

**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 MMTCO₂e of greenhouse gases and achieve a net savings of \$2.0 billion.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

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.

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

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.

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)	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
9512	Air and Water Resource and Solid Waste Management	92412
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
*	Food Manufacturing	311
*	Beverage and Tobacco Product Manufacturing	312
*	Textile Mills	313
*	Textile Product Mills	314
*	Apparel Manufacturing	315
*	Leather and Allied Product Manufacturing	316
*	Wood Product Manufacturing	321
*	Paper Manufacturing	322
*	Printing and Related Support Activities	323
*	Petroleum and Coal Products Manufacturing	324
*	Chemical Manufacturing	325
*	Plastics and Rubber Products Manufacturing	326
*	Nonmetallic Mineral Product Manufacturing	327
*	Primary Metal Manufacturing	331
*	Fabricated Metal Product Manufacturing	332
*	Machinery Manufacturing	333
*	Computer and Electronic Product Manufacturing	334
*	Electrical Equipment, Appliance, and Component Manufacturing	335
*	Transportation Equipment Manufacturing	336
*	Furniture and Related Product Manufacturing	337
*	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. 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.

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.

(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., $250 \times 3 = 750$ 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., $250 \times 50\% = 125$ 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., $250 \times 12\% = 30$ 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.

Exhibit 1*

Estimated Annual Respondent Burden and Cost
ENERGY STAR Program: Joining the ENERGY STAR Program and Related Activities

Information Collection Activity	Hours and Costs Per Respondent per Activity								Total Hours and Costs		
	Legal	Managerial	Technical	Clerical	Total Hours/ Activity	Labor Costs/ Activity	Capital Startup Costs/ Activity	O&M Costs/ Activity	Number of Activities/ Year	Total Hours/Year	Total Cost/Year
	\$ 148.97	\$ 107.75	\$ 73.92	\$ 37.21							
Commercial and Industrial Sector Partners											
Partnership Letter											
Complete and submit the Partnership Letter online	0.00	0.25	0.25	0.00	0.50	\$45.42	\$0.00	\$0.00	500	250.00	\$22,710.00
Respond to EPA follow -up questions, if any	0.00	0.00	0.25	0.00	0.25	\$18.48	\$0.00	\$0.00	500	125.00	\$9,240.00
Subtotal	0.00	varies	0.25	0.00	varies	varies	\$0.00	\$0.00	varies	375.00	\$31,950.00
Related Activities											
Prepare and follow energy management plan	0.00	0.00	5.00	0.00	5.00	\$369.61	\$0.00	\$0.00	5	25.00	\$1,848.05
Subtotal	0.00	0.00	5.00	0.00	5.00	\$369.61	\$0.00	\$0.00	5	25.00	\$1,848.05
Subtotal (for Commercial and Industrial Sector Partners)	0.00	varies	varies	0.00	varies	varies	\$0.00	\$0.00	varies	400.00	\$33,798.05
Service and Product Providers											
Partnership Agreement											
Complete and submit the Partnership Agreement online	0.00	0.50	0.50	0.00	1.00	\$90.84	\$0.00	\$0.00	150	150.00	\$13,626.00
Complete and submit requested materials for appropriate partnership category	0.00	0.00	0.07	0.00	0.07	\$5.17	\$0.00	\$0.00	150	10.50	\$775.50
Subtotal	0.00	0.50	0.57	0.00	1.07	\$96.01	\$0.00	\$0.00	150	160.50	\$14,401.50
Related Activities											
Update contact information as needed	0.00	0.00	0.16	0.00	0.16	\$11.83	\$0.00	\$0.00	200	32.00	\$2,366.00
Communicate efforts and successes	0.00	0.50	0.50	0.00	1.00	\$90.84	\$0.00	\$0.00	125	125.00	\$11,355.00
Subtotal	0.00	varies	varies	varies	varies	varies	\$0.00	\$0.00	varies	157.00	\$13,721.00
Subtotal (for Service and Product Providers)	varies	varies	varies	varies	varies	varies	\$0.00	\$0.00	varies	317.50	\$28,122.50

Exhibit 1 (continued)*

Estimated Annual Respondent Burden and Cost
ENERGY STAR Program: Joining the ENERGY STAR Program and Related Activities

Information Collection Activity	Hours and Costs Per Respondent per Activity								Total Hours and Costs		
	Legal	Managerial	Technical	Clerical	Total Hours/ Activity	Labor Costs/ Activity	Capital Startup Costs/ Activity	O&M Costs/ Activity	Number of Activities/ Year	Total Hours/Year	Total Cost/Year
	\$ 148.97	\$ 107.75	\$ 73.92	\$ 37.21							
Energy Efficiency Program Sponsors											
Partnership Agreement											
Organizations Submitting Entire Partnership Agreement											
Complete and submit the Partnership Agreement	0.50	0.25	0.75	0.00	1.50	\$156.86	\$0.00	\$0.00	8	12.00	\$1,254.88
Organizations Submitting Updated Commitment Form Only											
Update and submit Commitment Form online	0.00	0.00	0.50	0.00	0.50	\$36.96	\$0.00	\$0.00	12	6.00	\$443.52
Subtotal	varies	varies	varies	varies	varies	varies	\$0.00	\$0.00	20	18.00	\$1,698.40
Related Activities											
Submit a brief plan outlining the key ENERGY STAR promotional activities in the commercial and/or industrial markets	0.00	0.00	1.00	0.00	1.00	\$73.92	\$0.00	\$0.00	8	8.00	\$591.36
Periodically update brief plan	0.00	0.00	0.50	0.00	0.50	\$36.96	\$0.00	\$0.00	66	33.00	\$2,439.36
Update organization and contact information displayed on the Web site and DEEP	0.00	0.00	0.00	0.08	0.08	\$2.98	\$0.00	\$0.00	66	5.28	\$196.68
Provide information to promote ENERGY STAR in the commercial and/or industrial markets	0.00	0.10	2.00	0.15	2.25	\$164.20	\$0.00	\$0.00	66	148.50	\$10,837.20
Subtotal	0.00	varies	varies	varies	varies	varies	\$0.00	\$0.00	varies	194.78	\$14,064.60
Subtotal (for Energy Efficiency Program Sponsors)	0.00	varies	varies	varies	varies	varies	\$0.00	\$0.00	varies	212.78	\$15,763.00
Small Business Network											
Provide requested information	0.00	0.00	0.02	0.00	0.02	\$1.48	\$0.00	\$0.00	1,650	33.00	\$2,442.00
Subtotal (for Small Business Network)	0.00	0.00	0.02	0.00	0.02	\$1.48	\$0.00	\$0.00	1,650	33.00	\$2,442.00
TOTAL	varies	varies	varies	varies	varies	varies	\$0.00	\$0.00	varies	963.28	\$80,125.55

