varies	varies	\$0.00	\$0.00	varies	230.50	\$18,703.19

Exhibit 1 (continued)\*

Estimated Annual Respondent Burden and Cost  
ENERGY STAR Program: Joining the ENERGY STAR Program and Related Activities

	Hours and Costs Per Respondent per Activity								Total Hours and Costs		
	Legal	Managerial	Technical	Clerical	Total Hours/ Activity	Labor Costs/ Activity	Capital Startup Costs/ Activity	O&M Costs/ Activity	Number of Activities/ Year	Total Hours/Year	Total Cost/Year
<b>Information Collection Activity</b>	\$140.26	\$101.45	\$69.60	\$35.03							
<b>Energy Efficiency Program Sponsors</b>											
<b>Partnership Agreement</b>											
<b>Organizations Submitting Entire Partnership Agreement</b>											
Complete and submit the Partnership Agreement	0.50	0.25	0.75	0.00	1.50	\$147.69	\$0.00	\$0.44	12	18.00	\$1,777.56
<b>Organizations Submitting Updated Commitment Form Only</b>											
Update and submit Commitment Form online	0.00	0.00	0.50	0.00	0.50	\$34.80	\$0.00	\$0.00	18	9.00	\$626.40
Subtotal	varies	varies	varies	varies	varies	varies	\$0.00	varies	varies	27.00	\$2,403.96
<b>Related Activities</b>											
Submit a brief plan outlining the key ENERGY STAR promotional activities in the commercial and/or industrial markets	0.00	0.00	1.00	0.00	1.00	\$69.60	\$0.00	\$0.00	12	12.00	\$835.20
Periodically update brief plan	0.00	0.00	0.50	0.00	0.50	\$34.80	\$0.00	\$0.00	63	31.50	\$2,192.40
Update organization and contact information displayed on the Web site and DEEP	0.00	0.00	0.00	0.08	0.08	\$2.80	\$0.00	\$0.00	63	5.04	\$176.40
Provide information to promote ENERGY STAR in the commercial and/or industrial markets	0.00	0.10	2.00	0.15	2.25	\$154.60	\$0.00	\$0.00	63	141.75	\$9,739.80
Subtotal	0.00	varies	varies	varies	varies	varies	\$0.00	\$0.00	varies	190.29	\$12,943.80
Subtotal (for Energy Efficiency Program Sponsors )	varies	varies	varies	varies	varies	varies	\$0.00	varies	varies	217.29	\$15,347.76
<b>Small Business and Congregations Network</b>											
Provide requested information	0.00	0.00	0.02	0.00	0.02	\$1.39	\$0.00	\$0.00	2,700	54.00	\$3,753.00
Subtotal (for Small Business and Congregations Network)	0.00	0.00	0.02	0.00	0.02	\$1.39	\$0.00	\$0.00	2,700	54.00	\$3,753.00
<b>ENERGY STAR Challenge</b>											
Provide requested information to become Challenge participant	0.00	0.00	0.02	0.00	0.02	\$1.39	\$0.00	\$0.00	1,200	24.00	\$1,668.00
Submit a Challenge Story	0.00	0.10	0.40	0.00	0.50	\$37.98	\$0.00	\$0.00	26	13.00	\$987.48
Subtotal (for ENERGY STAR Challenge)	0.00	varies	varies	0.00	varies	varies	\$0.00	\$0.00	varies	37.00	\$2,655.48
<b>TOTAL</b>	varies	varies	varies	varies	varies	varies	\$0.00	varies	varies	1,013.79	\$78,295.38

\*Exhibit contains rounding.

Exhibit 2\*

Estimated Annual Respondent Burden and Cost  
ENERGY STAR Program: Benchmarking

	Hours and Costs Per Respondent per Activity								Total Hours and Costs		
	Legal	Managerial	Technical	Clerical	Total Hours/ Activity	Labor Costs/ Activity	Capital Startup Costs/ Activity	O&M Costs/ Activity	Number of Activities/ Year	Total Hours/Year	Total Cost/Year
<b>Information Collection Activity</b>	\$140.26	\$101.45	\$69.60	\$35.03							
<b>Portfolio Manager</b>											
<b>Manual Data Entry</b>											
Review instructions of Portfolio Manager and set up account	0.00	0.00	0.50	0.00	0.50	\$34.80	\$0.00	\$0.00	6,000	3,000.00	\$208,800.00
Gather facility and energy data - not using standard industry practices	0.00	0.00	5.70	0.00	5.70	\$396.71	\$0.00	\$0.00	9,099	51,864.30	\$3,609,664.29
Gather facility and energy data - using standard industry practices	0.00	0.00	2.50	0.00	2.50	\$174.00	\$0.00	\$0.00	3,033	7,582.50	\$527,742.00
Enter data into Portfolio Manager	0.00	0.00	1.80	0.00	1.80	\$125.28	\$0.00	\$0.00	12,132	21,837.60	\$1,519,896.96
Subtotal	0.00	0.00	varies	0.00	varies	varies	\$0.00	\$0.00	varies	84,284.40	\$5,866,103.25
<b>Data Entry using Import Tool</b>											
Review instructions of Import Tool	0.00	0.00	0.50	0.00	0.50	\$34.80	\$0.00	\$0.00	80	40.00	\$2,784.00
Collect facility characteristics, download data into tool, and email to EPA	0.00	0.00	1.00	0.00	1.00	\$69.60	\$0.00	\$0.00	6,000	6,000.00	\$417,600.00
Subtotal	0.00	0.00	varies	0.00	varies	varies	\$0.00	\$0.00	varies	6,040.00	\$420,384.00
<b>Automated Benchmarking System</b>											
Review instructions and set up account and automated process	0.00	0.00	114.30	0.00	114.30	\$7,955.06	\$0.00	\$0.00	7	800.10	\$55,685.42
Conduct initial customer set-up	0.00	0.00	1.40	0.00	1.40	\$97.44	\$0.00	\$0.00	470	658.00	\$45,796.80
Submit information to EPA monthly and retrieve/relay scores to customers	0.00	0.00	0.30	0.00	0.30	\$20.88	\$0.00	\$0.00	15,000	4,500.00	\$313,200.00
Subtotal	0.00	0.00	varies	0.00	varies	varies	\$0.00	\$0.00	varies	5,958.10	\$414,682.22
<b>Evaluation of Portfolio Manager</b>											
Respond to questions about usability of tool	0.00	0.00	0.25	0.00	0.25	\$17.40	\$0.00	\$0.00	333	83.25	\$5,794.20
Respond to questions about guidance on tool	0.00	0.00	0.17	0.00	0.17	\$11.83	\$0.00	\$0.00	300	51.00	\$3,549.00
Subtotal	0.00	0.00	varies	0.00	varies	varies	\$0.00	\$0.00	varies	134.25	\$9,343.20
Subtotal (for Portfolio Manager)	0.00	0.00	varies	0.00	varies	varies	\$0.00	\$0.00	varies	96,416.75	\$6,710,512.67

