**SUPPORTING STATEMENT FOR**

**INFORMATION COLLECTION REQUEST NUMBER 1772.06**

**“EPA’S ENERGY STAR**® **PROGRAM IN THE COMMERCIAL AND INDUSTRIAL SECTORS”**

**Office of Air and Radiation**

**U.S. Environmental Protection Agency**

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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 1772.06.

## 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 recognition 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. ENERGY STAR Partners have embraced organization-wide energy management and are bringing large building and plant portfolios into the program.

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, including mandatory energy benchmarking and disclosure laws that require buildings within their jurisdiction to use EPA’s ENERGY STAR Portfolio Manager. 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 2010, the energy efficiency efforts of commercial buildings helped to avoid 81.2 million metric tons of carbon dioxide equivalent (MMTCO2e) of greenhouse gases and a net $7.1 billion. The efforts of industry helped to prevent another 30.8 MMTCO2 e of greenhouse gases and achieve a net savings of $2.0 billion.[[1]](#footnote-1) Buildings and plants that qualify for the ENERGY STAR, by achieving a score of 75 or higher on EPA’s energy performance scale 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. By the end of 2011, more than 16,500 commercial buildings and plants earned the ENERGY STAR.

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.
* 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 Certified 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 decal that they can display on the building. Small businesses 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; 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 certification for at least one client commercial building in the last 12 months using Portfolio Manager and meeting other program requirements.

SPPs interested in joining ENERGY STAR complete and submit a Partnership Agreement to EPA using an online system. The Partnership Agreement requests SPP company information, contact information, and select pieces of information to enable automated verification that partnership requirements have been met. The Partnership Agreement also lays out Partner commitments, disclaimers, procedures for dispute resolution, and other issues.

On an annual basis, SPPs may 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. Some Partners 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 Network**

A small business may join the Network of small businesses 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.

***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 12 consecutive months of facility energy data into EPA’s Portfolio Manager. Portfolio Manager offers multiple types of benchmarks: the 1-100 ENERGY STAR performance score for select commercial facility types, site and source Energy Use Intensity (EUI) for all commercial facility types, weather normalized energy values, greenhouse gas emissions, water consumption, and annual energy and water costs.

The ENERGY STAR scale 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 spreadsheet tool called the Energy Performance Indicator (EPI), which can be downloaded from EPA’s ENERGY STAR Web site. The EPI produces a plant percentile score between 1 and 100 and compares that score to the most energy‑efficient plants in the specific 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 tool, the ENERGY STAR Challenge for Industry, which encourages such companies to track their energy performance using alternative systems, such as the company’s 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). Companies enter basic information into the system to track their performance.

Companies are invited to use the EPI and ETT for internal tracking and management purposes to benefit their business. Usage of these tools and resulting outputs need not be reported to EPA. Only when companies choose to apply for EPA recognition are they required to provide information to meet verification requirements.

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

EPA expects to increase the number of facility types that can receive the 1-100 ENERGY STAR score in Portfolio Manager or in plant Energy Performance Indicators (EPIs) and therefore would be eligible to earn the ENERGY STAR certification. 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 the energy performance scale of facility types. EPA also may collect information to test the energy performance scale model to ensure that it produces relevant results.

***RECOGNITION***

**ENERGY STAR Certification**

Buildings

EPA 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 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 or Registered Architect must verify that these requirements have been met and complete a Data Checklist (stamped/embossed and signed).

EPA encourages Certified Buildings to submit building profiles for publication on the ENERGY STAR Web site to educate the public and promote their achievements. These profiles are not required for certification, but are pursued voluntarily by about 10% of Certified Buildings.

In addition, EPA intends to conduct periodic audits of ENERGY STAR Certified Buildings for quality control purposes either remotely or through a site visit. EPA may confirm, for example, the accuracy of the information provided in the application for the ENERGY STAR, and may request facility documentation.

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 Certified 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 improvements to the process that buildings use to qualify for the ENERGY STAR.

Plants

Industrial companies have an opportunity to earn the ENERGY STAR certification for specific types of plants that meet EPA’s energy efficiency criteria. If the plant’s EPI score is in the top quartile of the industry’s energy performance scale, the company can choose to apply for the ENERGY STAR certification by printing out a Statement of Energy Performance (SEP). A Professional Engineer (PE) verifies, signs, and stamps the SEP document. The certified SEP along with the completed EPI and letter are then sent to EPA. If the submittal contains confidential business information (CBI), the company will send the information to EPA’s contractor to verify energy performance results. If approved by EPA, the plant receives the ENERGY STAR certification.

EPA also asks plants that receive the ENERGY STAR certification to submit plant profiles that describe how the plant improved its energy performance and obtained recognition. Submission of plant profiles is optional.

**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 receive Leaders recognition. This information is entered on-line in Portfolio Manager. EPA will review this information and recognize these participants as ENERGY STAR Leaders if they qualify.

EPA does not mandate reporting but only awards Leaders recognition to Partners who have achieved energy improvement in 10 percent increments or a portfolio average score of 75 or greater and inform EPA by submitting the qualification documents.

 **ENERGY STAR Challenge for Industry**

 EPA has established a tool, the ENERGY STAR Challenge for Industry, which encourages companies to pledge to reduce the energy intensity of their sites by 10 percent within 5 years and track their progress towards this goal using a tracking system (e.g., company in-house tracking system, Portfolio Manager, ETT). Sites that achieve a 10 percent reduction in energy intensity within 5 years of their baseline have the opportunity to apply for recognition from EPA. The company must register the site’s baseline with EPA using an online form. The site can then complete an online recognition application and print out a Statement of Energy Improvement (SEI). A Professional Engineer (PE) verifies, signs, and stamps the SEI. Then certified document is then sent to EPA. If approved by EPA, the site receives recognition (e.g., a certificate, congratulatory letter to the CEO).

EPA also asks plants that achieve the ENERGY STAR Challenge for Industry to submit a plant profile that describes how they reduced their energy intensity and obtained recognition, which EPA then posts on its Web site to educate the public. Submission of plant profiles is optional.