* Exhibit contains rounding.

Exhibit 2*

Estimated Annual Respondent Burden and Cost
ENERGY STAR Program: Benchmarking

Information Collection Activity	Hours and Costs Per Respondent per Activity								Total Hours and Costs		
	Legal	Managerial	Technical	Clerical	Total Hours/Activity	Labor Costs/Activity	Capital Startup Costs/Activity	O&M Costs/Activity	Number of Activities/Year	Total Hours/Year	Total Cost/Year
	\$148.97	\$107.75	\$73.92	\$37.21							
Portfolio Manager											
Set Up of New Accounts											
New Accounts using Manual Entry - Review instructions in Portfolio Manager and set up account	0.00	0.00	0.50	0.00	0.50	\$36.96	\$0.00	\$0.00	9,400	4,700.00	\$347,424.00
New Accounts using Spreadsheet Upload - Review instructions in Portfolio Manager and set up account	0.00	0.00	1.00	0.00	1.00	\$73.92	\$0.00	\$0.00	200	200.00	\$14,784.00
New Providers using Data Exchange - Review instructions and set up account and automated process	0.00	0.00	250.00	0.00	250.00	\$18,480.55	\$0.00	\$0.00	15	3,750.00	\$277,208.25
New Accounts using Data Exchange - Conduct initial customer set-up	0.00	0.00	1.40	0.00	1.40	\$103.49	\$0.00	\$0.00	1,800	2,520.00	\$186,282.00
Subtotal	0.00	0.00	varies	0.00	varies	varies	\$0.00	\$0.00	varies	11,170.00	\$825,698.25
Manual Data Entry (per building)											
Gather facility and energy data	0.00	0.00	1.10	0.00	1.10	\$81.31	\$0.00	\$0.00	40,000	44,000.00	\$3,252,400.00
Enter data into Portfolio Manager	0.00	0.00	0.40	0.00	0.40	\$29.57	\$0.00	\$0.00	40,000	16,000.00	\$1,182,800.00
Subtotal	0.00	0.00	1.50	0.00	1.50	\$110.88	\$0.00	\$0.00	40,000	60,000.00	\$4,435,200.00
Data Entry using Excel Spreadsheet (per building)											
Gather facility and energy data	0.00	0.00	1.00	0.00	1.00	\$73.92	\$0.00	\$0.00	55,000	55,000.00	\$4,065,600.00
Enter data into Portfolio Manager/spreadsheet	0.00	0.00	0.20	0.00	0.20	\$14.78	\$0.00	\$0.00	55,000	11,000.00	\$812,900.00
Subtotal	0.00	0.00	1.20	0.00	1.20	\$88.70	\$0.00	\$0.00	55,000	66,000.00	\$4,878,500.00
Data Entry using Electronic Web Services (per building)											
Gather facility and energy data	0.00	0.00	0.10	0.00	0.10	\$7.39	\$0.00	\$0.00	89,000	8,900.00	\$657,710.00
Submit information to EPA monthly and retrieve/relay scores to customers	0.00	0.00	0.10	0.00	0.10	\$7.39	\$0.00	\$0.00	89,000	8,900.00	\$657,710.00
Subtotal	0.00	0.00	0.20	0.00	0.20	\$14.78	\$0.00	\$0.00	89,000	17,800.00	\$1,315,420.00
Evaluation of Portfolio Manager											
Respond to questions about usability of tool	0.00	0.00	0.25	0.00	0.25	\$18.48	\$0.00	\$0.00	50	12.50	\$924.00
Respond to questions about guidance or training on tool	0.00	0.00	0.17	0.00	0.17	\$12.57	\$0.00	\$0.00	50	8.50	\$628.50
Subtotal	0.00	0.00	varies	0.00	varies	varies	\$0.00	\$0.00	100	21.00	\$1,552.50
Subtotal (for Portfolio Manager)	0.00	0.00	varies	0.00	varies	varies	\$0.00	\$0.00	varies	154,991.00	\$11,456,370.75