Exhibit 2 (continued)\*

Estimated Annual Respondent Burden and Cost  
ENERGY STAR Program: Benchmarking

	Hours and Costs Per Respondent per Activity								Total Hours and Costs		
	Legal	Managerial	Technical	Clerical	Total Hours/ Activity	Labor Costs/ Activity	Capital Startup Costs/ Activity	O&M Costs/ Activity	Number of Activities/ Year	Total Hours/Year	Total Cost/Year
<b>Information Collection Activity</b>	\$140.26	\$101.45	\$69.60	\$35.03							
<b>ENERGY STAR Energy Performance Indicator and Related Systems</b>											
<b>ENERGY STAR Energy Performance Indicator</b>											
Enter information into the EPI - Non-petroleum plants	0.00	0.00	0.25	0.00	0.25	\$17.40	\$0.00	\$0.00	118	29.50	\$2,053.20
Generate energy-efficiency results - Petroleum plants	0.00	0.00	0.17	0.00	0.17	\$11.83	\$0.00	\$1,278.18	25	4.25	\$32,250.27
<b>ENERGY STAR Challenge for Industry</b>											
Enter data into system - In-house systems	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	25	0.00	\$0.00
Set up and enter data into system - All other systems	0.00	2.00	0.00	0.50	2.50	\$220.42	\$0.00	\$0.00	30	75.00	\$6,612.60
Subtotal (for ENERGY STAR Energy Performance Indicator and Related Systems)	0.00	varies	varies	varies	varies	varies	\$0.00	varies	varies	108.75	\$40,916.07
<b>Data Collection for Model Development and Beta Testing</b>											
Review instructions of Portfolio Manager or spreadsheet	0.00	0.00	0.50	0.00	0.50	\$34.80	\$0.00	\$0.00	600.00	300.00	\$20,880.00
Gather facility and energy data	0.00	0.00	5.00	0.00	5.00	\$347.99	\$0.00	\$0.00	600.00	3,000.00	\$208,794.00
Enter data into Portfolio Manager or spreadsheet	0.00	0.00	1.00	0.00	1.00	\$69.60	\$0.00	\$0.00	600.00	600.00	\$41,760.00
Subtotal (for Information for Model Development and Beta Testing)	0.00	0.00	6.50	0.00	6.50	\$452.39	\$0.00	\$0.00	600.00	3,900.00	\$271,434.00
<b>TOTAL</b>	0.00	varies	varies	varies	varies	varies	\$0.00	varies	varies	100,425.50	\$7,022,862.74

\*Exhibit contains rounding.

Exhibit 3\*

Estimated Annual Respondent Burden and Cost  
ENERGY STAR Program: Recognition

Information Collection Activity	Hours and Costs Per Respondent per Activity								Total Hours and Costs		
	Legal	Managerial	Technical	Clerical	Total Hours/Activity	Labor Costs/Activity	Capital Startup Costs/Activity	O&M Costs/Activity	Number of Activities/Year	Total Hours/Year	Total Cost/Year
	\$140.26	\$101.45	\$69.60	\$35.03							
<b>ENERGY STAR Labeling</b>											
<b>Buildings</b>											
Contract a Professional Engineer to conduct a facility inspection, complete Data Checklist, and notarize the Statement of Energy Performance	0.00	0.00	5.00	0.00	5.00	\$347.99	\$0.00	\$1,379.37	4,300	21,500.00	\$7,427,648.21
Submit the verified Statement of Energy Performance, Data Checklist and Letter of Agreement (LOA) to EPA and respond to EPA questions if any	0.00	0.00	0.00	0.10	0.10	\$3.50	\$0.00	\$0.44	4,300	430.00	\$16,942.00
Prepare and submit Label Profile (optional)	0.00	0.00	0.50	0.00	0.50	\$34.80	\$0.00	\$0.00	760	380.00	\$26,448.00
Provide requested information to EPA during/after on-site verification	0.00	0.00	5.00	0.00	5.00	\$347.99	\$0.00	\$0.00	33	165.00	\$11,483.67
Respond to EPA questions for the analysis of ENERGY STAR Labeled Buildings	0.00	0.00	0.40	0.00	0.40	\$27.84	\$0.00	\$0.00	60	24.00	\$1,670.40
Subtotal (for Buildings)	0.00	0.00	varies	varies	varies	varies	\$0.00	varies	varies	22,499.00	\$7,484,192.28
<b>Plants</b>											
Print out the Statement of Energy Performance, prepare letter, and submit materials to EPA - Non-petroleum plants	0.00	0.08	0.17	0.17	0.42	\$25.90	\$0.00	\$0.44	118	49.56	\$3,108.12
Submit results and letter to EPA - Petroleum plants	0.00	0.04	0.13	0.08	0.25	\$15.91	\$0.00	\$0.44	25	6.25	\$408.75
Prepare and submit profile of Labeled Plants	0.08	0.08	0.34	0.00	0.50	\$43.00	\$0.00	\$0.00	46	23.00	\$1,978.00
Subtotal (for Plants)	varies	varies	varies	varies	varies	varies	\$0.00	varies	varies	78.81	\$5,494.87
Subtotal (for ENERGY STAR Labeling)	varies	varies	varies	varies	varies	varies	\$0.00	varies	varies	22,577.81	\$7,489,687.15



