

**Supporting Statement For
Port Stakeholder Interface Form**
OMB Control No.: 1625-New
Collection Instrument: CG-3142 (Online form)

A. Justification.

1) Circumstances that make the collection of information necessary.

According to Public Law 109-347 Sec 202, the Secretary of the Department of Homeland Security is directed to develop and update, as necessary, protocols for the resumption of trade in the event of a transportation disruption or a transportation security incident. Additionally, Homeland Security Presidential Directive (HSPD-13) identified the need for a Maritime Infrastructure Recovery Plan (MIRP). The MIRP is intended to protect the American economy by facilitating the restoration of passenger and cargo flow, specifically container cargo, in the event of an attack or similarly disruptive event.

In support of these directives, the Coast Guard, in conjunction with Customs and Border Protection developed a set of protocols designed to facilitate the expeditious recovery of trade. The protocols are predicated on a collaborative relationship with the maritime industry to assist the Coast Guard in identifying and prioritizing vessel traffic into an affected port. The process of this coordinating is enhanced by the inclusion of voluntarily submitted information from port facilities on the critical needs of cargo coming into the port.

The Port Stakeholder Interface Form is needed to facilitate the reception of port facility information regarding shipping and facility concerns.

2) By whom, how, and for what purpose the information is to be used.

The information will be collected by the Coast Guard through an online form located on the Coast Guard's Homeport Internet Portal (<http://homeport.uscg.mil>).

The information collected will allow the Coast Guard to understand the cargo needs of the facilities within an affected port. This data will help the Coast Guard prioritize a vessel queue by identifying critical cargo needs.

The information will be used to provide more fidelity in prioritizing a vessel queue into ports.

3) Consideration of the use of improved information technology.

We estimate that 100% of the reporting and recordkeeping requirements can be done electronically. 100% of the responses will be collected electronically.

4) Efforts to identify duplication. Why similar information cannot be used.

There is no State or local agency that provides this service to the port stakeholder. The Coast Guard oversees the method by which all port collaboration is conducted in support of Incident and Unified Command goals with regard to Marine Transportation System facilitation. This information is not collected in any form, and therefore is not duplicated elsewhere

5) Methods to minimize the burden to small businesses if involved.

The process of submitting and collection of this information reduces the burden on all involved by centralizing the data input and transfer by the creation of the web-based format.

6) Consequences to the Federal program if collection were conducted less frequently.

Currently, information is not collected at any set frequency or schedule.

7) Explain any special circumstances that would cause the information collection to be conducted in a manner inconsistent with guidelines.

This information collection is conducted in manner consistent with guidelines in 5 CFR 1320.5(d)(2).

8) Consultation.

A 60-day Notice and 30-day Notice were published in the Federal Register requesting comments from the public on this collection (See USCG-2010-0560; July 12, 2010; 75 FR 39700; and October 8, 2010; 75 FR 62407). This collection elicited no comments.

9) Explain any decision to provide any payment or gift to respondents.

There is no offer of monetary or material value for this information collection.

10) Describe any assurance of confidentiality provided to respondents.

There are no assurances of confidentiality provided to the respondents for this information collection. A Privacy Threshold Analysis (PTA) was conducted and a Privacy Impact Assessment (PIA) & System of Records Notice (SORN) was needed. The original PIA was entitled, "Vessel Requirements for Notices of Arrival and Departure and Automatic Identification System Notice of Proposed Rulemaking" and was concluded on November 19, 2008. The updated PIA was concluded on June 3, 2009 entitled, "Vessel Requirements for Notices of Arrival and Departure and Automatic Identification System to add the Notice for Arrival on the Outer Continental Shelf." The SORN was published in the Federal Register (See Docket No.

DHS-2008-0121; December 11, 2008; 73 FR 75442.

11) Additional justification for any questions of a sensitive nature.

There are no questions of sensitive language.

12) Estimates of reporting and recordkeeping hour and cost burdens of the collection of information.

USCG estimates that the number of respondents for this collection will be 4000, with an estimation of 3 responses per respondent. The annual burden associated with this has been estimated to 1000 hours. This figure was derived by the number of respondents (4000) multiplied (x) by the number of responses (3) multiplied (x) by the time it takes to complete the form (5 mins).

Type of Respondent	Form Name / Form Number	No. of Respondents	No. of Responses per Respondent	Total No. of Responses	Avg. Burden per Response (in hours)	Total Annual Burden (in hours)
Private Sector	Port Stakeholder Interface Tool	4000	3	12000	.083 (5mins)	1000

13) Estimates of annualized capital and start-up costs.

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

14) Estimates of annualized Federal Government costs.

The estimated cost to the Federal Government is \$57,600. Based on Q12 above, USCG estimates annual burden is about 1000 annual hours for the review of the collected responses. According to the Published 2010 GS Schedule Salary Table a GS-12 step 1 makes 28.80 per hour. That equates to \$28,800 per GS-12. Estimated costs assume 2 GS-12's completing the necessary review.

15) Explain the reasons for the change in burden.

This is a new collection. It is expected that on the first 12 months, we will be collecting 12,000 responses from 4,000 respondents.

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

The Coast Guard does not intend to employ the use of statistics or the publication thereof for this information collection.

- 17) Explain the reasons for seeking not to display the expiration date for OMB approval of the information of collection.

The Coast Guard will display the expiration date for OMB approval of this information collection.

- 18) Explain each exception to the certification statement.

The Coast Guard does not request an exception to the certification of this information collection.

B. Collection of Information Employing Statistical Methods.

This information collection does not employ statistical methods.