Exhibit 2 (continued)*

Estimated Annual Respondent Burden and Cost
ENERGY STAR Program: Benchmarking

	Hours and Costs Per Respondent per Activity								Total Hours and Costs		
	Legal	Managerial	Technical	Clerical	Total Hours/ Activity	Labor Costs/ Activity	Capital Startup Costs/ Activity	O&M Costs/ Activity	Number of Activities/ Year	Total Hours/Year	Total Cost/Year
Information Collection Activity	\$148.97	\$107.75	\$73.92	\$37.21							
ENERGY STAR Energy Performance Indicator and Related Systems											
ENERGY STAR Energy Performance Indicator											
Enter information into the EPI - Non-petroleum plants	0.00	0.00	0.25	0.00	0.25	\$18.48	\$0.00	\$0.00	167	41.75	\$3,086.16
Generate energy-efficiency results - Petroleum plants	0.00	0.00	0.17	0.00	0.17	\$12.57	\$0.00	\$3,210.00	10	1.70	\$32,225.70
ENERGY STAR Challenge for Industry											
Enter data into system - In-house systems	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	47	0.00	\$0.00
Set up and enter data into system - All other systems	0.00	2.00	0.00	0.50	2.50	\$234.10	\$0.00	\$0.00	3	7.50	\$702.30
Subtotal (for ENERGY STAR Energy Performance Indicator and Related Systems)	0.00	varies	varies	varies	varies	varies	\$0.00	varies	varies	50.95	\$36,014.16
Data Collection for Model Development and Beta Testing											
Review instructions of Portfolio Manager or spreadsheet	0.00	0.00	0.50	0.00	0.50	\$36.96	\$0.00	\$0.00	1,000.00	500.00	\$36,960.00
Gather facility and energy data	0.00	0.00	5.00	0.00	5.00	\$369.61	\$0.00	\$0.00	1,000.00	5,000.00	\$369,610.00
Enter data into Portfolio Manager or spreadsheet	0.00	0.00	1.00	0.00	1.00	\$73.92	\$0.00	\$0.00	1,000.00	1,000.00	\$73,920.00
Subtotal (for Information for Model Development and Beta Testing)	0.00	0.00	6.50	0.00	6.50	\$480.49	\$0.00	\$0.00	1,000.00	6,500.00	\$480,490.00
TOTAL	0.00	varies	varies	varies	varies	varies	\$0.00	varies	varies	161,541.95	\$11,972,874.91

*Exhibit contains rounding.

Exhibit 3*

Estimated Annual Respondent Burden and Cost
ENERGY STAR Program: Recognition

Information Collection Activity	Hours and Costs Per Respondent per Activity								Total Hours and Costs		
	Legal	Managerial	Technical	Clerical	Total Hours/Activity	Labor Costs/Activity	Capital Startup Costs/Activity	O&M Costs/Activity	Number of Activities/Year	Total Hours/Year	Total Cost/Year
	\$148.97	\$107.75	\$73.92	\$37.21							
ENERGY STAR Certification											
Buildings											
Contract a Professional Engineer or Registered Architect to conduct a facility inspection, complete application	0.00	0.00	2.00	0.00	2.00	\$147.84	\$0.00	\$1,605.00	6,400	12,800.00	\$11,218,176.00
Engage an internal Professional Engineer or Registered Architect to conduct a facility inspection, complete application	0.00	0.00	5.00	0.00	5.00	\$369.61	\$0.00	\$0.00	1,600	8,000.00	\$591,376.00
Submit the on-line application to EPA and respond to EPA questions if any	0.00	0.00	0.00	1.00	1.00	\$37.21	\$0.00	\$0.00	8,000	8,000.00	\$297,680.00
Prepare and submit Certified Building Profile (optional)	0.00	0.00	0.50	0.00	0.50	\$36.96	\$0.00	\$0.00	800	400.00	\$29,568.00
Provide requested information to EPA during/after on-site verification	0.00	0.00	5.00	0.00	5.00	\$369.61	\$0.00	\$0.00	30	150.00	\$11,088.30
Provide requested information to EPA as part of remote audit	0.00	0.00	0.75	0.00	0.75	\$55.44	\$0.00	\$0.00	120	90.00	\$6,652.80
Respond to EPA questions for the analysis of ENERGY STAR Certified Buildings	0.00	0.00	0.40	0.00	0.40	\$29.57	\$0.00	\$0.00	66	26.40	\$1,951.62
Subtotal (for Buildings)	0.00	0.00	varies	varies	varies	varies	\$0.00	varies	varies	29,466.40	\$12,156,492.72
Plants											
Print out the EPI, Statement of Energy Performance, prepare letter, and submit materials to EPA - Non-petroleum plants	0.00	0.08	0.17	0.17	0.42	\$27.51	\$0.00	\$0.45	167	70.14	\$4,669.32
Submit results and letter to EPA - Petroleum plants	0.00	0.04	0.13	0.08	0.25	\$16.90	\$0.00	\$0.45	10	2.50	\$173.50
Prepare and submit profile of Certified Plants	0.08	0.08	0.34	0.00	0.50	\$45.67	\$0.00	\$0.00	30	15.00	\$1,370.10
Subtotal (for Plants)	varies	varies	varies	varies	varies	varies	\$0.00	varies	varies	87.64	\$6,212.92
Subtotal (for ENERGY STAR Certification)	varies	varies	varies	varies	varies	varies	\$0.00	varies	varies	29,554.04	\$12,162,705.64