Exhibit 3 (continued)\*

Estimated Annual Respondent Burden and Cost  
ENERGY STAR Program: Recognition

Information Collection Activity	Hours and Costs Per Respondent per Activity								Total Hours and Costs		
	Legal	Managerial	Technical	Clerical	Total Hours/ Activity	Labor Costs/ Activity	Capital Startup Costs/ Activity	O&M Costs/ Activity	Number of Activities/ Year	Total Hours/Year	Total Cost/Year
<b>Information Collection Activity</b>	\$140.26	\$101.45	\$69.60	\$35.03							
<b>ENERGY STAR Leaders</b>											
Set up Leaders account in Portfolio Manager	0.00	0.00	0.25	0.00	0.25	\$17.40	\$0.00	\$0.00	60	15.00	\$1,044.00
Apply for recognition by submitting qualification documents and responding to EPA questions	0.00	0.00	2.17	0.00	2.17	\$151.03	\$0.00	\$0.00	60	130.20	\$9,061.80
Subtotal (for ENERGY STAR Leaders)	0.00	0.00	varies	0.00	varies	varies	\$0.00	\$0.00	varies	145.20	\$10,105.80
<b>ENERGY STAR Challenge for Industry and Other Plant Activities</b>											
Prepare, review, and submit application to EPA for recognition - All systems	0.00	0.00	0.25	0.00	0.25	\$17.40	\$0.00	\$0.44	55	13.75	\$981.20
Prepare and submit brief description of corporate goals	0.00	0.00	0.08	0.00	0.08	\$5.57	\$0.00	\$0.00	15	1.20	\$83.55
Subtotal (for Plant Performance with ENERGY STAR and Other Plant Activities)	varies	varies	varies	varies	varies	varies	\$0.00	varies	varies	14.95	\$1,064.75
<b>Statement of Energy Design Intent</b>											
Review instructions and establish account	0.00	0.00	0.50	0.00	0.50	\$34.80	\$0.00	\$0.00	53	26.50	\$1,844.40
Gather building and energy data	0.00	0.00	1.50	0.00	1.50	\$104.40	\$0.00	\$0.00	53	79.50	\$5,533.20
Enter data into Target Finder	0.00	0.00	0.25	0.00	0.25	\$17.40	\$0.00	\$0.00	53	13.25	\$922.20
Complete and submit SEDI and Application Letter to EPA	0.00	0.00	0.75	0.25	1.00	\$60.96	\$0.00	\$0.44	53	53.00	\$3,254.20
Collaborate with EPA on case study	0.00	0.00	0.50	1.00	1.50	\$69.83	\$0.00	\$0.44	25	37.50	\$1,756.75
Subtotal (for Statement of Energy Design Intent)	0.00	0.00	varies	varies	varies	varies	\$0.00	varies	varies	209.75	\$13,310.75

Exhibit 3 (continued)\*

Estimated Annual Respondent Burden and Cost  
ENERGY STAR Program: Recognition

Information Collection Activity	Hours and Costs Per Respondent per Activity								Total Hours and Costs		
	Legal	Managerial	Technical	Clerical	Total Hours/ Activity	Labor Costs/ Activity	Capital Startup Costs/ Activity	O&M Costs/ Activity	Number of Activities/ Year	Total Hours/Year	Total Cost/Year
	\$140.26	\$101.45	\$69.60	\$35.03							
<b>ENERGY STAR Awards</b>											
<b>Commercial and Industrial Sector Partners</b>											
Review the instructions	0.00	0.50	0.50	0.00	1.00	\$85.53	\$0.00	\$0.00	33	33.00	\$2,822.49
Complete and submit the information online	0.00	4.00	8.00	4.00	16.00	\$1,102.71	\$0.00	\$0.00	33	528.00	\$36,389.43
Subtotal	0.00	4.50	8.50	4.00	17.00	\$1,188.24	\$0.00	\$0.00	33	561.00	\$39,211.92
<b>Service and Product Providers</b>											
Review the instructions	0.00	0.50	0.50	0.00	1.00	\$85.53	\$0.00	\$0.00	2	2.00	\$171.06
Complete and submit the information online	0.00	4.00	8.00	4.00	16.00	\$1,102.71	\$0.00	\$0.00	2	32.00	\$2,205.42
Subtotal	0.00	4.50	8.50	4.00	17.00	\$1,188.24	\$0.00	\$0.00	2	34.00	\$2,376.48
<b>Energy Efficiency Program Sponsors</b>											
Review the instructions	0.00	0.50	0.50	0.00	1.00	\$85.53	\$0.00	\$0.00	2	2.00	\$171.06
Complete and submit the information online	0.00	3.00	6.00	3.00	12.00	\$827.03	\$0.00	\$0.00	2	24.00	\$1,654.06
Subtotal	0.00	3.50	6.50	3.00	13.00	\$912.56	\$0.00	\$0.00	2	26.00	\$1,825.12
<b>Small Businesses and Congregations</b>											
Review the instructions	0.00	0.00	0.25	0.00	0.25	\$17.40	\$0.00	\$0.00	15	3.75	\$261.00
Complete and submit the information online	0.00	0.00	0.75	0.00	0.75	\$52.20	\$0.00	\$0.00	15	11.25	\$783.00
Subtotal	0.00	0.00	1.00	0.00	1.00	\$69.60	\$0.00	\$0.00	15	15.00	\$1,044.00
Subtotal (for ENERGY STAR Awards)	0.00	varies	varies	varies	varies	varies	\$0.00	\$0.00	varies	636.00	\$44,457.52
<b>TOTAL</b>	0.00	varies	varies	varies	varies	varies	\$0.00	\$0.00	varies	23,583.71	\$7,558,625.97

\*Exhibit contains rounding.

Exhibit 4\*

Estimated Annual Agency Burden and Cost  
ENERGY STAR Program: Joining the ENERGY STAR Program and Related Activities

	Agency Hours and Costs Per Activity								Total Hours and Costs		
	Legal	Managerial	Technical	Clerical	Total Hours/ Activity	Labor Costs/ Activity	Capital Startup Costs/ Activity	O&M Costs/ Activity	Number of Activities/ Year	Total Hours/Year	Total Cost/Year
<b>Information Collection Activity</b>	\$75.50	\$70.61	\$51.77	\$20.79							
<b>Partnership Letter or Agreement/Related Activities</b>											
<b>Partnership Letters, Partnership Agreements and Related Materials</b>											
Review the completed Partnership Letters, Partnership Agreements and related materials	0.00	0.00	0.50	0.00	0.50	\$25.88	\$0.00	\$0.00	708	354.00	\$18,323.04
Follow up with Partners, if needed	0.00	0.00	0.25	0.00	0.25	\$12.94	\$0.00	\$0.00	600	150.00	\$7,764.00
Send emails, passwords, and welcome aboard kits	0.00	0.00	0.08	0.00	0.08	\$4.14	\$0.00	\$0.44	708	56.64	\$3,242.64
Update and maintain the ENERGY STAR Web site	0.00	0.00	30.00	0.00	30.00	\$1,553.05	\$0.00	\$0.00	1	30.00	\$1,553.05
Subtotal	varies	varies	varies	varies	varies	varies	\$0.00	varies	varies	590.64	\$30,882.73
<b>SPP Related Activities</b>											
Receive, process and file Teaming Profiles	0.00	0.00	0.25	0.25	0.50	\$18.14	\$0.00	\$0.00	6	3.00	\$108.84
Request updated information annually	0.00	0.00	0.50	0.00	0.50	\$25.88	\$0.00	\$0.00	1	0.50	\$25.88
Confirm and enter updated information into the SPP Most Active Directory	0.00	0.00	0.00	0.08	0.08	\$1.66	\$0.00	\$0.00	125	10.00	\$207.50
Receive, process and post success stories on Web site	0.00	0.00	0.17	0.00	0.17	\$8.80	\$0.00	\$0.00	125	21.25	\$1,100.00
Subtotal	varies	varies	varies	varies	varies	varies	\$0.00	\$0.00	varies	34.75	\$1,442.22
<b>EEPS Related Activities</b>											
Receive, review and file updates of brief plans from EEPS	0.00	0.00	0.25	0.00	0.25	\$12.94	\$0.00	\$0.00	63	15.75	\$815.22
Receive annual updates from EEPS and update the Directory of Energy Efficiency Programs	0.00	0.00	0.00	0.08	0.08	\$1.66	\$0.00	\$0.00	63	5.04	\$104.58
Subtotal	0.00	0.00	varies	varies	varies	varies	\$0.00	\$0.00	varies	20.79	\$919.80
Subtotal (for Partnership Letter or Agreement/Related Activities)	0.00	varies	varies	varies	varies	varies	\$0.00	varies	varies	646.18	\$33,244.75

