

OMB Information Collection Supporting Statement  
Electronic Mailing List Subscription Form – Nutrition and Food Safety  
0518-0036

**1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy if the appropriate section of each statute and regulation mandating or authorizing the collection of information.**

The National Agricultural Library's Food and Nutrition Information Center (FNIC) currently maintains several on-line "discussion groups". This voluntary "Electronic Mailing List Subscription Form" gives individuals working in the area of nutrition and food safety an opportunity to participate in these groups. Data collected using this form will help FNIC determine a person's eligibility to participate in these discussion groups. The authority for NAL to collect this information is contained in the CFR, Title 7, Volume 1, Part 2, Subpart k, Sec. 2.65 (92). See attached.

**2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.**

The Food and Nutrition Information Center will use the collected information to approve subscriptions for nutrition and food safety on-line discussion groups. The form collects data to see if a person is eligible to join the discussion group. Since these electronic discussion groups are only available to people who work in the areas of nutrition and food safety it is necessary to gather this information. The collection will be ongoing to allow continuous additions/updates to the discussion groups.

**3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g. permitting electronic submission of responses, and the basis for the decision for adopting this means to the collection. Also describe any consideration of using information technology to reduce burden.**

The Electronic Mailing List Subscription Form will be available for completion online at the web sites of the Food and Nutrition Information Center. The information will be collected using the on-line form only; this eliminates the need for any hard copies of the form to be generated.

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

The Agricultural Research service is the only agency that is using the electronic mailing list to collect information about participants who are interested in nutrition and food safety.

**5. If the collection of information impacts small businesses or other small entities (Item 5 of OMB Form 83-I), describe any methods to minimize the burden.**

The collection of information will not have a significant economic impact on small businesses or other small entities.

**6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.**

Failure of the Food and Nutrition Information Center to collect this information would inhibit the ability to provide subscription services to these discussion groups.

**7. Special Circumstances Relating to Guidelines 5 CFR 1320.5**

There are no special circumstances for the collection of information requirements.

**8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside Agency**

A Federal Register notice was published August 14, 2012, Volume 77, #157. No comments were received. No outside consults were used for this collection.

**9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.**

No payment of gift was or will be provided to respondents.

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

The confidentiality of information received by FNIC is consistent with the Freedom of Information Act (FOIA).

**11. Justification for Sensitive Questions**

Questions of a sensitive nature are not applicable to this information collection.

**12. Provide estimates of the hour burden collection of information. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated.**

1000 people will complete the form annually. The time required to complete this information is estimated to average 1 minute per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The burden for this collection is 1 hour. See copy of spreadsheet.

The cost to our respondents is based on the personal income per capita of \$51,688 as a pay rate of \$24.85 per hour (U.S. Department of Labor).

**13. Estimate of Other Total Annual Cost Burden to Respondents or Record-Keepers**

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

**14. Annualized Costs to the Federal Government**

Due to the pay freeze, the estimated annualized cost to the Federal government remains the same at \$1,207. The estimated time for review, data entry, and tracking is 40 hours. The information from the form will be extracted by a GS 11 level government employee with an approximate cost to the government of \$30.19 per hour.

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

This is a straight extension without any burden change. However, in this submission a second IC was created to separate out State, Local and Tribal Government respondents that were previously included in the private sector IC.

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

Information will not be published.

**17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.**

The Food and Nutrition Information Center is not seeking approval to exempt display of the expiration date for OMB approval.

**18. Explain each exception to the certification statement identified in Item 19 “Certification for Paperwork Reduction Act.”**

There are no exceptions to Item 19 of OMB Form 83-I.