Exhibit 3 (continued)*

Estimated Annual Respondent Burden and Cost
ENERGY STAR Program: Recognition

Information Collection Activity	Hours and Costs Per Respondent per Activity								Total Hours and Costs		
	Legal	Managerial	Technical	Clerical	Total Hours/Activity	Labor Costs/Activity	Capital Startup Costs/Activity	O&M Costs/Activity	Number of Activities/Year	Total Hours/Year	Total Cost/Year
	\$148.97	\$107.75	\$73.92	\$37.21							
ENERGY STAR Leaders											
Set up Leaders account in Portfolio Manager	0.00	0.00	0.25	0.00	0.25	\$18.48	\$0.00	\$0.00	120	30.00	\$2,217.60
Apply for recognition by submitting qualification documents and responding to EPA questions	0.00	0.00	1.50	0.00	1.50	\$110.88	\$0.00	\$0.00	120	180.00	\$13,305.60
Subtotal (for ENERGY STAR Leaders)	0.00	0.00	varies	0.00	varies	varies	\$0.00	\$0.00	varies	210.00	\$15,523.20
ENERGY STAR Challenge for Industry											
Prepare and submit registration form	0.00	0.00	0.15	0.00	0.15	\$11.09	\$0.00	\$0.00	45	6.75	\$499.05
Prepare and submit recognition application	0.00	0.00	0.30	0.00	0.30	\$22.18	\$0.00	\$0.00	50	15.00	\$1,109.00
Prepare a profile of Achiever Plants	0.00	0.00	1.00	0.00	1.00	\$73.92	\$0.00	\$0.00	10	10.00	\$739.20
Subtotal (for Plant Performance with ENERGY STAR)	0.00	0.00	varies	0.00	varies	varies	\$0.00	\$0.00	varies	31.75	\$2,347.25
Statement of Energy Design Intent											
Review instructions and establish account	0.00	0.00	0.50	0.00	0.50	\$36.96	\$0.00	\$0.00	53	26.50	\$1,958.88
Gather building and energy data	0.00	0.00	1.50	0.00	1.50	\$110.88	\$0.00	\$0.00	53	79.50	\$5,876.64
Enter data into Target Finder	0.00	0.00	0.25	0.00	0.25	\$18.48	\$0.00	\$0.00	53	13.25	\$979.44
Complete, obtain, and submit SEDI and Letters of Intent to EPA	0.00	0.00	1.00	0.50	1.50	\$92.52	\$0.00	\$0.00	53	79.50	\$4,903.56
Collaborate with EPA on Design Profiles (optional)	0.00	0.00	0.50	0.50	1.00	\$55.56	\$0.00	\$0.00	25	25.00	\$1,389.00
Subtotal (for Statement of Energy Design Intent)	0.00	0.00	varies	varies	varies	varies	\$0.00	\$0.00	varies	223.75	\$15,107.52

Exhibit 3 (continued)*

Estimated Annual Respondent Burden and Cost
ENERGY STAR Program: Recognition

Information Collection Activity	Hours and Costs Per Respondent per Activity								Total Hours and Costs		
	Legal	Managerial	Technical	Clerical	Total Hours/Activity	Labor Costs/Activity	Capital Startup Costs/Activity	O&M Costs/Activity	Number of Activities/Year	Total Hours/Year	Total Cost/Year
	\$148.97	\$107.75	\$73.92	\$37.21							
ENERGY STAR Awards											
Commercial and Industrial Sector Partners											
Review the instructions	0.00	0.50	0.50	0.00	1.00	\$90.84	\$0.00	\$0.00	100	100.00	\$9,084.00
Complete and submit the information online	0.00	3.00	7.00	3.00	13.00	\$952.32	\$0.00	\$0.00	100	1,300.00	\$95,232.00
Subtotal	0.00	3.50	7.50	3.00	14.00	varies	\$0.00	\$0.00	100	1,400.00	\$104,316.00
Service and Product Providers											
Review the instructions	0.00	0.50	0.50	0.00	1.00	\$90.84	\$0.00	\$0.00	15	15.00	\$1,362.60
Complete and submit the information online	0.00	3.00	7.00	3.00	13.00	\$952.32	\$0.00	\$0.00	15	195.00	\$14,284.80
Subtotal	0.00	3.50	7.50	3.00	14.00	varies	\$0.00	\$0.00	15	210.00	\$15,647.40
Energy Efficiency Program Sponsors											
Review the instructions	0.00	0.50	0.50	0.00	1.00	\$90.84	\$0.00	\$0.00	8	8.00	\$726.72
Complete and submit the information online	0.00	2.00	4.00	2.00	8.00	\$585.60	\$0.00	\$0.00	8	64.00	\$4,684.80
Subtotal	0.00	2.50	4.50	2.00	9.00	varies	\$0.00	\$0.00	8	72.00	\$5,411.52
Subtotal (for ENERGY STAR Awards)	0.00	varies	varies	varies	varies	varies	\$0.00	\$0.00	varies	1,682.00	\$125,374.92

Exhibit 3 (continued)*

Estimated Annual Respondent Burden and Cost
ENERGY STAR Program: Recognition

Information Collection Activity	Hours and Costs Per Respondent per Activity								Total Hours and Costs		
	Legal \$148.97	Managerial \$107.75	Technical \$73.92	Clerical \$37.21	Total Hours/ Activity	Labor Costs/ Activity	Capital Startup Costs/ Activity	O&M Costs/ Activity	Number of Activities/ Year	Total Hours/Year	Total Cost/Year
National Building Competition											
Submit on-line Data Release Report at beginning, midpoint and end of competition	0.00	0.00	0.13	0.00	0.13	\$9.61	\$0.00	\$0.00	750	97.50	\$7,207.50
Respond to EPA questions	0.00	0.00	0.08	0.00	0.08	\$5.91	\$0.00	\$0.00	125	10.00	\$738.75
Submit documentation of efforts	0.00	1.00	1.00	3.00	5.00	\$293.29	\$0.00	\$0.00	30	150.00	\$8,798.70
Present during webinars	0.00	0.25	0.00	0.00	0.25	\$26.94	\$0.00	\$0.00	15	3.75	\$404.10
Prepare and submit Verification Report using contracted Licensed Professional	0.00	0.00	1.00	0.00	1.00	\$73.92	\$0.00	\$500.00	28	28.00	\$16,069.76
Prepare and submit Verification Report using in-house personnel	0.00	0.00	1.50	0.00	1.50	\$110.88	\$0.00	\$0.00	9	13.50	\$997.92
Subtotal (for National Building Competition)	0.00	varies	varies	varies	varies	varies	\$0.00	varies	varies	302.75	\$34,216.73
TOTAL	0.00	varies	varies	varies	varies	varies	\$0.00	varies	varies	32,004.29	\$12,355,275.26

*Exhibit contains rounding.