Exhibit 4 (continued)\*

Estimated Annual Agency Burden and Cost  
ENERGY STAR Program: Joining the ENERGY STAR Program and Related Activities

Information Collection Activity	Agency Hours and Costs Per Activity								Total Hours and Costs		
	Legal	Managerial	Technical	Clerical	Total Hours/ Activity	Labor Costs/ Activity	Capital Startup Costs/ Activity	O&M Costs/ Activity	Number of Activities/ Year	Total Hours/Year	Total Cost/Year
	\$75.50	\$70.61	\$51.77	\$20.79							
<b>Small Business and Congregations Network</b>											
Provide monthly email updates and conduct related activities	0.00	0.00	1.00	0.00	1.00	\$51.77	\$0.00	\$0.00	1	1.00	\$51.77
Subtotal (for Small Business and Congregations Network)	0.00	0.00	1.00	0.00	1.00	\$51.77	\$0.00	\$0.00	1	1.00	\$51.77
<b>ENERGY STAR Challenge</b>											
Review and keep track of information	0.00	0.00	0.17	0.00	0.17	\$8.80	\$0.00	\$0.00	1,200	204.00	\$10,560.00
Send information to organizations	0.00	0.00	0.00	0.08	0.08	\$1.66	\$0.00	\$0.44	1,200	96.00	\$2,520.00
Receive and process "Challenge Stories"	0.00	0.00	0.17	0.00	0.17	\$8.80	\$0.00	\$0.00	26	4.42	\$228.80
Update the Web site to reflect the information collected	0.00	0.00	5.00	0.00	5.00	\$258.84	\$0.00	\$0.00	1	5.00	\$258.84
Subtotal (for ENERGY STAR Challenge)	0.00	0.00	varies	varies	varies	varies	\$0.00	varies	varies	309.42	\$13,567.64
<b>TOTAL</b>	varies	varies	varies	varies	varies	varies	\$0.00	varies	varies	956.60	\$46,864.16

\*Exhibit contains rounding.

Exhibit 5\*

Estimated Annual Agency Burden and Cost  
ENERGY STAR Program: Benchmarking

	Agency Hours and Costs Per Activity								Total Hours and Costs		
	Legal	Managerial	Technical	Clerical	Total Hours/ Activity	Labor Costs/ Activity	Capital Startup Costs/ Activity	O&M Costs/ Activity	Number of Activities/ Year	Total Hours/Year	Total Cost/Year
<b>Information Collection Activity</b>	\$75.50	\$70.61	\$51.77	\$20.79							
<b>Portfolio Manager</b>											
<b>Maintenance and Use of Portfolio Manager</b>											
Enhance functionality of and maintain Portfolio Manager	0.00	400.00	1,000.00	400.00	1,800.00	\$88,327.54	\$0.00	\$0.00	1	1,800.00	\$88,327.54
Collect information submitted through Import Tool and enter it into Portfolio Manager	0.00	0.00	0.08	0.00	0.08	\$4.14	\$0.00	\$0.00	6,000	480.00	\$24,840.00
Keep data current and update the data when market changes	0.00	0.00	10.00	0.00	10.00	\$517.68	\$0.00	\$0.00	1	10.00	\$517.68
Subtotal	0.00	varies	varies	varies	varies	varies	\$0.00	\$0.00	varies	2,290.00	\$113,685.22
<b>Evaluation of Portfolio Manager</b>											
Solicit feedback from respondents - usability	0.00	0.00	0.25	0.00	0.25	\$12.94	\$0.00	\$0.00	333	83.25	\$4,309.02
Solicit feedback from respondents - guidance	0.00	0.00	0.50	0.00	0.50	\$25.88	\$0.00	\$0.00	300	150.00	\$7,764.00
Review answers to questions	0.00	0.00	8.00	0.00	8.00	\$414.15	\$0.00	\$0.00	1	8.00	\$414.15
Take follow-up action	0.00	0.00	8.00	0.00	8.00	\$414.15	\$0.00	\$0.00	1	8.00	\$414.15
Subtotal	0.00	0.00	varies	0.00	varies	varies	\$0.00	\$0.00	varies	249.25	\$12,901.32
Subtotal (for Portfolio Manager)	0.00	varies	varies	varies	varies	varies	\$0.00	varies	varies	2,539.25	\$126,586.54
<b>ENERGY STAR Energy Performance Indicator and Related Systems</b>											
Enhance functionality of and maintain the EPI and other tools and information on the Web site	0.00	0.00	24.00	0.00	24.00	\$1,242.44	\$0.00	\$0.00	1	24.00	\$1,242.44
Subtotal (for ENERGY STAR Energy Performance Indicator and Related Systems)	0.00	0.00	24.00	0.00	24.00	\$1,242.44	\$0.00	\$0.00	1	24.00	\$1,242.44
<b>Data Collection for Model Development and Beta Testing</b>											
Conduct the data collections	0.00	4.00	24.00	4.00	18.00	\$1,608.03	\$0.00	\$0.00	2	36.00	\$3,216.06
Subtotal (for Data Collection for Model Development and Beta Testing)	0.00	4.00	24.00	4.00	18.00	\$1,608.03	\$0.00	\$0.00	2	36.00	\$3,216.06
<b>TOTAL</b>	0.00	varies	varies	varies	varies	varies	\$0.00	\$0.00	varies	2,599.25	\$131,045.04

\*Exhibit contains rounding.

