

RESPONDENT		AGENCY	
Salary + overhead		Salary + overhead	
Legal	\$149.00	Legal	\$ 76.00
Managerial	\$109.00	Managerial	\$ 71.00
Technical	\$84.00	Technical	\$ 52.00
Clerical	\$48.00	Clerical	\$ 21.00

**EXHIBIT 1  
2012 ESTIMATED ANNUAL RESPONDENT [COMPANY] BURDEN AND COST**

INFORMATION COLLECTION ACTIVITY	Respondent Hours and Costs Estimates							Total Hours (Annual)
	Leg. hours/ Year	Mgr. hours/ Year	Tech. hours/ Year	Cler. hours/ Year	Labor Cost/ Year	Capital/ Startup Cost	O & M Cost	
Memorandum of Understanding - (1 time cost)								
Review MOU	0.0	0.0	0.0	0.0	\$0	\$0	\$0	
Gather information and complete the MOU	0.0	0.0	0.0	0.0	\$0	\$0	\$0	
Sign and submit MOU to EPA	0.0	0.0	0.0	0.0	\$0	\$0	\$0	
MOU SUBTOTAL	0.0	0.0	0.0	0.0	\$0	\$0	\$0	0
Annual Progress Report (Information Collection)*								
Review the requirements and previous report(s)	0.0	1.5	1.0	0.0	\$242	\$0	\$0	
Gather the requested data and other information	0.0	5.0	10.0	0.0	\$1,385	\$0	\$0	
Complete the report	0.0	5.0	6.0	2.0	\$1,145	\$0	\$0	
Sign and submit report to EPA	0.0	0.5	0.0	0.5	\$79	\$0	\$0	
Annual Reporting SUBTOTAL	0.0	12.0	17.0	2.5	\$2,851	\$0	\$0	31.5
Additional Activities**								
Participate in meetings and activities of VAIP Partnership	0.0	8.0	0.0	0.0	\$872	\$0	\$0	
Provide EPA with new information	0.0	0.5	0.0	0.0	\$55	\$0	\$0	
Annual Activities SUBTOTAL	0.0	8.5	0.0	0.0	\$927	\$0	\$0	8.5
ANNUAL TOTAL PER RESPONDENT					\$3,778	\$0	\$0	40.0

TOTAL REPORTING BURDEN FOR 6 RESPONDENTS  
PROGRAM TOTAL BURDEN FOR 6 RESPONDENTS

\$17,106  
\$22,668

188.7  
239.7

\* Labor is the major cost associated with Tracking Reports. No "Startup" or "O&M" costs since these systems are already in place and used for production process and cost analysis by the respondent.

\*\* Additional Activities include annual partnership meeting.

RESPONDENT		AGENCY	
Salary + overhead		Salary + overhead	
Legal	\$178.00	Legal	\$ 88.00
Managerial	\$79.00	Managerial	\$ 84.00
Technical	\$70.00	Technical	\$ 38.00
Clerical	\$47.00	Clerical	\$ 37.00

**EXHIBIT 2  
2012 ESTIMATED ANNUAL AGENCY [EPA] BURDEN AND COST**

INFORMATION COLLECTION ACTIVITY	Hours and Costs to the Agency							Total Hours (Annual)
	Leg. hours/ Year	Mgr. hours/ Year	Tech. hours/ Year	Cler. hours/ Year	Labor Cost/ Year	Capital/ Startup Cost	O & M Cost	
<b>Memorandum of Understanding</b>								
Review MOU and follow up, if necessary	0.0	0.0	0.0	0.0	\$0	\$0	\$0	
Sign the MOU	0.0	0.0	0.0	0.0	\$0	\$0	\$0	
Develop a cover letter	0.0	0.0	0.0	0.0	\$0	\$0	\$0	
Send cover letter and original MOU back to Partner	0.0	0.0	0.0	0.0	\$0	\$0	\$0	
File copies of cover letter and MOU	0.0	0.0	0.0	0.0	\$0	\$0	\$0	
Enter MOU information into a data base	0.0	0.0	0.0	0.0	\$0	\$0	\$0	
<b>SUBTOTAL</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0</b>
<b>Progress Report</b>								
Review submission and follow up, if necessary	0.0	7.0	10.0	1.0	\$1,038	\$0	\$0	
Make copies of data	0.0	0.0	1.0	3.0	\$115	\$0	\$0	
File copies of data	0.0	0.0	4.0	3.0	\$271	\$0	\$0	
Enter information into tracking system	0.0	4.0	6.0	3.0	\$613	\$0	\$0	
<b>SUBTOTAL</b>	<b>0.0</b>	<b>11.0</b>	<b>21.0</b>	<b>10.0</b>	<b>\$2,037</b>	<b>\$0</b>	<b>\$0</b>	<b>42.0</b>
<b>Additional Activities</b>								
Participate in meetings and activities of Partnership	0.0	10.0	2.0	1.0	\$835	\$0	\$0	
Enter changes in Partner's information into database	0.0	0.0	2.0	1.0	\$216	\$0	\$0	
<b>SUBTOTAL</b>	<b>0.0</b>	<b>10.0</b>	<b>4.0</b>	<b>2.0</b>	<b>\$1,051</b>	<b>\$0</b>	<b>\$0</b>	<b>16.0</b>
<b>TOTAL</b>					<b>\$3,088</b>	<b>\$0</b>	<b>\$0</b>	<b>58.0</b>