Exhibit 4*

Estimated Annual Agency Burden and Cost
ENERGY STAR Program: Joining the ENERGY STAR Program and Related Activities

	Agency Hours and Costs Per Activity								Total Hours and Costs		
	Legal	Managerial	Technical	Clerical	Total Hours/Activity	Labor Costs/Activity	Capital Startup Costs/Activity	O&M Costs/Activity	Number of Activities/Year	Total Hours/Year	Total Cost/Year
Information Collection Activity	\$76.64	\$7167	\$52.55	\$2110							
Partnership Letter or Agreement/Related Activities											
Partnership Letters, Partnership Agreements and Related Materials											
Review the completed Partnership Letters, Partnership Agreements and related materials	0.00	0.00	0.50	0.00	0.50	\$26.27	\$0.00	\$0.00	670	335.00	\$17,600.90
Follow up with Partners, if needed	0.00	0.00	0.25	0.00	0.25	\$13.14	\$0.00	\$0.00	500	125.00	\$6,570.00
Send emails, passwords, and welcome aboard kits	0.00	0.00	0.08	0.00	0.08	\$4.20	\$0.00	\$0.45	670	53.60	\$3,115.50
Update and maintain the ENERGY STAR Web site	0.00	0.00	30.00	0.00	30.00	\$1,576.38	\$0.00	\$0.00	1	0.00	\$1,576.38
Subtotal	0.00	varies	varies	varies	varies	varies	\$0.00	varies	varies	513.60	\$28,862.78
SPP Related Activities											
Request updated contact information annually	0.00	0.00	0.50	0.00	0.50	\$26.27	\$0.00	\$0.00	1	0.50	\$26.27
Receive and enter updated contact information into database	0.00	0.00	0.00	0.08	0.08	\$1.69	\$0.00	\$0.00	200	16.00	\$338.00
Receive and process efforts and successes	0.00	0.00	0.17	0.00	0.17	\$8.93	\$0.00	\$0.00	125	21.25	\$1,116.25
Receive and process other requested materials	0.00	0.00	0.00	0.20	0.20	\$4.22	\$0.00	\$0.00	150	30.00	\$633.00
Subtotal	0.00	varies	varies	varies	varies	varies	\$0.00	\$0.00	varies	67.75	\$2,113.52
EEPS Related Activities											
Receive, review and file updates of brief plans from EEPS	0.00	0.00	0.25	0.00	0.25	\$13.14	\$0.00	\$0.00	66	16.50	\$867.24
Receive annual updates from EEPS and update the Directory of Energy Efficiency Programs	0.00	0.00	0.00	0.08	0.08	\$1.69	\$0.00	\$0.00	66	5.28	\$111.54
Subtotal	0.00	0.00	varies	varies	varies	varies	\$0.00	\$0.00	varies	21.78	\$978.78
Subtotal (for Partnership Letter or Agreement/Related Activities)	0.00	varies	varies	varies	varies	varies	\$0.00	varies	varies	603.13	\$31,955.08

Exhibit 4 (continued)*

Estimated Annual Agency Burden and Cost
 ENERGY STAR Program: Joining the ENERGY STAR Program and Related Activities

	Agency Hours and Costs Per Activity								Total Hours and Costs		
	Legal	Managerial	Technical	Clerical	Total Hours/Activity	Labor Costs/Activity	Capital Startup Costs/Activity	O&M Costs/Activity	Number of Activities/Year	Total Hours/Year	Total Cost/Year
Information Collection Activity	\$76.64	\$7167	\$52.55	\$2110							
Small Business Network											
Provide monthly email updates and conduct related activities	0.00	0.00	1.00	0.00	1.00	\$52.55	\$0.00	\$0.00	1	1.00	\$52.55
Subtotal (for Small Business Network)	0.00	0.00	1.00	0.00	1.00	\$52.55	\$0.00	\$0.00	1	1.00	\$52.55
TOTAL	varies	varies	varies	varies	varies	varies	\$0.00	varies	varies	604.13	\$32,007.63

*Exhibit contains rounding.

Exhibit 5*

Estimated Annual Agency Burden and Cost
ENERGY STAR Program: Benchmarking

	Agency Hours and Costs Per Activity								Total Hours and Costs		
	Legal	Managerial	Technical	Clerical	Total Hours/Activity	Labor Costs/Activity	Capital Startup Costs/Activity	O&M Costs/Activity	Number of Activities/Year	Total Hours/Year	Total Cost/Year
Information Collection Activity	\$76.64	\$7167	\$52.55	\$21.10							
Portfolio Manager											
Maintenance and Use of Portfolio Manager											
Upgrade to enhance functionality	0.00	200.00	850.00	200.00	1,250.00	\$63,217.62	\$0.00	\$0.00	1	1,250.00	\$63,217.62
Maintain secure database infrastructure	0.00	0.00	500.00	0.00	500.00	\$26,273.08	\$0.00	\$0.00	1	500.00	\$26,273.08
Perform system maintenance	0.00	0.00	600.00	0.00	600.00	\$31,527.69	\$0.00	\$0.00	1	600.00	\$31,527.69
Collect data submitted through Excel spreadsheet and enter data into Portfolio Manager	0.00	0.00	0.08	0.00	0.08	\$4.20	\$0.00	\$0.00	55,000	4,400.00	\$231,000.00
Subtotal	0.00	varies	varies	varies	varies	varies	\$0.00	\$0.00	varies	6,750.00	\$352,018.39
Evaluation of Portfolio Manager											
Solicit feedback from respondents	0.00	0.00	150.00	0.00	150.00	\$7,881.92	\$0.00	\$0.00	1	150.00	\$7,881.92
Review answers to questions	0.00	0.00	3.00	0.00	3.00	\$157.64	\$0.00	\$0.00	100	300.00	\$15,764.00
Design and develop software changes	0.00	0.00	1,250.00	0.00	1,250.00	\$65,682.69	\$0.00	\$0.00	1	1,250.00	\$65,682.69
Subtotal	0.00	0.00	varies	0.00	varies	varies	\$0.00	\$0.00	varies	1,700.00	\$89,328.61
Subtotal (for Portfolio Manager)	0.00	varies	varies	varies	varies	varies	\$0.00	varies	varies	8,450.00	\$441,347.00
ENERGY STAR Energy Performance Indicator and Related Systems											
Enhance functionality of and maintain the EPI and other tools and information on the Web site	0.00	0.00	24.00	0.00	24.00	\$1,261.11	\$0.00	\$0.00	1	24.00	\$1,261.11
Subtotal (for ENERGY STAR Energy Performance Indicator and Related Systems)	0.00	0.00	24.00	0.00	24.00	\$1,261.11	\$0.00	\$0.00	1	24.00	\$1,261.11
Data Collection for Model Development and Beta Testing											
Conduct the data collections	0.00	2.00	24.00	2.00	12.50	\$1,446.64	\$0.00	\$0.00	3	37.50	\$4,339.92
Subtotal (for Data Collection for Model Development and Beta Testing)	0.00	2.00	24.00	2.00	12.50	\$1,446.64	\$0.00	\$0.00	3	37.50	\$4,339.92
TOTAL	0.00	varies	varies	varies	varies	varies	\$0.00	\$0.00	varies	8,511.50	\$446,948.03