**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 Architect of Record (AOR) AOR would enter basic information into an EPA software tool that can be downloaded accessed from the ENERGY STAR Web site called Target Finder to obtain an EPA energy performance score for the design project. The user would then print the Statement of Energy Design Intent (SEDI) from Target Finder. The statement must be sealed (stamped) and signed by a licensed professional (registered architect or professional engineer) designated by the AOR. The AOR also must complete submit an Application Letters of Intent (LOI); include one for each the AOR and the Building Owner. As part of the LOI from the AOR Letter, the AOR states that the firm agrees to collaborate with EPA on a case study (if requested) about the project’s design energy use strategies and goals, to be posted on the ENERGY STAR Web site. The Owner LOI must be printed on owner’s letterhead; include date and signature of C-level official (CEO, COO, or CFO). Note: The AOR is responsible for securing the LOI from building owner and submitting original application documents to EPA.

 The AOR would submit the SEDI and Application Letters of Intent to EPA. EPA would send (email) instructions for the AOR to download the graphic, which can be displayed in the title block of project drawings and on other project documents specific to the project.

**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.

**National Building Competition**

 Through the ENERGY STAR National Building Competition, commercial building owners and managers have the opportunity to be recognized for improving energy efficiency over the competition period. To participate, owners and managers track and benchmark the energy use of their buildings in Portfolio Manager for the 12 months prior to the beginning of the competition. During the call for applications, they access the application online and submit a Data Release Report to EPA, which is automatically generated by the tool. If accepted into the competition, the organization then commits to benchmarking competing buildings for another 12 months, submitting a midpoint Data Release Report after six months, and a final Data Release Report at the end of the year. EPA will review this information, contact participants to ask questions if needed, and recognize participants at the end of the competition if they meet selected criteria.

 Teams from commercial buildings participating in the competition are encouraged to submit documentation of their energy efficiency efforts through social media outlets. Some competitors who have previously been recognized by EPA may be asked to deliver short presentations during monthly networking webinars.

 Participants that qualify for recognition submit a data verification report to EPA to ensure accurate results.

# 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 certification 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, New York City requires the use of Portfolio Manager for mandatory reporting and public disclosure of commercial building energy use – building owners submit their data to New York City on an annual basis. Legislation in 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 scores to a prospective buyer as part of a whole-building transaction. In addition, many other States (e.g., 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>.

***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 certification for at least one client commercial building in the last 12 months using Portfolio Manager and meeting 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 which are truly committed to ENERGY STAR principles and strategies.

SPPs and EEPS submit an online 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 provide information that helps EPA to determine whether an applicant meets requirements for partnership and allows EPA to maintain a listing 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 encourages 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 Network**

EPA needs to collect information from small businesses to be able to send “Welcome Aboard” materials and provide them with quarterly educational email updates.

***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 and earn recognition for superior performance. 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 spreadsheet tool called the Energy Performance Indicator (EPI), which can be downloaded from EPA’s ENERGY STAR Web site. The EPIs produce 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 particular plant. In addition, EPA has established a tool, the ENERGY STAR Challenge for Industry, which encourages companies to track their energy performance using an energy tracking system, such as Portfolio Manager, a spread sheet-based tracking tool that can be downloaded from the ENERGY STAR Web site called the ENERGY STAR Energy Tracking Tool (ETT), or the company’s internal tracking system. Information is entered into these tools to enable industrial plants to analyze and improve their energy performance, and seek recognition for improvements.

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

EPA needs to collect information in the development of new facility types in Portfolio Manager or new Energy Performance Indicators (EPIs). 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 the energy performance scale of 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 Certification**

Buildings

EPA 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 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 or Registered Architect must verify that these requirements have been met and complete a Data Checklist (stamped/embossed and signed). These materials are necessary to demonstrate to EPA that energy-efficiency improvements have been achieved.

EPA encourages Certified Buildings to submit building profiles for publication on the ENERGY STAR Web site to educate the public and promote their achievements. These profiles are not required for certification, but are pursued voluntarily by about 10% of Certified Buildings.

In addition, EPA intends to conduct periodic audits of ENERGY STAR Certified Buildings for quality control purposes either remotely or through a visit. EPA may confirm, for example, the accuracy of the information provided in the application for the ENERGY STAR, and may request facility documentation. 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 Certified 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 improvements to the process that buildings use to qualify for the ENERGY STAR.

Plants

Industrial companies have an opportunity to earn the ENERGY STAR certification for specific types of plants that meet EPA’s energy efficiency criteria. If the plant’s EPI score is in the top quartile of the industry’s energy performance scale, the company can choose to apply for the ENERGY STAR certification by inputting the necessary data in to the EPI and printing out the corresponding Statement of Energy Performance (SEP). A Professional Engineer (PE) verifies, signs, and stamps the SEP, and the EPI, certified SEP and a letter are sent to EPA. If the submittal contains confidential business information (CBI), the company sends the information 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 certification. This recognition encourages 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. 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 receive Leaders recognition. This information is entered on-line in Portfolio Manager. 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**

 EPA has established a tool, the ENERGY STAR Challenge for Industry, which encourages such companies to pledge to reduce the energy intensity of their sites by 10 percent within 5 years and track their progress towards this goal using a tracking system (e.g., company in-house tracking systems, Portfolio Manager, ETT). Sites that achieve a 10 percent reduction in energy intensity within 5 years of their baseline have the opportunity to apply for recognition from EPA. The company must register the site’s baseline with EPA using an online form. The site can then complete an online recognition application and print out a Statement of Energy Improvement (SEI). A Professional Engineer (PE) verifies, signs, and stamps the SEI. The certified document is then sent to EPA. EPA needs this information to evaluate whether the plant should receive recognition. This recognition encourages industrial plants to reduce their energy usage and strive for continuous improvement.

**Statement of Energy Design Intent**

Organizations (Architect of Record) 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 by acknowledging organizations with high performing portfolios.

 **National Building Competition**

 Through the ENERGY STAR National Building Competition, commercial building owners, managers and tenants have the opportunity to be recognized for improving energy efficiency over the competition period. To participate, owners, managers and tenants track and benchmark the energy use of their buildings in Portfolio Manager for the 12 months prior to the beginning of the competition. During the call for applications, they access the application online and submit a Data Release Report to EPA, which is automatically generated by the tool. If accepted into the competition, the organization then commits to benchmarking competing buildings for another 12 months, submitting a midpoint Data Release Report after six months, and a final Data Release Report at the end of the year. EPA will review this information, contact participants to ask questions if needed, and recognize participants at the end of the competition if they meet selected criteria.