Exhibit 6\*

Estimated Annual Agency Burden and Cost  
ENERGY STAR Program: Recognition

	Agency Hours and Costs Per Activity								Total Hours and Costs		
	Legal	Managerial	Technical	Clerical	Total Hours/ Activity	Labor Costs/ Activity	Capital Startup Costs/ Activity	O&M Costs/ Activity	Number of Activities/ Year	Total Hours/Year	Total Cost/Year
<b>Information Collection Activity</b>	\$75.50	\$70.61	\$51.77	\$20.79							
<b>ENERGY STAR Labeling</b>											
<b>Buildings</b>											
<b>Review of Applications</b>											
Review Data Checklists, Statements of Energy Performance and Letters of Agreement, and follow up with organizations if questions	0.00	0.10	0.25	0.25	0.60	\$25.20	\$0.00	\$0.00	4,300	2,580.00	\$108,360.00
Send a letter of denial/acceptance (and certificate and plaque if accepted)	0.00	0.00	0.00	0.50	0.50	\$10.39	\$0.00	\$0.44	4,300	2,150.00	\$46,569.00
<b>Profiles of Labeled Buildings</b>											
Receive, process and post profiles of Labeled Buildings	0.00	0.00	0.17	0.00	0.17	\$8.80	\$0.00	\$0.00	760	129.20	\$6,688.00
<b>On-Site Verifications</b>											
Collect information from ENERGY STAR Labeled Buildings in performing on-site verifications	0.00	0.00	4.00	0.00	4.00	\$207.07	\$0.00	\$0.00	33	132.00	\$6,833.31
<b>Evaluation of ENERGY STAR Labeled Buildings</b>											
Solicit feedback from respondents	0.00	0.00	0.40	0.00	0.40	\$20.71	\$0.00	\$5.00	60	24.00	\$1,542.60
Review answers to questions	0.00	0.00	0.25	0.00	0.25	\$12.94	\$0.00	\$0.00	60	15.00	\$776.40
Take follow-up action	0.00	0.00	0.25	0.00	0.25	\$12.94	\$0.00	\$0.00	60	15.00	\$776.40
Subtotal (for Buildings)	0.00	varies	varies	varies	varies	varies	\$0.00	varies	varies	5,045.20	\$171,545.71
<b>Plants</b>											
Review and evaluate the Statement of Energy Performance and letter	0.00	0.00	0.67	0.00	0.67	\$34.68	\$0.00	\$0.00	143	95.81	\$4,959.24
Give permission to display the ENERGY STAR	0.00	0.00	0.17	0.00	0.17	\$8.80	\$0.00	\$0.44	143	24.31	\$1,321.32
Review and post profiles of Labeled Plants on the Web	0.00	0.00	0.17	0.00	0.17	\$8.80	\$0.00	\$0.00	46	7.82	\$404.80
Subtotal (for Plants)	0.00	0.00	varies	varies	varies	varies	\$0.00	varies	varies	127.94	\$6,685.36
Subtotal (for ENERGY STAR Labeling)	0.00	varies	varies	varies	varies	varies	\$0.00	varies	varies	5,173.14	\$178,231.07

Exhibit 6 (continued)\*

Estimated Annual Agency Burden and Cost  
ENERGY STAR Program: Recognition

	Agency Hours and Costs Per Activity								Total Hours and Costs		
	Legal	Managerial	Technical	Clerical	Total Hours/ Activity	Labor Costs/ Activity	Capital Startup Costs/ Activity	O&M Costs/ Activity	Number of Activities/ Year	Total Hours/Year	Total Cost/Year
<b>Information Collection Activity</b>	\$75.50	\$70.61	\$51.77	\$20.79							
<b>ENERGY STAR Leaders</b>											
Review Letters of Qualification, Facility Summary Reports, Facility Lists, and Leaders Stories	0.00	0.00	0.25	0.00	0.25	\$12.94	\$0.00	\$0.00	60	15.00	\$776.40
Send a letter and, if approved, certificate	0.00	0.00	0.30	0.00	0.30	\$15.53	\$0.00	\$0.44	60	18.00	\$958.20
Subtotal (for ENERGY STAR Leaders)	0.00	0.00	0.55	0.00	0.55	\$28.47	\$0.00	\$0.44	60	33.00	\$1,734.60
<b>ENERGY STAR Challenge for Industry and Other Plant Activities</b>											
Review applications and provide recognition	0.00	0.00	0.67	0.00	0.67	\$34.68	\$0.00	\$0.00	55	36.85	\$1,907.40
Receive and post descriptions of corporate goals on the Web	0.00	0.00	0.17	0.00	0.17	\$8.80	\$0.00	\$0.00	15	2.55	\$132.00
Subtotal (for ENERGY STAR Challenge for Industry and Other Plant Activities)	0.00	0.00	varies	varies	varies	varies	\$0.00	\$0.00	varies	39.40	\$2,039.40
<b>Statement of Energy Design Intent</b>											
Review the Statement of Energy Design Intent and Application Letter	0.00	0.00	0.17	0.00	0.17	\$8.80	\$0.00	\$0.00	53	9.01	\$466.40
Collaborate with organizations in developing case studies	0.00	0.00	1.00	0.00	1.00	\$51.77	\$0.00	\$0.00	25	25.00	\$1,294.25
Update the ENERGY STAR Web site to reflect the information collected	0.00	0.00	0.17	0.00	0.17	\$8.80	\$0.00	\$0.00	25	4.25	\$220.00
Subtotal (for Statement of Energy Design Intent)	0.00	0.00	varies	varies	varies	varies	\$0.00	\$0.00	varies	38.26	\$1,980.65