*Exhibit contains rounding.

Exhibit 6*

Estimated Annual Agency Burden and Cost
ENERGY STAR Program: Recognition

	Agency Hours and Costs Per Activity								Total Hours and Costs		
	Legal	Managerial	Technical	Clerical	Total Hours/Activity	Labor Costs/Activity	Capital Startup Costs/Activity	O&M Costs/Activity	Number of Activities/Year	Total Hours/Year	Total Cost/Year
Information Collection Activity	\$76.64	\$7167	\$52.55	\$2110							
ENERGY STAR Certification											
Buildings											
Review of Applications											
Review applications and follow up with organizations if questions	0.00	0.10	0.25	0.25	0.60	\$25.58	\$0.00	\$0.00	8,000	4,800.00	\$204,640.00
Send a letter of denial/acceptance (and certificate and decal if accepted)	0.00	0.00	0.00	0.50	0.50	\$10.55	\$0.00	\$0.45	8,000	0.50	\$88,000.00
Profiles of Certified Buildings											
Receive, process and post profiles of Certified Buildings	0.00	0.00	0.17	0.00	0.17	\$8.93	\$0.00	\$0.00	800	136.00	\$7,144.00
On-Site Verifications											
Collect information from ENERGY STAR Certified Buildings in performing periodic quality control audits	0.00	0.00	4.00	0.00	4.00	\$210.18	\$0.00	\$0.00	150	600.00	\$31,527.00
Evaluation of ENERGY STAR Certified Buildings											
Solicit feedback from respondents	0.00	0.00	0.40	0.00	0.40	\$21.02	\$0.00	\$5.00	66	26.40	\$1,717.32
Review answers to questions	0.00	0.00	0.25	0.00	0.25	\$13.14	\$0.00	\$0.00	66	16.50	\$867.24
Take follow-up action	0.00	0.00	0.25	0.00	0.25	\$13.14	\$0.00	\$0.00	66	16.50	\$867.24
Subtotal (for Buildings)	0.00	varies	varies	varies	varies	varies	\$0.00	varies	varies	5,595.90	\$334,762.80

Exhibit 6*

Estimated Annual Agency Burden and Cost
ENERGY STAR Program: Recognition

	Agency Hours and Costs Per Activity								Total Hours and Costs		
	Legal	Managerial	Technical	Clerical	Total Hours/Activity	Labor Costs/Activity	Capital Startup Costs/Activity	O&M Costs/Activity	Number of Activities/Year	Total Hours/Year	Total Cost/Year
Information Collection Activity	\$76.64	\$7167	\$52.55	\$2110							
ENERGY STAR Certification											
Plants											
Review and evaluate the EPI, Statement of Energy Performance and letter	0.00	0.00	0.67	0.00	0.67	\$35.21	\$0.00	\$0.00	177	118.59	\$6,232.17
Give permission to display the ENERGY STAR certification logo	0.00	0.00	0.17	0.00	0.17	\$8.93	\$0.00	\$0.45	177	30.09	\$1,660.26
Review and post profiles of certified plants on the Web site	0.00	0.00	0.17	0.00	0.17	\$8.93	\$0.00	\$0.00	30	5.10	\$267.90
Subtotal (for Plants)	0.00	0.00	varies	varies	varies	varies	\$0.00	varies	varies	153.78	\$8,160.33
Subtotal (for ENERGY STAR Certification)	0.00	varies	varies	varies	varies	varies	\$0.00	varies	varies	5,749.68	\$342,923.13
ENERGY STAR Leaders											
Review Leaders submittals	0.00	0.00	0.25	0.00	0.25	\$13.14	\$0.00	\$0.00	120	30.00	\$1,576.80
Perform data review on buildings submitted in Portfolio Manager	0.00	0.00	0.25	0.00	0.25	\$13.14	\$0.00	\$0.00	120	30.00	\$1,576.80
Send a letter and, if approved, certificate	0.00	0.00	0.30	0.00	0.30	\$15.76	\$0.00	\$0.45	120	36.00	\$1,945.20
Subtotal (for ENERGY STAR Leaders)	0.00	0.00	0.80	0.00	0.80	\$42.04	\$0.00	\$0.45	120	96.00	\$5,098.80
ENERGY STAR Challenge for Industry											
Review applications and provide recognition	0.00	0.00	0.67	0.00	0.67	\$35.21	\$0.00	\$0.00	95	63.65	\$3,344.95
Receive and post profiles of plants that achieve the Challenge for Industry on the website	0.00	0.00	0.17	0.00	0.17	\$8.93	\$0.00	\$0.00	10	1.70	\$89.30
Subtotal (for ENERGY STAR Challenge for Industry)	0.00	0.00	varies	varies	varies	varies	\$0.00	\$0.00	varies	65.35	\$3,434.25
Statement of Energy Design Intent											
Review the Statement of Energy Design Intent and Letters of Intent	0.00	0.00	0.17	0.00	0.17	\$8.93	\$0.00	\$0.00	53	9.01	\$473.29
Collaborate with organizations to develop Design Profiles (optional)	0.00	0.00	1.00	0.00	1.00	\$52.55	\$0.00	\$0.00	25	25.00	\$1,313.75
Update the ENERGY STAR Web site to reflect the information collected	0.00	0.00	0.17	0.00	0.17	\$8.93	\$0.00	\$0.00	25	4.25	\$223.25
Subtotal (for Statement of Energy Design Intent)	0.00	0.00	varies	0.00	varies	varies	\$0.00	\$0.00	varies	38.26	\$2,010.29