 Teams from commercial buildings participating in the competition are encouraged to submit documentation of their energy efficiency efforts through social media outlets. Some competitors who have previously been recognized by EPA may be asked to deliver short presentations during monthly networking webinars.

 Participants that qualify for recognition submit a data verification report to EPA to ensure accurate results.

 This recognition is needed to demonstrate the potential for improving energy efficiency in the commercial marketplace, raise awareness and educate building occupants and consumers about saving energy, and encourage further 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 to develop and maintain the Most Active Service and Product Providers listing. 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 Network**

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

***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 and earn recognition for superior energy performance. 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 spreadsheet tool called the Energy Performance Indicator (EPI), which can be downloaded from EPA’s ENERGY STAR Web site. 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 has established a tool, the ENERGY STAR Challenge for Industry, which encourages plants that are not eligible to use the EPI to track their energy performance using a tracking system, such as Portfolio Manager, a spread sheet-based tracking tool that can be downloaded from the ENERGY STAR Web site called the ENERGY STAR Energy Tracking Tool (ETT), or a company’s in-house tracking system. Industrial plants use these tools and the resulting outputs 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 or Energy Performance Indicator (EPI) downloadable spreadsheet tools for facility types and conducting beta testing of the models.

***RECOGNITION***

**ENERGY STAR Certification**

Buildings

EPA 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 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 or Registered Architect must verify that these requirements have been met and complete a Data Checklist (stamped/embossed and signed). The applicant uses this information to demonstrate to EPA that energy-efficiency improvements have been achieved.

EPA encourages Certified Buildings to submit building profiles for publication on the ENERGY STAR Web site to educate the public and promote their achievements. These profiles are not required for certification, but are pursued voluntarily by about 10% of Certified Buildings.

In addition, EPA may need to collect information from ENERGY STAR Certified Buildings as part of the periodic audit process. This information is used to help EPA verify the energy performance of ENERGY STAR Certified 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 Certified 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 certification for specific types of plants that meet EPA’s energy efficiency criteria. If the plant’s EPI score is in the top quartile of the industry’s energy performance scale, the company can choose to apply for the ENERGY STAR certification inputting the necessary data in to the EPI and then printing out a Statement of Energy Performance (SEP). A Professional Engineer (PE) verifies, signs, and stamps the SEP. The certified SEP and a letter are sent to EPA. If the submittal contains confidential business information (CBI), the company sends the information to EPA’s contractor to verify energy performance results. If approved by EPA, the plant receives the ENERGY STAR certification. EPA recognition enhances the image of the organization as a national leader in energy performance.

In addition, EPA may ask companies to submit a plant profile, which the Agency posts at its Web site to educate the public. Submission of a plant profile is optional.

**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. 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 receive Leaders recognition. This information is entered on-line in Portfolio Manager. 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**

 EPA has established a tool, the ENERGY STAR Challenge for Industry, which encourages such companies to pledge to reduce the energy intensity of their sites by 10 percent within 5 years and track their progress towards this goal using a tracking system (e.g., company in-house tracking system, Portfolio Manager, ETT). Sites that achieve a 10 percent reduction in energy intensity within 5 years of their baseline have the opportunity to apply for recognition from EPA. The company must register the site’s baseline with EPA using an online form. The site can then complete an online recognition application and print out a Statement of Energy Improvement (SEI). A Professional Engineer (PE) verifies, signs, and stamps the SEI which is then sent to EPA. EPA uses this information to evaluate whether the plant should receive recognition.

 In addition, EPA may ask companies to submit a plant profile, which the Agency posts at its Web site to educate the public. Submission of a plant profile is optional.

**Statement of Energy Design Intent**

Organizations (Architect of Record) 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 by acknowledging organizations with high performing portfolios.

**National Building Competition**

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 Teams from commercial buildings participating in the competition are encouraged to submit documentation of their energy efficiency efforts through social media outlets. Some competitors who have previously been recognized by EPA may be asked to deliver short presentations during monthly networking webinars.

 Participants that qualify for recognition submit a data verification report to EPA to ensure accurate results.

 The Agency uses this information to track and evaluate competitors’ progress in improving their energy performance and to recognize accomplishments.

# 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 2, 2012 (77 FR 46089). No comments were received.

## 3(c) Consultations

 On August 9, 2012, the U.S. Office of Management and Budget (OMB) issued a memorandum directing agencies to engage in advance testing of information collections, including Federal forms. Advance testing must be used to the extent feasible and appropriate, especially for complex or lengthy forms. Such advance testing should occur either before proposing information collections to the public or during the public comment period required by the Paperwork Reduction Act (PRA). OMB identified several purposes for advance testing of forms:

* Ensure that they are not unnecessarily complex, burdensome, or confusing;
* Obtain the best available information about the likely burdens on members of the public; and
* Identify ways to reduce burdens and increase simplification and ease of comprehension.

Under the ENERGY STAR program, EPA carefully evaluates each proposed information collection to ensure it satisfies applicable PRA criteria and achieves the purposes summarized above. As an initial matter, EPA determines whether each proposed collection is necessary (e.g., does it provide meaningful and essential information that cannot be obtained from another source?). If the collection is deemed necessary and useful, the Agency will design the collection to ensure information quality while minimizing burden and complexity on the public. For example, EPA has been increasingly offering electronic methods for information submittal under ENERGY STAR. The information collections under ENERGY STAR include user instructions in plain English and other tools to simplify completion (e.g., simple checklists), and many of the electronic collections offer additional user assistance (drop-down menus, pre-populated forms, etc.).

EPA also uses advance testing, particularly for complex or lengthy forms. Advance testing will be coordinated with the 60-day notice and comment period already required under the PRA. In addition, EPA may collect feedback through the following methods among others (which will be performed in compliance with the PRA, as applicable):

* Focus groups;
* Pre-tests (e.g., mail out the draft form with a few questions on usability and burden); and/or
* Web-based questions.

 For purposes of this ICR, EPA has carefully reviewed all of the forms submitted and determined that this submission does not include any complex or lengthy forms that warrant advance testing. They are relatively straight-forward and, to the greatest extent practicable, incorporate the features described above to reduce burden, improve information quality, and simplify implementation.