Exhibit 6 (continued)\*

Estimated Annual Agency Burden and Cost  
ENERGY STAR Program: Recognition

	Agency Hours and Costs Per Activity								Total Hours and Costs		
	Legal	Managerial	Technical	Clerical	Total Hours/ Activity	Labor Costs/ Activity	Capital Startup Costs/ Activity	O&M Costs/ Activity	Number of Activities/ Year	Total Hours/Year	Total Cost/Year
<b>Information Collection Activity</b>	\$75.50	\$70.61	\$51.77	\$20.79							
<b>ENERGY STAR Awards</b>											
<b>Commercial and Industrial Sector Partners</b>											
Develop the awards criteria	0.00	1.00	4.00	1.00	6.00	\$298.47	\$0.00	\$0.00	1	6.00	\$298.47
Receive and review the information submitted	0.00	2.00	3.00	1.00	6.00	\$317.31	\$0.00	\$0.00	33	198.00	\$10,471.23
Take follow-up action (e.g., send letter of award or loss)	0.00	0.08	0.00	0.08	0.16	\$7.31	\$0.00	\$0.44	33	5.28	\$255.75
Subtotal	0.00	varies	varies	varies	varies	varies	\$0.00	varies	varies	209.28	\$11,025.45
<b>Service and Product Providers</b>											
Develop the awards criteria	0.00	1.00	4.00	1.00	6.00	\$298.47	\$0.00	\$0.00	1	6.00	\$298.47
Receive and review the information submitted	0.00	2.00	3.00	1.00	6.00	\$317.31	\$0.00	\$0.00	2	12.00	\$634.62
Take follow-up action (e.g., send letter of award or loss)	0.00	0.08	0.00	0.08	0.16	\$7.31	\$0.00	\$0.44	2	0.32	\$15.50
Subtotal	0.00	varies	varies	varies	varies	varies	\$0.00	varies	varies	18.32	\$948.59
<b>Energy Efficiency Program Sponsors</b>											
Develop the awards criteria	0.00	0.50	2.50	0.50	3.50	\$175.12	\$0.00	\$0.00	1	3.50	\$175.12
Receive and review the information submitted	0.00	1.00	2.00	1.00	4.00	\$194.93	\$0.00	\$0.00	2	8.00	\$389.86
Take follow-up action (e.g., send letter of award or loss)	0.00	0.08	0.00	0.08	0.16	\$7.31	\$0.00	\$0.44	2	0.32	\$15.50
Subtotal	0.00	varies	varies	varies	varies	varies	\$0.00	varies	varies	11.82	\$580.48
<b>Small Businesses and Congregations</b>											
Develop the awards criteria	0.00	0.00	2.50	0.00	2.50	\$129.42	\$0.00	\$0.00	1	2.50	\$129.42
Receive and review the information submitted	0.00	0.00	1.00	0.00	1.00	\$51.77	\$0.00	\$0.00	15	15.00	\$776.55
Take follow-up action (e.g., send letter of award or loss)	0.00	0.00	3.50	0.00	3.50	\$181.19	\$0.00	\$0.44	15	52.50	\$2,724.45
Subtotal	0.00	0.00	varies	0.00	varies	varies	\$0.00	varies	varies	70.00	\$3,630.42
Subtotal (for ENERGY STAR Awards)	0.00	varies	varies	varies	varies	varies	\$0.00	varies	varies	309.42	\$16,184.94
<b>TOTAL</b>	0.00	varies	varies	varies	varies	varies	\$0.00	varies	varies	5,593.22	\$200,170.66

\*Exhibit contains rounding.



**6(e) Bottom Line Burden Hours and Cost Tables**

**(i) Respondent Tally**

As shown in Table 1, EPA estimates the total annual hour and cost burden to respondents to be 125,023 hours and \$14,659,784. The bottom-line burden to respondents over three years is estimated to be 375,069 hours and \$43,979,352.

**TABLE 1  
TOTAL ESTIMATED ANNUAL RESPONDENT BURDEN AND COST SUMMARY\***

Information Collections	Total Hours Per Year	Total Labor Cost Per Year	Total Annual Capital Costs	Total Annual O&M Costs	Total Cost Per Year
Joining the ENERGY STAR Program and Related Activities	1,014	\$78,290	\$0	\$5	\$78,295
Benchmarking	100,425	\$6,990,908	\$0	\$31,955	\$7,022,863
Recognition	23,584	\$1,625,321	\$0	\$5,933,305	\$7,558,626
<b>TOTAL</b>	<b>125,023</b>	<b>\$8,694,520</b>	<b>\$0</b>	<b>\$5,965,264</b>	<b>\$14,659,784</b>

\*Table contains rounding.

**(ii) Agency Tally**

As shown in Table 2, EPA estimates the total annual hour and cost burden to the Agency to be 9,149 hours and \$378,080. The bottom-line burden to the Agency over three years is estimated to be 27,447 hours and \$1,134,240.

**TABLE 2  
TOTAL ESTIMATED ANNUAL AGENCY BURDEN AND COST SUMMARY\***

Information Collections	Total Hours Per Year	Total Labor Cost Per Year	Total Annual Capital Costs	Total Annual O&M Costs	Total Cost Per Year
Joining the ENERGY STAR Program and Related Activities	957	\$46,025	\$0	\$840	\$46,864
Benchmarking	2,599	\$131,045	\$0	\$0	\$131,045
Recognition	5,593	\$197,866	\$0	\$2,304	\$200,171
<b>TOTAL</b>	<b>9,149</b>	<b>\$374,936</b>	<b>\$0</b>	<b>\$3,144</b>	<b>\$378,080</b>

\*Table includes rounding.

## **6(f) Reasons for Change in Burden**

EPA estimates a total annual respondent burden in this ICR, 1772.05, of 125,023 hours. This is an increase of 70,523 hours from the previously approved burden of 54,500 hours in ICR 1772.04.

Table 3 explains this 70,523-hour increase. Specifically, the table presents the total annual hours estimated in ICR 1772.04 and ICR 1772.05 for each information collection (see columns 1-3). The table then compares their respective hours for each collection to derive the change in hours, and indicates whether this hour-change resulted from a program change and/or adjustment (see column 4). The table also briefly describes the program change and/or adjustment (see column 5). Finally, the table sums up all hour-changes to derive the total annual change in hours for all collections (see the bottom row of the table).

The table shows that there was a 3,065-hour decrease due to program changes and a 73,588-hour increase due to adjustments resulting from program growth. This resulted in a net increase of 70,523 hours in ICR 1772.05.

The table shows that the vast majority of the increase in ICR 1772.05 resulted from EPA's adjustments to its analysis of Portfolio Manager and ENERGY STAR Labeling. A significant increase in the number of participants using Portfolio Manager and ENERGY STAR Labeling has led to the increase in burden hours, reflecting the dramatic increase in the public's use of these tools and resources over the past three years. The Agency expects continued strong growth for the future for a number of reasons. A primary reason is that State and local governments are increasingly leveraging ENERGY STAR as a way for the public to respond to rising energy costs and global warming. In particular, a number of State and local governments (e.g., California, Hawaii, Michigan, New Jersey, Ohio, Pennsylvania, Washington, and the District of Columbia) have established requirements and incentives for commercial and/or government buildings to benchmark their energy use in Portfolio Manager. Refer to Section 2(a) of this document for additional information about these initiatives. In addition, associations, utilities, and third-party providers are voluntarily communicating ENERGY STAR messages and promoting the use of ENERGY STAR tools and strategies in an effort to help companies reduce their energy consumption and find more environmentally friendly ways to conduct business. Further, the public has demonstrated an increasing desire to earn recognition under the ENERGY STAR Program. For example, from 2007 to 2008, the number of buildings earning the ENERGY STAR more than doubled, from more than 1,400 in 2007 to more than 3,300 in 2008. Finally, EPA is continually improving its tools and resources to offer simpler ways to reduce the level of effort required for the public to measure and improve their energy performance. For example, EPA offers a range of options for users to benchmark their buildings in Portfolio Manager. This includes automated methods that enable users to take advantage of economies of scale to benchmark large portfolios of buildings more easily.