Exhibit 6 (continued)*

Estimated Annual Agency Burden and Cost
ENERGY STAR Program: Recognition

	Agency Hours and Costs Per Activity								Total Hours and Costs		
	Legal	Managerial	Technical	Clerical	Total Hours/Activity	Labor Costs/Activity	Capital Startup Costs/Activity	O&M Costs/Activity	Number of Activities/Year	Total Hours/Year	Total Cost/Year
Information Collection Activity	\$76.64	\$7167	\$52.55	\$2110							
ENERGY STAR Awards											
Commercial and Industrial Sector Partners											
Develop the awards criteria	0.00	1.00	4.00	1.00	6.00	\$302.95	\$0.00	\$0.00	1	6.00	\$302.95
Receive and review the information submitted	0.00	2.00	3.00	1.00	6.00	\$322.07	\$0.00	\$0.00	100	600.00	\$32,207.00
Take follow-up action (e.g., send letter of award or loss)	0.00	0.08	0.00	0.08	0.16	\$7.42	\$0.00	\$0.45	100	16.00	\$787.00
Subtotal	0.00	varies	varies	varies	varies	varies	\$0.00	varies	varies	622.00	\$33,296.95
Service and Product Providers											
Develop the awards criteria	0.00	1.00	4.00	1.00	6.00	\$302.95	\$0.00	\$0.00	1	6.00	\$302.95
Receive and review the information submitted	0.00	2.00	3.00	1.00	6.00	\$322.07	\$0.00	\$0.00	15	90.00	\$4,831.05
Take follow-up action (e.g., send letter of award or loss)	0.00	0.08	0.00	0.08	0.16	\$7.42	\$0.00	\$0.45	15	2.40	\$118.05
Subtotal	0.00	varies	varies	varies	varies	varies	\$0.00	varies	varies	98.40	\$5,252.05
Energy Efficiency Program Sponsors											
Develop the awards criteria	0.00	0.50	2.50	0.50	3.50	\$177.75	\$0.00	\$0.00	1	3.50	\$177.75
Receive and review the information submitted	0.00	1.00	2.00	1.00	4.00	\$197.86	\$0.00	\$0.00	8	32.00	\$1,582.88
Take follow-up action (e.g., send letter of award or loss)	0.00	0.08	0.00	0.08	0.16	\$7.42	\$0.00	\$0.45	8	1.28	\$62.96
Subtotal	0.00	varies	varies	varies	varies	varies	\$0.00	varies	varies	36.78	\$1,823.59
Subtotal (for ENERGY STAR Awards)	0.00	varies	varies	varies	varies	varies	\$0.00	varies	varies	757.18	\$40,372.59

Exhibit 6 (continued)*

Estimated Annual Agency Burden and Cost
ENERGY STAR Program: Recognition

	Agency Hours and Costs Per Activity								Total Hours and Costs		
	Legal	Managerial	Technical	Clerical	Total Hours/Activity	Labor Costs/Activity	Capital Startup Costs/Activity	O&M Costs/Activity	Number of Activities/Year	Total Hours/Year	Total Cost/Year
Information Collection Activity	\$76.64	\$7167	\$52.55	\$2110							
National Building Competition											
Review submittals at beginning, midpoint and end of competition	0.00	0.00	0.25	0.00	0.25	\$13.14	\$0.00	\$0.00	750	187.50	\$9,855.00
Ask questions of participants	0.00	0.00	0.08	0.00	0.08	\$4.20	\$0.00	\$0.00	125	10.00	\$525.00
Receive and process documentation of efforts	0.00	0.00	0.08	0.08	0.16	\$5.89	\$0.00	\$0.00	30	4.80	\$176.70
Receive and process Verification reports	0.00	0.00	0.08	0.08	0.16	\$5.89	\$0.00	\$0.00	37	5.92	\$217.93
Subtotal (for National Building Competition)	0.00	varies	varies	varies	varies	varies	\$0.00	\$0.00	varies	208.22	\$10,774.63
TOTAL	0.00	varies	varies	varies	varies	varies	\$0.00	varies	varies	6,914.69	\$364,998.28

* Exhibit contains rounding.

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.

**TABLE 1
TOTAL ESTIMATED ANNUAL RESPONDENT BURDEN AND COST SUMMARY***

Information Collections	Total Hours Per Year	Total Labor Cost Per Year	Total Annual Capital Costs	Total Annual O&M Costs	Total Cost Per Year
Joining the ENERGY STAR Program and Related Activities	963	\$80,126	\$0	\$0	\$80,126
Benchmarking	161,542	\$11,940,775	\$0	\$32,100	\$11,972,875
Recognition	32,004	\$2,069,196	\$0	\$10,286,080	\$12,355,275
TOTAL	194,509	\$14,090,096	\$0	\$10,318,180	\$24,408,276

*Table contains rounding.

(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.

**TABLE 2
TOTAL ESTIMATED ANNUAL AGENCY BURDEN AND COST SUMMARY***

Information Collections	Total Hours Per Year	Total Labor Cost Per Year	Total Annual Capital Costs	Total Annual O&M Costs	Total Cost Per Year
Joining the ENERGY STAR Program and Related Activities	604	\$31,706	\$0	\$302	\$32,008
Benchmarking	8,512	\$446,948	\$0	\$0	\$446,948
Recognition	6,915	\$360,879	\$0	\$4,119	\$364,998
TOTAL	16,030	\$839,533	\$0	\$4,421	\$843,954

*Table includes rounding.