## 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.

Because there are many forms under this ICR, updating their expiration date every three years (i.e., each time this ICR is renewed) would create unnecessary burdens for both EPA and those who complete them. 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.

|  |  |  |
| --- | --- | --- |
| **SIC** | **Industries** | **NAICS** |
| 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 only) | 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 equipment; winches, aerial work platforms; and automotive wrecker hoists) | 33312 |
| 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 |
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| 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 |
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| \* | Nonmetallic Mineral Product Manufacturing | 327 |
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| \* | Electrical Equipment, Appliance, and Component Manufacturing | 335 |
| \* | Transportation Equipment Manufacturing | 336 |
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| \* | 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;; 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.

**(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 certification 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 Certification.”]
* 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 one energy efficiency project in the last two 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 to EPA using an online system. The Partnership Agreement requests SPP company information, contact information, and select pieces of information to enable automated verification that partnership requirements have been met. The Partnership Agreement also lays out Partner commitments, disclaimers, procedures for dispute resolution, and other issues.

On an annual basis, SPPs may 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 Certification.”]
* Commercial new construction SPP Partners will have their design project profiled on the ENERGY STAR Web site for up to 24 months after the Certificate of Occupancy is awarded. Design projects that are built and later earn the ENERGY STAR certification will also be featured on the registry of ENERGY STAR Certified Buildings. [Note that this ICR addresses benchmarking activities in the section, “Benchmarking,” under the heading, “Portfolio Manager.”]
* Industrial SPP Partners are encouraged to submit Teaming Profiles to EPA outlining the project scope and resulting savings for new projects completed for ENERGY STAR industrial Partners every two 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 Certification” 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 to be completed and submitted online that includes the following information:

- Applicant company name;

- Information about the company, such as Web address and markets/sectors that the organization serves;

- Name, title, and contact information of the primary contact, communications contact, and signatory of the Partnership Agreement; and

- For Existing Commercial Buildings SPPs only, information about SPP activities over the past 12 months (i.e., Portfolio Manager building ID numbers to complete automated verification of activity); or

- For architecture firms only, information about Commercial New Construction SPP activities (i.e., Statement of Energy Design Intent of project achieving Designed to Earn the ENERGY STAR); or

- For Industrial SPP only, information about SPP activities (i.e., Teaming Profile outlining the project scope and resulting savings for that project).

* 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 online; and
* Complete and submit requested materials for the appropriate partnership category (e.g., Statement of Energy Design Intent, Teaming Profile), online.
* SPP Partners are asked to:
* 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. Some Partners 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 Network**

A small business may join the Network of small businesses 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 small business (e.g., auto dealership, grocery);

- 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 heard about ENERGY STAR.

**(ii) Respondent activities**

* Small businesses provide the requested information.

***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 12 consecutive months of facility energy data into EPA’s Portfolio Manager. Portfolio Manager offers multiple types of benchmarks: the 1-100 ENERGY STAR energy performance score for select commercial facility types, site and source Energy Use Intensity (EUI) for all commercial facility types, weather normalized energy values, greenhouse gas emissions, water consumption, and annual energy and water costs.

The ENERGY STAR scale 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);

- 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);

- Water use information (e.g., meter name, usage data); and

- Solid waste management/disposal (e.g. meter/waste type name, disposal quantity).

* 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 about guidance or trainings on benchmarking.

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

EPA gives industrial companies the opportunity to measure the energy efficiency of their plants and earn recognition for superior energy performance. 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 spreadsheet tool called the Energy Performance Indicator (EPI), which can be downloaded from EPA’s ENERGY STAR Web site. 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 has established a tool, the ENERGY STAR Challenge for Industry, which encourages companies to track their energy performance using a tracking system, such as Portfolio Manager, a spread sheet-based tracking tool that can be downloaded from the ENERGY STAR Web site called the ENERGY STAR Energy Tracking Tool (ETT), or a company’s in-house tracking system.

Companies can enter basic information into the system to track their performance to advance energy management efforts. Only companies seeking recognition submit outputs from using the EPI or other tracking system to EPA.

 **(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 STAR score in Portfolio Manager or through the Energy Performance Indicator (EPI) downloadable spreadsheet tools and therefore are eligible to earn the ENERGY STAR certification. 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 energy performance scale 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);

- Energy use information (e.g., meter name, usage data); and

- Water 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/or

* Enter the data into Portfolio Manager or spreadsheet.

***RECOGNITION***

**ENERGY STAR Certification**

Buildings

EPA 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 Data Checklist, and Letter of Agreement (LOA)[[2]](#footnote-2). 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 or Registered Architect must verify that these requirements have been met and complete a Data Checklist (stamped/embossed and signed). [Note that this ICR addresses applicant benchmarking activities in the section, “Benchmarking,” under the heading, “Portfolio Manager.”]

EPA encourages Certified Buildings to submit building profiles for publication on the ENERGY STAR Web site to educate the public and promote their achievements. These profiles are not required for certification, but are pursued voluntarily by about 10% of Certified Buildings.

In addition, EPA intends to conduct periodic audits of ENERGY STAR Certified Buildings for quality control purposes either remotely or through a site visit. 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 Certified 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 improvements to the process that buildings use to qualify for the ENERGY STAR.

**(i) Data items**

* Application for ENERGY STAR Certification consisting of a Data Checklist and Letter of Agreement.
* Profile of Certified Building for publication on the ENERGY STAR Web site.
* Information requested by EPA during periodic audits.
* Information provided to EPA for analysis of ENERGY STAR Certified Buildings.

**(ii) Respondent activities**

* Organizations applying for the ENERGY STAR perform the following:

- Engage a Professional Engineer or Registered Architect to conduct a facility inspection, complete and notarize the Data Checklist;

* Submit the on-line application consisting of Data Checklist and Letter of Agreement (LOA) to EPA and respond to EPA questions if any; and
* Prepare and submit Certified Building Profile (optional).
* ENERGY STAR Certified Buildings visited or contacted by EPA as part of an on-site verification or remote audit process may be asked to provide information for verification purposes.
* ENERGY STAR Certified Buildings may be asked to respond to EPA questions for analysis of ENERGY STAR Certified Buildings.