EPA believes that the burden estimated in this ICR is justified given the significant benefits to participants, the general public, and environment under the ENERGY STAR

Program. For example, EPA estimates that, in 2007, the energy efficiency efforts of commercial buildings helped to prevent 18 million metric tons (in MMTCE<sup>4</sup>) of greenhouse gases and achieve a net savings of \$5.4 billion. The efforts of industry helped to prevent another 6.3 MMTCE of greenhouse gases and achieve a net savings of \$2.1 billion.<sup>5</sup> Buildings and plants that qualify for the ENERGY STAR also illustrate these savings. Typically, ENERGY STAR buildings use 35 percent less energy and emit 35 percent less greenhouse gases than average buildings. The more than 3,300 commercial buildings and plants that earned the ENERGY STAR in 2008 accounted for savings of more than \$1 billion in utility bills and over 7 MMTCE.

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<sup>4</sup> Million metric tons of carbon equivalent (MMTCE). Reductions in annual greenhouse gas emissions for EPA's climate programs are based on "carbon equivalents," which are determined by weighting the reductions in emissions of a gas by its global warming potential for a 100-year time period.

<sup>5</sup> For additional information on accomplishments under the ENERGY STAR Program, refer to the document, "ENERGY STAR and Other Climate Protection Partnerships 2007 Annual Report." It can be found at: [http://www.energystar.gov/index.cfm?c=about.ab\\_index](http://www.energystar.gov/index.cfm?c=about.ab_index).

**TABLE 3  
COMPARISON OF TOTAL ANNUAL HOURS UNDER ICR 1772.04 AND ICR 1772.05 <sup>1</sup>**

(1) Information Collections <sup>2</sup>	(2) Annual Hour Burden in ICR 1772.04	(3) Annual Hour Burden in ICR 1772.05	(4) Difference in Hour Burden Between ICR 1772.04 and 1772.05			(5) Description of Program Change and/or Adjustment
			Program Change	Adjustment	Total	
<b>Joining the ENERGY STAR Program and Related Activities</b>						
Commercial and Industrial Sector Partners	485.00	475.00	0.00	(10.00)	(10.00)	EPA adjusted the number of respondents and hours per activity based on improved and updated data and analysis. The burden estimates in ICR 1772.05 reflect EPA's program experience gained over the past three years.
Service and Product Providers	3,750.00	230.50	(3,154.70)	(364.80)	(3,519.50)	EPA recently modified the SPP program by establishing requirements for a minimum level of activity for SPPs. If a SPP does not maintain a minimum level of activity, it will not be featured in a variety of "most active" online listings. In addition, EPA will automatically track SPP activity through internally generated monthly reports. These modifications, taken together, are expected to reduce the number of SPPs actively participating in ENERGY STAR collections. EPA has reflected this program change by estimating the number of SPPs expected to remain active and involved in the collections. In addition, EPA adjusted the hours per activity based on improved and updated data and analysis. The burden estimates in ICR 1772.05 reflect EPA's program experience gained over the past three years.
Energy Efficiency Program Sponsors	412.00	217.29	0.00	(194.71)	(194.71)	EPA adjusted the number of respondents and hours per activity based on improved and updated data and analysis. In particular, EPA noted that a number of EEPS do not participate regularly in ENERGY STAR information collections. Whereas ICR 1772.04 estimated that the total population of existing EEPS participate in the collections, EPA reduced the number of EEPS in ICR 1772.05 to reflect only the number of EEPS expected to participate. The burden estimates in ICR 1772.05 reflect EPA's program experience gained over the past three years.
Small Business and Congregations Network	120.00	54.00	0.00	(66.00)	(66.00)	EPA adjusted the number of respondents and hours per activity based on improved and updated data and analysis. The burden estimates in ICR 1772.05 reflect EPA's program experience gained over the past three years.
ENERGY STAR Challenge	7.65	37.00	0.00	29.35	29.35	EPA adjusted the number of respondents and hours per activity based on improved and updated data and analysis. The burden estimates in ICR 1772.05 reflect EPA's program experience gained over the past three years.

**TABLE 3 (continued)**  
**COMPARISON OF TOTAL ANNUAL HOURS UNDER ICR 1772.04 AND ICR 1772.05 <sup>1</sup>**

(1) Information Collections <sup>2</sup>	(2) Annual Hour Burden in ICR 1772.04	(3) Annual Hour Burden in ICR 1772.05	(4) Difference in Hour Burden Between ICR 1772.04 and 1772.05			(5) Description of Program Change and/or Adjustment
			Program Change	Adjustment	Total	
<b>Benchmarking</b>						
Portfolio Manager	37,957.25	96,416.75	0.00	58,459.50	58,459.50	The burden estimates in ICR 1772.05 reflect EPA's adjustments due to program growth. EPA has seen a significant increase in the number of participants using Portfolio Manager over the past three years and expects continued strong growth for the future. In addition, EPA improved its analytical methodology for manual benchmark burden to be consistent with the methodologies used for other benchmark methods. ICR 1772.04 estimated manual benchmark burden based on the number of benchmarks, whereas ICR 1772.05 estimates manual benchmark burden based on the number of users and buildings, which is consistent with the ICR's analysis of the import tool and Automated Benchmarking System.
ENERGY STAR Energy Performance Indicator and Related Systems <sup>3</sup>	31.55	108.75	75.00	2.20	77.20	ICR 1772.05 includes a new program called ENERGY STAR Challenge for Industry. This initiative encourages industrial plants to measure their energy performance, make improvements, and apply for recognition. It also encourages organizations to submit their corporate goals for posting on the Web to educate the public and promote their achievements. In addition, EPA adjusted the number of respondents for the ENERGY STAR Energy Performance Indicator based on improved and updated data and analysis. The burden estimates in ICR 1772.05 reflect EPA's program experience gained over the past three years.
Data Collection for Model Development and Beta Testing <sup>4</sup>	2,334.69	3,900.00	0.00	1,565.31	1,565.31	EPA adjusted the number of respondents and activities based on improved and updated data and analysis. The burden estimates in ICR 1772.05 reflect EPA's program experience gained over the past three years.