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 MMTCO₂e of greenhouse gases and achieve a net savings of \$2.0 billion.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.

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.

**TABLE 3
COMPARISON OF TOTAL ANNUAL HOURS UNDER ICR 1772.05 AND ICR 1772.06 ¹**

(1) Information Collections ²	(2) Annual Hour Burden in ICR 1772.05	(3) Annual Hour Burden in ICR 1772.06	(4) Difference in Hour Burden Between ICR 1772.05 and 1772.06			(5) Description of Program Change and/or Adjustment
			Program Change	Adjustment	Total	
Joining the ENERGY STAR Program and Related Activities						
Commercial and Industrial Sector Partners	475.00	400.00	0.00	(75.00)	(75.00)	EPA adjusted the number of respondents per activity based on improved and updated data and analysis. The burden estimates in ICR 1772.06 reflect EPA's program experience gained over the past three years.
Service and Product Providers	230.50	317.50	0.00	87.00	87.00	EPA adjusted the number of respondents and activities based on improved and updated data and analysis. The burden estimates in ICR 1772.06 reflect EPA's program experience gained over the past three years.
Energy Efficiency Program Sponsors	217.29	212.78	0.00	(4.51)	(4.51)	EPA adjusted the number of respondents per activity based on improved and updated data and analysis. The burden estimates in ICR 1772.06 reflect EPA's program experience gained over the past three years.
Small Business Network ³	54.00	33.00	0.00	(21.00)	(21.00)	EPA adjusted the number of respondents per activity based on improved and updated data and analysis. The burden estimates in ICR 1772.06 reflect EPA's program experience gained over the past three years.
ENERGY STAR Challenge	37.00	0.00	(37.00)	0.00	(37.00)	The ENERGY STAR Challenge has been terminated and removed from this ICR.

TABLE 3 (continued)
COMPARISON OF TOTAL ANNUAL HOURS UNDER ICR 1772.05 AND ICR 1772.06 ¹

(1) Information Collections ²	(2) Annual Hour Burden in ICR 1772.05	(3) Annual Hour Burden in ICR 1772.06	(4) Difference in Hour Burden Between ICR 1772.05 and 1772.06			(5) Description of Program Change and/or Adjustment
			Program Change	Adjustment	Total	
Benchmarking						
Portfolio Manager	96,416.75	154,991.00	0.00	58,574.25	58,574.25	The burden estimates in ICR 1772.06 reflect EPA's adjustments due to program growth. EPA has seen a significant increase in the number of participants using Portfolio Manager over the past three years and expects continued strong growth for the future. The burden estimates also reflect a shift away from manual benchmarking to more streamlined automated methods.
ENERGY STAR Energy Performance Indicator and Related Systems	108.75	50.95	0.00	(57.80)	(57.80)	EPA adjusted the number of respondents per activity based on improved and updated data and analysis. The burden estimates in ICR 1772.06 reflect EPA's program experience gained over the past three years.
Data Collection for Model Development and Beta Testing	3,900.00	6,500.00	0.00	2,600.00	2,600.00	EPA adjusted the number of respondents based on improved and updated data and analysis. The burden estimates in ICR 1772.06 reflect EPA's program experience gained over the past three years.

TABLE 3 (continued)
COMPARISON OF TOTAL ANNUAL HOURS UNDER ICR 1772.05 AND ICR 1772.06 ¹

(1) Information Collections ²	(2) Annual Hour Burden in ICR 1772.05	(3) Annual Hour Burden in ICR 1772.06	(4) Difference in Hour Burden Between ICR 1772.05 and 1772.06			(5) Description of Program Change and/or Adjustment
			Program Change	Adjustment	Total	
Recognition						
ENERGY STAR Certification ⁴	22,577.81	29,554.04	90.00	6,886.23	6,976.23	The burden estimates in ICR 1772.06 reflect EPA's adjustments due to program growth. EPA has seen a significant increase in the number of participants applying for ENERGY STAR certification over the past three years and expects continued growth for the future. EPA also intends to collect information as part of remote audits, which are new activities.
ENERGY STAR Leaders	145.20	210.00	0.00	64.80	64.80	EPA adjusted the number of respondents and hours based on improved and updated data and analysis. The burden estimates in ICR 1772.06 reflect EPA's program experience gained over the past three years.
ENERGY STAR Challenge for Industry and Related Activities	14.95	31.75	18.45	(1.65)	16.80	EPA adjusted the number of respondents and hours based on improved and updated data and analysis. The burden estimates in ICR 1772.06 reflect EPA's program experience gained over the past three years. EPA also revised the program and introduced new forms.
Statement of Energy Design Intent	209.75	223.75	0.00	14.00	14.00	EPA adjusted the number of respondents per activity based on improved and updated data and analysis. The burden estimates in ICR 1772.06 reflect EPA's program experience gained over the past three years.
ENERGY STAR Awards	636.00	1,682.00	(392.00)	1,438.00	1,046.00	EPA adjusted the number of respondents and hours per activity based on improved and updated data and analysis. The burden estimates in ICR 1772.06 reflect EPA's program experience gained over the past three years. EPA also streamlined the information requested in the applications.
National Building Competition ⁵	NA	302.75	302.75	0.00	302.75	EPA is creating a new program to encourage building owners, managers and tenants to improve their energy efficiency. This is reflected in ICR 1772.06.
Total (rounded)	125,023.00	194,509.00	(18.00)	69,504.00	69,486.00	

¹ Table includes minor rounding. Decreases in burden shown in parentheses.

² The information collections in this column reflect the collections included in ICR 1772.05, except as otherwise noted.

³ In ICR 1772.05, this collection was called "Small Business and Congregations Network."

⁴ In ICR 1772.05, this collection was called "ENERGY STAR Labeling."

⁵ This is a new activity in ICR 1772.06.

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.