Plants

Industrial companies have an opportunity to earn the ENERGY STAR certification for specific types of plants that meet EPA’s energy efficiency criteria. If the plant’s EPI score is in the top quartile of the industry’s energy performance scale, the company can choose to apply for the ENERGY STAR certification by inputting the necessary data in to the EPI and printing out a Statement of Energy Performance (SEP). A Professional Engineer (PE) verifies, signs, and stamps the SEP. The certified SEP along with the corresponding EPI and a letter are then sent to EPA. If the submittal contains confidential business information (CBI), the company sends the information to EPA’s contractor to verify energy performance results. If approved by EPA, the plant receives the ENERGY STAR certification. [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 profile of their certified plant that describes how the plant improved its energy performance and obtained recognition. This submission is optional.

**(i) Data items**

* EPI, Statement of Energy Performance, and letter for recognition.
* Profiles of certified plants. This is optional.

**(ii) Respondent activities**

* Organizations using the EPI print out the EPI, Statement of Energy Performance, prepare letter to EPA, and submit these materials to EPA.
* These organizations may also prepare and submit a profile of certified plants. This is optional.

**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. 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 receive Leaders recognition. This information is entered on-line in Portfolio Manager. 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 only awards Leaders recognition to Partners who have achieved energy improvement in 10 percent increments or a portfolio average score of 75 or greater and informs EPA by submitting the qualification documents.

**(i) Data items**

* Information entered into Portfolio Manager to set up a Leaders account:

- Contact information;

- Gross floor area owned by the organization; and

- From their portfolio, select all of the eligible buildings.

* 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**

 EPA has established a tool, the ENERGY STAR Challenge for Industry, which encourages companies to pledge to reduce the energy intensity of their sites by 10 percent within 5 years and track their progress towards this goal using a tracking system (e.g., company in-house tracking systems, Portfolio Manager, ETT). 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 must register the site’s baseline with EPA using an online form. The site can then complete an online recognition application and print out a Statement of Energy Improvement (SEI). A Professional Engineer (PE) verifies, signs, and stamps the SEI, which is then sent to EPA. If approved by EPA, the site receives recognition (e.g., a certificate, congratulatory letter to the CEO). [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 that achieve the ENERGY STAR Challenge for Industry to submit a plant profile that describes how they reduced their energy intensity and obtained recognition, which the EPA posts on its Web site to educate the public. This submission is optional.

**(i) Data items**

* Online registration form to register site baseline with EPA.
* Online recognition application comprised of a nomination letter and information about the site.
* Certified Statement of Energy Improvement mailed to EPA.
* Profile of plant that achieves the Challenge for Industry. This is optional.

**(ii) Respondent activities**

* Organizations seeking to enter the ENERGY STAR Challenge for Industry prepare and submit the registration form.
* Organizations seeking recognition under the ENERGY STAR Challenge for Industry prepare and submit the recognition application to EPA.
* Organizations may also prepare and submit profiles of plants that achieve the Challenge for Industry. This is optional.

**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 Architect of Record (AOR) AOR would enter basic information into an EPA software tool that can be downloaded accessed from the ENERGY STAR Web site called Target Finder to obtain an EPA energy performance score for the design project. The user would then print the Statement of Energy Design Intent (SEDI) from Target Finder. The statement must be sealed (stamped) and signed by a licensed professional (registered architect or professional engineer) designated by the AOR. The AOR also must complete submit an Application Letters of Intent (LOI); include one for each the AOR and the Building Owner. As part of the LOI from the AOR Letter, the AOR states that the firm agrees to collaborate with EPA on a case study (if requested) about the project’s design energy use strategies and goals, to be posted on the ENERGY STAR Web site. The Owner LOI must be printed on owner’s letterhead; include date and signature of C-level official (CEO, COO, or CFO). Note: The AOR is responsible for securing the LOI from building owner and submitting original application documents to EPA.

 The AOR would submit the SEDI and Application Letters of Intent to EPA. EPA would send (email) instructions for the AOR to download the graphic, which can be displayed in the title block of project drawings and on other project documents specific to the project. [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; and
* Target score.
* Statement of Energy Design Intent that includes the following information:
* General contact information;
* Information on Licensed Architect/Engineer;
* Information on AOR (if different than Licensed Architect/Engineer); and
* List of other architect and engineering firms that are participating on the project and are ENERGY STAR Partners, (optional information).
* Letters of Intent for the AOR and Building Owner that includes the following information:
* Basic information on the building;
* General information regarding AOR or owner energy goals; and
* Signature and date of AOR or owner.
* Building Design Profiles (case study). This activity is optional.
	+ Information from SEDI
	+ Description of energy efficient design strategies

**(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 AOR LOI, obtain Owner LOI, and submit the SEDI and Letters to EPA; and
* Collaborate with EPA on Design Profile (case study). This activity is optional.

**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.

**(i) Data items**

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

- General information (e.g., contact information, address, signed/dated); 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:

* Organization and Business Practices
* Measurement and Efficiency (Existing Buildings)
* Measurement and Efficiency (Design Projects)
* Marketing and Recognition
* 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.

**(ii) Respondent activities**

* Organizations that apply for an award are asked to:

- Review the instructions; and

* Complete and submit the information online.

 **National Building Competition**

 Through the ENERGY STAR National Building Competition, commercial building owners, managers and tenants have the opportunity to be recognized for improving energy efficiency over the competition period. To participate, owners, managers and tenants track and benchmark the energy use of their buildings in Portfolio Manager for the 12 months prior to the beginning of the competition. During the call for applications, they access the application online and submit a Data Release Report to EPA, which is automatically generated by the tool. If accepted into the competition, the organization then commits to benchmarking competing buildings for another 12 months, submitting a midpoint Data Release Report after six months, and a final Data Release Report at the end of the year. EPA will review this information, contact participants to ask questions if needed, and recognize participants at the end of the competition if they meet selected criteria. [Note that this ICR addresses applicant benchmarking activities in the section, “Benchmarking,” under the heading, “Portfolio Manager.”]

 Teams from commercial buildings participating in the competition are encouraged to submit documentation of their energy efficiency efforts through social media outlets. Some competitors who have previously been recognized by EPA may be asked to deliver short presentations during monthly networking webinars.