**TABLE 3 (continued)**  
**COMPARISON OF TOTAL ANNUAL HOURS UNDER ICR 1772.04 AND ICR 1772.05 <sup>1</sup>**

(1) Information Collections <sup>2</sup>	(2) Annual Hour Burden in ICR 1772.04	(3) Annual Hour Burden in ICR 1772.05	(4) Difference in Hour Burden Between ICR 1772.04 and 1772.05			(5) Description of Program Change and/or Adjustment
			Program Change	Adjustment	Total	
<b>Recognition</b>						
ENERGY STAR Labeling	7,298.38	22,577.81	0.00	15,279.43	15,279.43	The burden estimates in ICR 1772.05 reflect EPA's adjustments due to program growth. EPA has seen a significant increase in the number of participants applying for the ENERGY STAR over the past three years and expects continued growth for the future.
ENERGY STAR Leaders	100.00	145.20	0.00	45.20	45.20	EPA adjusted the number of respondents and activities based on improved and updated data and analysis. The burden estimates in ICR 1772.05 reflect EPA's program experience gained over the past three years.
Success Stories	52.20	NA	0.00	(52.20)	(52.20)	ICR 1772.04 addressed the preparation/submittal of all success stories under the heading, "Success Stories." In ICR 1772.05, EPA deleted "Success Stories" and analyzes the preparation/submittal of success stories as part of the particular programs that request success stories.
ENERGY STAR Challenge for Industry and Related Activities <sup>5</sup>	NA	14.95	14.95	0.00	14.95	ICR 1772.05 includes a new program called ENERGY STAR Challenge for Industry. This initiative encourages industrial plants to measure their energy usage, make improvements, and apply for recognition. In addition, organizations are encouraged to submit their corporate goals for posting on the Web to educate the public and promote their achievements.
Statement of Energy Design Intent	20.10	209.75	0.00	189.65	189.65	EPA adjusted the number of respondents, activities, and hours per activity based on improved and updated data and analysis. The burden estimates in ICR 1772.05 reflect EPA's program experience gained over the past three years.
ENERGY STAR Awards	1,931.25	636.00	0.00	(1,295.25)	(1,295.25)	EPA adjusted the number of respondents and hours per activity based on improved and updated data and analysis. The burden estimates in ICR 1772.05 reflect EPA's program experience gained over the past three years.
<b>Total (rounded)</b>	<b>54,500.00</b>	<b>125,023.00</b>	<b>(3,065.00)</b>	<b>73,588.00</b>	<b>70,523.00</b>	

<sup>1</sup> Table includes minor rounding. Decreases in burden shown in parentheses.

<sup>2</sup> The information collections in this column reflect the collections included in ICR 1772.04, except as otherwise noted.

<sup>3</sup> In ICR 1772.04, this collection was called "ENERGY STAR Energy Performance Indicator."

<sup>4</sup> In ICR 1772.04, this collection was called "Information for the Development of New Facility Types."

<sup>5</sup> ICR 1772.04 did not include "ENERGY STAR Challenge for Industry and Related Activities." This collection was added in ICR 1772.05.

## **6(g) Burden Statement**

### ***JOINING THE ENERGY STAR PROGRAM AND RELATED ACTIVITIES***

The burden for joining the ENERGY STAR Program and related activities is expected to vary depending on the type of Partner. The burden is estimated to be 30 minutes for a C&I Sector Partner to prepare/submit a Partnership Letter, 1 hour for a SPP Partner to prepare/submit a Partnership Agreement and related documents, and 2.5 hours for an EEPS Partner to prepare/submit a Partnership Agreement and a brief plan outlining the key activities it intends to undertake to promote ENERGY STAR. These organizations also may undertake other activities related to their partnership during the year. The burden is estimated to be about 1 hour for a SPP Partner to update its contact information and communicate efforts and successes each year and about 3 hours for an EEPS Partner to update its brief plan and contact information and promote ENERGY STAR each year.

### ***BENCHMARKING***

The burden for benchmarking in Portfolio Manager is estimated to vary depending on the type of benchmarking method used. The burden is estimated to be about 2.75 hours per building for manual benchmarks, 1 hour per building for benchmarks using the import tool, and 30 minutes per building for benchmarks using the Automated Benchmarking System. In addition, the burden for using the ENERGY STAR Energy Performance Indicator is estimated to range from 10 to 15 minutes per plant. The burden for tracking a plant's energy performance under the ENERGY STAR Challenge for Industry (e.g., using the ENERGY STAR Energy Tracking Tool) is estimated to be 2.5 hours per plant. These burden estimates include the time for conducting initial set-up, gathering facility and energy data, and entering the data to track energy performance during the year.

### ***RECOGNITION***

The burden for applying to EPA for recognition is estimated to vary depending on the type of recognition. The burden is estimated to range up to 5 hours to apply for the ENERGY STAR. This includes the time for gathering information and completing/submitting the application materials. The burden is estimated to be about 3 hours to apply for the "Designed to Earn the ENERGY STAR." This includes the time for gathering and entering data into Target Finder and completing/submitting the application materials. The burden is estimated to range up to 17 hours for an organization to apply for an ENERGY STAR Award. This includes the time for preparing and submitting the application materials.

Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and

maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control numbers for EPA's regulations are listed in 40 CFR part 9 and 48 CFR chapter 15.

To comment on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including the use of automated collection techniques, EPA has established a public docket for this ICR under Docket ID Number EPA-HQ-OAR-2006-0407, which is available for online viewing at [www.regulations.gov](http://www.regulations.gov), or in person viewing at the Air and Radiation Docket in the EPA Docket Center (EPA/DC), EPA West Building, Room B3334, 1301 Constitution Avenue, NW, Washington, D.C. The EPA Docket Center Public Reading Room is open from 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding legal holidays. The telephone number for the Reading Room is (202) 566-1744, and the telephone number for the Air and Radiation Docket is 202-566-1742. An electronic version of the public docket is available at [www.regulations.gov](http://www.regulations.gov). This site can be used to submit or view public comments, access the index listing of the contents of the public docket, and to access those documents in the public docket that are available electronically. When in the system, select "search," then key in the Docket ID Number identified above. Also, you can send comments to the Office of Information and Regulatory Affairs, Office of Management and Budget, 725 17th Street, NW, Washington, D.C. 20503, Attention: Desk Officer for EPA. Please include the EPA Docket ID Number EPA-HQ-OAR-2006-0407 in any correspondence.