



## PRIVACY THRESHOLD ANALYSIS (PTA)

### CONTACT LISTS

**This form is used to determine whether  
a Privacy Impact Assessment is required.**

Please use the attached form to determine whether a Privacy Impact Assessment (PIA) is required under the E-Government Act of 2002 and the Homeland Security Act of 2002.

Please complete this form and send it to your component Privacy Office. If you do not have a component Privacy Office, please send the PTA to the DHS Privacy Office:

Rebecca J. Richards  
Director of Privacy Compliance  
The Privacy Office  
U.S. Department of Homeland Security  
Washington, DC 20528  
Tel: 703-235-0780

PIA@dhs.gov

Upon receipt, the DHS Privacy Office will review this form. If a PIA is required, the DHS Privacy Office will send you a copy of the Official Privacy Impact Assessment Guide and accompanying Template to complete and return.

A copy of the Guide and Template is available on the DHS Privacy Office website, [www.dhs.gov/privacy](http://www.dhs.gov/privacy), on DHSOnline and directly from the DHS Privacy Office via email: [pia@dhs.gov](mailto:pia@dhs.gov), phone: 703-235-0780.



## PRIVACY THRESHOLD ANALYSIS (PTA)

Please complete this form and send it to the DHS Privacy Office.  
Upon receipt, the DHS Privacy Office will review this form  
and may request additional information.

### SUMMARY INFORMATION

**DATE submitted for review: 01/23/2012**

**NAME of Project: FEMA Form 516-0-1 Federal Hotel and Motel Fire Safety Declaration Form**

**Name of Component: Federal Emergency Management Agency**

**Name of Project Manager: Bruce Hensler**

**Email for Project Manager: bruce.hensler@fema.gov**

**Phone number for Project Manger: 301-447-1263**

**TYPE of Project:**

- Information Technology and/or System\***
- A Notice of Proposed Rule Making or a Final Rule.**
- Other: Information Collection**

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\* The E-Government Act of 2002 defines these terms by reference to the definition sections of Titles 40 and 44 of the United States Code. The following is a summary of those definitions:

- “Information Technology” means any equipment or interconnected system or subsystem of equipment, used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. See 40 U.S.C. § 11101(6).

- “Information System” means a discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information. See: 44. U.S.C. § 3502(8).

Note, for purposes of this form, there is no distinction made between national security systems or technologies/systems managed by contractors. All technologies/systems should be initially reviewed for potential privacy impact.



## SPECIFIC QUESTIONS

### 1. Describe the project and its purpose:

The Federal Emergency Management Agency (FEMA) United States Fire Administration (USFA) uses FEMA Form 516-0-1, The Federal Hotel and Motel Fire Safety Declaration Form, to collect basic information on life-safety systems related directly to fire-safety in hotels, motels, and similar places of accommodation applying for inclusion on the National Master List (NML). Public Law 101-391 requires FEMA to establish and maintain a list of hotels, motels, and similar places of public accommodation meeting minimum requirements for protection of life from fire; the list is known as the National Master List (NML). The referenced law resulted from a series of deadly fires in hotels and motels, occurring in the 1970's and 1980's, with high loss of life. Property owners, lodging general managers, or their designee/delegate ("applicants"), complete the form (FEMA Form 516-0-1 (Paper and Electronic)) providing basic information including identification of the owner(s) of the property, the business's EIN (Employer Identification Number), and provisions for life-safety from fire. The form requests specific responses from applicants as to the installation of smoke detectors in all guestrooms of properties submitted for listing on the NML. In addition, applicants must indicate if the lodging establishment has an automatic fire sprinkler system where the building is four stories or higher. The information is collected and distributed through an on-line, electronic database accessed through the USFA website. Information submitted voluntarily by lodging establishments is reviewed and if the criteria meet the Hotel and Motel Fire Safety Act requirements they are given a FEMA ID number and listed in the NML database. Federal travelers and the public seeking public accommodation with provisions for life-safety from fire access the NML through the online database (<http://www.usfa.fema.gov/applications/hotel>) and identified lodging establishments in the area to which they are traveling. For statutory reference see Title 15 U.S.C. §§ 2224-26. Paper copies are stored in secured file cabinets and electronic forms are maintained in the FEMA USFA Web Farm. This collection of information and form are part of OMB No. 1660-0068.

### 2. Status of Project:

This is a new development effort.

This an existing project.

Date first developed: 1990

Date last updated: 2009



FEMA Records Management requires the reassessment and re-calculation of burden hours to complete the form to ensure compliance with the Paperwork Reduction Act, as amended .

3. **Is the information collected directly from the individuals seeking information from the Department or working collaboratively with the Department on various projects?**

Yes.

No. Please describe the information source and collection method.

<Please describe the information source and collection method.>

4. **Does the individual have the option to decline submitting the information collected?**

Yes.

No.

5. **Is the information collected limited to non-sensitive personally identifiable information? *An example of sensitive personally identifiable information is the social security number or date of birth.***

Yes.

No.

6. **What information about individuals could be collected, generated or retained?**

Business Point of Contact information includes the Property Owner, General Manager or their designee/delegate's: Name; Title, Name of Organization/Business; Property/Mailing Address; Business Email Address; Business Phone Number; Business Fax Number; and may include signature.

7. **Is the contact information only being used for the purpose for which it originally was collected, i.e., to contact individuals?**

Yes.

No.

8. **With whom could the information be shared?**

Only Organization name and contact phone numbers are shared with the public.



9. Are program or project user access controls in place governing who may view or access the contact information?

Yes.

No.

10. Has an Authority to Operate from the Chief Information Security Officer been granted to the program or project that the document or database which stores the contact information?

No.

Yes. Please indicate the determinations for each of the following:

Confidentiality:  Low  Moderate  High  Undefined

Integrity:  Low  Moderate  High  Undefined

Availability:  Low  Moderate  High  Undefined



## PRIVACY THRESHOLD REVIEW

(To be Completed by the DHS Privacy Office)

DATE reviewed by the DHS Privacy Office: **January 24, 2012**

NAME of the DHS Privacy Office Reviewer: **Rebecca J. Richards**

### DESIGNATION

- This is NOT a Privacy Sensitive System – the system contains no Personally Identifiable Information.
- This IS a Privacy Sensitive System

#### Category of System

- IT System
- National Security System
- Legacy System
- HR System
- Rule
- Other:

#### Determination

- PTA sufficient at this time
- Privacy compliance documentation determination in progress
- PIA is not required at this time
- A PIA is required
  - System covered by existing PIA: Contact Lists PIA
  - A new PIA is required.
  - A PIA Update is required.
- A SORN is required
  - System covered by existing SORN: DHS Correspondence and Mailing List SORN
  - A new SORN is required.

### DHS PRIVACY OFFICE COMMENTS