 Participants that qualify for recognition submit a data verification report to EPA to ensure accurate results.

 **(i) Data items**

* A Data Release Report that is pre-populated by Portfolio Manager with specific data for competing buildings.
* Responses to EPA questions, if any, that may be raised during the competition.
* Documentation of energy reduction efforts (e.g. pictures, videos), if participants desire to share this information.
* Webinar presentations, if the participants desire to participate.
* For competition winners, a Data Verification Report that:
* Includes 24 months of as-billed utility data; and
* Is verified and signed electronically by a Licensed Professional or Registered Architect.

**(ii) Respondent activities**

* Participants perform the following activities:

- Submit the Data Release Report at the beginning, midpoint, and end of the competition;

- Respond to EPA questions, if any;

- Submit documentation of energy reduction efforts, if desired; and

- Present at monthly webinars, if desired.

* Competition winners submit a Data Verification Report (signed by a Licensed Professional or Registered Architect).

# 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:
* Request updated contact information annually;
* Receive and enter updated data into database;
* Receive and process efforts and successes; and
* Receive and process other requested materials for appropriate partnership category.
* 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 Network**

* EPA must provide quarterly email updates and conduct related activities.

***BENCHMARKING***

**Portfolio Manager**

* EPA must perform the following activities related to the benchmarking process:

- Upgrade Portfolio Manager to enhance functionality (easier data entry, more sharing options, more reporting metrics, etc);

- Maintain secure database infrastructure, including maintaining a firewall and monitoring system activity;

- Perform system maintenance activities, such as deploying software patches, correcting defects, etc.; and

- Collect data submitted through Excel spreadsheets and enter data into Portfolio Manager.

* EPA must perform the following activities in evaluating the usability of Portfolio Manager and the effectiveness of guidance and trainings on benchmarking in the tool:

- Solicit feedback from respondents;

- Review answers to questions; and

- Design and develop Portfolio Manager software changes, as applicable, to make the tool more effective.

**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 Certification**

Buildings

* EPA must perform the following activities for buildings applying for the ENERGY STAR:

- Review applications and follow up with organization if questions; and

- Send a letter of denial or acceptance.

* EPA will receive, process and post profiles of Certified Buildings.
* EPA will collect information from ENERGY STAR Certified Buildings in performing periodic quality control audits.
* EPA will perform the following activities in evaluating ENERGY STAR Certified 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 certification for their plants:

- Review and evaluate the EPI, Statement of Energy Performance, and letter;

* Give permission to display the ENERGY STAR certification logo; and
* Review and post profiles of certified plants on the Web site.

**ENERGY STAR Leaders**

* EPA must perform the following activities for ENERGY STAR Leaders:

- Review Leaders submittals;

- Perform data review on buildings submitted in Portfolio Manager; and

- Send a letter of denial or acceptance (if approved, also send certificate).

 **ENERGY STAR Challenge for Industry**

* EPA must review applications from companies and provide recognition.
* Review and post profiles of plants that achieve the Challenge for Industry on the Web site.

**Statement of Energy Design Intent**

* EPA must perform the following activities for the graphic:

- Review the Statement of Energy Design Intent and Letters of Intent;

- Collaborate with organizations to develop Design Profiles (case studies) (optional); 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).

 **National Building Competition**

* EPA must perform the following activities in regard to the National Building Competition:

- Review submittals at beginning, midpoint and end of competition;

- Ask questions of participants if needed;

- Receive and process documentation of efforts; and

- Receive and process Verification Reports.

## 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 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 Network so that it requests only the minimum information needed to establish contact with the small business.

## 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 certification 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 one energy efficiency project in the last two 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 on the ENERGY STAR Web site for up to 24 months after the Certificate of Occupancy is awarded. Design projects that are built and later earn the ENERGY STAR certification will also be featured on the registry of ENERGY STAR Certified Buildings.
* Industrial SPP Partners are encouraged to submit Teaming Profiles to EPA outlining the project scope and resulting savings for new projects completed for ENERGY STAR industrial Partners every two 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 Network**

There is no collection schedule for small businesses.

***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 Certification**

Buildings

There is no schedule for applying for the ENERGY STAR certification. While buildings may apply for certification on a rolling basis, any individual building is only able to earn certification once every 12 months.

EPA intends to conduct periodic audits for quality control purposes. Remote audits are anticipated to take place on a rolling basis, and 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 plant certification.

**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 or achieved a portfolio average score of 75 or greater.

 **ENERGY STAR Challenge for Industry**

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 to achieve Designed to Earn the ENERGY STAR recognition from EPA.

If applicants seeking recognition wish to be included in the ENERGY STAR Gallery at an annual industry conference (hosted by the American Institute of Architects) that is held sometime between late-April and early-June of each year, then they must submit application materials approximately six weeks prior to the event.

**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.

**National Building Competition**

Portfolio Manager users may apply to enter buildings in the competition once every 12 months. Participation in the year-long competition involves the submittal of a Data Release Report at the beginning, mid-point, and end of the competition. Winners also submit a Data Verification Report at the end of the competition to receive recognition.

# 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 2012. 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 $148.97 for legal staff, $107.75 for managerial staff, $73.92 for technical staff, and $37.21 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., $0.45). The ICR also includes $1,605 for a building to qualify for the ENERGY STAR. This cost is for the building to engage a Professional Engineer or Registered Architect to conduct a facility inspection. In addition, the ICR includes O&M costs of $3,210 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 2012 GS pay schedule available from the Office of Personnel Management. EPA estimates an average hourly labor cost of $76.64 for legal staff, $71.67 for managerial staff, $52.55 for technical staff, and $21.10 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, 500 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, 150 SPPs will submit a Partnership Agreement to EPA each year through an online system. These SPPs will also submit requested materials for their appropriate category (e.g., Teaming Profiles from Industrial SPPs). In addition, EPA estimates that, on average, 200 existing SPPs will update their contact information and 125 existing SPPs will communicate their efforts and successes to EPA annually. These assumptions are reflected in Exhibit 1.

**Energy Efficiency Program Sponsors**

EPA estimates that, on average, 8 EEPS will submit a Partnership Agreement and a brief plan to EPA each year. EPA estimates that an additional 12 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, 66 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 Network**

EPA estimates that 1,650 small businesses will provide the requested information to EPA each year to join the Network. This is reflected in Exhibit 1.

***BENCHMARKING (EXHIBIT 2)***

**Portfolio Manager**

 EPA provides optional methods for organizations to enter information into Portfolio Manager and benchmark their buildings. These are reflected in the table below. The table shows the total annual number of new accounts that are established in the tool for each method, along with the annual number of buildings benchmarked. EPA developed these data by compiling actual data over the past three years and extrapolating over the next three years. Each method is discussed in greater detail below.

|  |  |  |
| --- | --- | --- |
| **Benchmarking Method** | **Annual No. of New Accounts** | **Annual No. of Buildings Benchmarked – Total** |
| 1. Manual Data Entry | 9,400 | 40,000 |
| 2. Data Entry with Excel Spreadsheet | 200 | 55,000 |
| 3. Data Entry using Electronic Web Services |
|  Provider Accounts | 15 | Not applicable |
|  Customer Accounts | 1,800 | 89,000 |

Manual Data Entry. EPA estimates that, each year, 9,400 users will read the instructions and set up an account in Portfolio Manager to benchmark their buildings manually. In addition, EPA estimates that 40,000 buildings will be manually benchmarked annually, on average. Of these, EPA estimates that users will benchmark 75 percent (30,000) by gathering facility and energy data for their buildings not using standard industry practices. EPA estimates that users will benchmark 25 percent (10,000) by gathering 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 who employ such standard industry practices would generally 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.

Exhibit 2 includes weighted-average burden estimates for gathering and entering data into Portfolio Manager to account for standard business practices as well as new and repeat benchmarks. See the table below for the inputs used in these weighted-average calculations.

|  |
| --- |
| **Manual Benchmarks** |
| **Activity** | **No. of Buildings**  | **Burden per New Benchmark** | **Burden per Repeat Benchmark** |
| Gathering data for benchmarks not using standard business practices | 30,000 | 4 hrs | 0.5 hr |
| Gathering data for benchmarks using standard business practices | 10,000  | 2 hrs | 0.25 hr |
| Entering data into Portfolio Manager | 40,000  | 0.75 hr | 0.25 hr |

* Data Entry with Excel Spreadsheet. EPA estimates that, each year, 200 organizations will set up an account to provide their data via Excel spreadsheet to EPA. EPA will enter the data into Portfolio Manager. In addition, EPA estimates that 55,000 buildings will be benchmarked annually using this method. Exhibit 2 includes weighted-average burden estimates for gathering and entering data into Portfolio Manager to account for new and repeat benchmarks. See the table below for the inputs used in these weighted-average calculations.

|  |
| --- |
| **Data Entry with Excel Spreadsheet** |
| **Activity** | **No. of Buildings**  | **Burden per New Benchmark** | **Burden per Repeat Benchmark** |
| Gathering data for benchmarks  | 55,000 | 2 hrs | 0.25 hr |
| Entering data into Portfolio Manager | 55,000 | 0.25 hr | 0.10 hr |

* Data Entry using Electronic Web Services. EPA expects that 15 providers will use this benchmarking method each year. They will review the instructions and set up an account and automated process. EPA estimates that accounts also will be established for 1,800 customers. In addition, EPA estimates that information will be gathered and entered into Portfolio Manager for 89,000 buildings annually. Exhibit 2 includes weighted-average burden estimates for gathering and entering data into Portfolio Manager to account for new and repeat benchmarks. See the table below for the inputs used in these weighted-average calculations.

|  |
| --- |
| **Data Entry using Electronic Web Services** |
| **Activity** | **No. of Buildings**  | **Burden per New Benchmark** | **Burden per Repeat Benchmark** |
| Gathering data for benchmarks  | 89,000 | 1 hr | 0 hr |
| Entering data into Portfolio Manager | 89,000 | 0.1 hr | 0.1 hr |

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

EPA gives industrial companies the opportunity to measure the energy efficiency of their plants and earn recognition for superior energy performance. 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 $3,200 as a flat fee per plant.

As shown in the table below, EPA estimates that industrial companies will enter information/generate scores for 177 plants annually, on average, during the three-year life of this ICR (i.e., (147 + 167 + 188) / 3 years). This includes 167 non-petroleum plants and 10 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 | 147 | 167 | 188 | 167 |
| Petroleum | 9 | 10 | 11 | 10 |
| Total | 156 | 177 | 199 | 177 |

EPA has established a tool, the ENERGY STAR Challenge for Industry, which encourages companies to track their energy performance using a tracking system, such as Portfolio Manager, a spreadsheet-based tracking tool that can be downloaded from the ENERGY STAR Web site called the ENERGY STAR Energy Tracking Tool (ETT), or a company’s in-house tracking system. EPA estimates that 47 companies (annually) currently use their existing in-house system 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 3 companies will spend 2.5 hours to use alternative ENERGY STAR tracking system (e.g., ETT). Unlike companies that use their existing in-house systems as a standard industry practice, companies using alternative ENERGY STAR 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 or the Energy Performance Indicator (EPI) downloadable spreadsheet tools 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 1,000 organizations annually. These assumptions are reflected in Exhibit 2.

***RECOGNITION (EXHIBIT 3)***

**ENERGY STAR Certification**

Buildings

EPA estimates that organizations will submit 8,000 applications for the ENERGY STAR each year. These organizations must benchmark the building, engage a Professional Engineer or Registered Architect to conduct a facility inspection, and complete the application. They must submit an on-line application consisting of a Letter of Agreement (LOA) and Data Checklist to EPA. EPA estimates that 80% (6,400) will contract a Professional Engineer or Registered Architect and 20% (1,600) will use an in-house Professional Engineer or Registered Architect. [Note that this ICR burdens participants for benchmarking in the section, “Benchmarking,” under the heading, “Portfolio Manager.” See Exhibit 2.]

EPA estimates that 800 profiles of Certified Buildings will be submitted annually.

In addition, EPA may request information from 150 ENERGY STAR Certified Buildings annually as part of on-site or remote audits.

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 66 representatives annually.

These assumptions are reflected in Exhibit 3.

Plants

Industrial companies have an opportunity to apply to EPA to display the ENERGY STAR certification for specific types of plants that meet EPA’s energy efficiency criteria. If the plant’s EPI score is in the top quartile of the industry’s performance scale, the company can choose to apply for the ENERGY STAR certification by inputting the necessary data in to the EPI and printing out the corresponding Statement of Energy Performance (SEP). A Professional Engineer (PE) verifies, signs, and stamps the SEP. The EPI, certified SEP, and a letter are sent to EPA. If the submittal contains confidential business information (CBI), the company sends the information to EPA’s contractor to verify energy performance results. If approved by EPA, the plant receives the ENERGY STAR certification.

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 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 certification. (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 177 plants annually, on average, during the three-year life of this ICR. This includes 167 non-petroleum plants and 10 petroleum plants each year.

In addition, EPA estimates that 30 profiles of certified plants will be submitted annually. Submission of plant profiles is optional.

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. 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, 120 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**

 EPA has established a tool, the ENERGY STAR Challenge for Industry, which encourages companies to pledge to reduce the energy intensity of their sites by 10 percent within 5 years and track their progress towards this goal using a tracking system (e.g., company in-house tracking systems, Portfolio Manager, ETT). Sites that achieve a 10 percent reduction in energy intensity within 5 years of their baseline have the opportunity to apply for recognition from EPA. The company must register the site’s baseline with EPA using an online form. The site can then complete an online recognition application and may apply to EPA for recognition by printing out a Statement of Energy Improvement (SEI). A Professional Engineer (PE) verifies, signs, and stamps the SEI, which is then sent to EPA. If approved by EPA, the site receives recognition (e.g., a certificate, congratulatory letter to the CEO).

 EPA estimates that 45 sites will register with EPA annually, and 50 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 10 companies will submit a plant profile annually for sites that achieve the Challenge for Industry.

 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 establishing an account, gathering building and energy data, entering the data into Target Finder, and submitting the Statement of Energy Design Intent (SEDI) and Letters of Intent to EPA. EPA also estimates that 25 organizations will collaborate with EPA in developing the optional Design Profiles (case studies). This is reflected in Exhibit 3.

**ENERGY STAR Awards**

EPA estimates that 100 C&I Partners, 15 SPPs, and eight EEPS will apply for an ENERGY STAR Award each year. These assumptions are reflected in Exhibit 3.

**National Building Competition**

 EPA estimates that, on average, 250 commercial building owners and managers will submit a Data Release Report to EPA three times annually to participate in the competition (i.e., 250 x 3 = 750 submittals/yr). EPA expects to contact 30% of these respondents for clarification of their first report submission, and another 10% of respondents for clarification of their mid-point and final submissions, respectively (i.e., 250 x 50% = 125 emails/yr).

 In addition, EPA estimates that 12% of respondents will spend an average of five hours documenting their energy reduction efforts over the course of the competition (i.e., 250 x 12% = 30 respondents). EPA estimates that 15 ENERGY STAR Partners will each be asked to present their energy management experiences during webinars held monthly throughout the competition.

 EPA estimates that 37 winners will be identified each year of the competition and asked to submit a Data Verification Report. Of these, EPA estimates that 75% (28 winners) will contract with an external Licensed Professional (LP) to complete the report and 25% (9 winners) will use an in-house LP to complete it.

 These assumptions are reflected in Exhibit 3.






## 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 194,509 hours and $24,408,276. The bottom-line burden to respondents over three years is estimated to be 583,527 hours and $73,224,828.

**(ii) Agency Tally**

As shown in Table 2, EPA estimates the total annual hour and cost burden to the Agency to be 16,030 hours and $843,954. The bottom-line burden to the Agency over three years is estimated to be 48,090 hours and $2,531,862.


## 6(f) Reasons for Change in Burden

EPA estimates a total annual respondent burden in this ICR, 1772.06, of 194,509 hours. This is an increase of 69,486 hours from the previously approved burden of 125,023 hours in ICR 1772.05.

Table 3 explains this increase. Specifically, the table presents the total annual hours estimated in ICR 1772.05 and ICR 1772.06 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 an 18-hour decrease due to program changes and a 69,504-hour increase due to adjustments resulting from program growth. This resulted in a total increase of 69,486 hours in ICR 1772.06.

The table shows that the vast majority of the increase in ICR 1772.06 resulted from EPA’s adjustments to its analysis of Portfolio Manager and ENERGY STAR Certification. EPA expects a significant increase in the number of participants using Portfolio Manager and ENERGY STAR Certification over the next three years, which has led to the increase in burden hours. This reflects the dramatic increase in the public’s use of these tools and resources over the past three years.

The Agency expects continued strong growth in 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. 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 the previously approved ICR to this one, the estimated number of buildings earning the ENERGY STAR almost doubled, from 4,300 to 8,000. 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 2010, the energy efficiency efforts of commercial buildings helped to avoid 81.2 million metric tons of carbon dioxide equivalent (MMTCO2e) of greenhouse gases and a net $7.1 billion. The efforts of industry helped to prevent another 30.8 MMTCO2 e of greenhouse gases and achieve a net savings of $2.0 billion.[[3]](#footnote-3) 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. By the end of 2011, more than 16,500 commercial buildings and plants earned the ENERGY STAR.


## 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 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 12 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 14 hours for an organization to apply for an ENERGY STAR Award. This includes the time for preparing and submitting the application materials. The burden is estimated to be about 8 hours to apply for the National Building Competition. This includes the time for completing/submitting three data release reports, final verification report, and documentation of efforts, if desired.

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, or in person viewing at the Air and Radiation Docket in the EPA Docket Center (EPA/DC), EPA West Building, Room 3334, 1301 Constitution Avenue, NW, Washington, D.C. The EPA Docket Center Public Reading Room is open from 8:30 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. 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 and OMB Control Number 2060-0347 in any correspondence.

1. For additional information on 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>. [↑](#footnote-ref-1)
2. The application will consist of three components until a Portfolio Manager upgrade in June 2013: a Statement of Energy Performance (SEP), stamped and signed by a Professional Engineer or Registered Architect; a Data Checklist; and Letter of Agreement (LOA). After June 2013, the application will include the same information and data items, but the format will be consolidated and streamlined to consist of the Data Checklist and Letter of Agreement (LOA) only. [↑](#footnote-ref-2)
3. For additional information on 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>. [↑](#footnote-ref-3)