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| --- | --- | --- | --- | --- | --- |
| **Summary of Annual Burden Hours for Facilities for SEP Collection** | | | | | |
| 200 participants are registering annually (will fill out SEP Enrollment form) | | | | | |
| 100 participants are certified annually (will fill out SEP Application)  75 participants annually will fill out SEP Voluntary Cost/Benefit Forms | | | | | |
| **Description** | **Number of responses per year** | **Number of people to complete each response** | **Hours per person response** | **Total hours per year per response** | **Total hours per year for all responses** |
| **SEP Enrollment Form** |  |  |  |  |  |
| Non-recurring initial submission (once every three years for any given facility). See attached form. | 200 | 1 | 0.5 | 0.5 | 100 |
| **SEP Application Form** |  |  |  |  |  |
| Non-recurring submission prior to certification (once every three years for any given facility). See attached form. | 100 | 1 | 1 | 1 | 100 |
| **SEP Voluntary Cost Benefit Forms 1, 2, or 3 AND 4** |  |  |  |  |  |
| Non-recurring submission post certification. SEP certification is not contingent upon completion. See attached form. | 75 | 1 | 4 | 4 | 300 |
| **Total annual burden hours for all facilities =** | | | | | **500** |
| **Total number of responses annually from all facilities =** | | | | | **375** |
| **Reports filed per facility =** | | | | | **1 at registration**  **1 at certification**  **1 voluntary after certification** |
| **Average burden hours per response =** | | | | | **1 hr 20 min (500 annual burden hrs / 375 responses)** |
| **Average annual burden hours per facility (total burden to fill out all three forms averaged over three year certification cycle) =** | | | | | **1 hr 50 min per year per facility (5.5 hours over 3 years)** |

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| **Summary of Annual Burden Hours for Verification Body for SEP Collection** | | | | | |
| 100 participants are certified annually (will fill out SEP Energy Performance Improvement Report) | | | | | |
| **Description** | **Number of responses per year** | **Number of people to complete each response** | **Hours per person per response** | **Total hours per year per response** | **Total hours per year for all responses** |
| **SEP Energy Performance Improvement Report** |  |  |  |  |  |
| Non-recurring submission after facility receives certification (once every three years for any given facility). See attached form. | 100 | 2 | 0.75 | 1.5 | 150 |
| **Total annual burden hours for all Verification Bodies = 150 hrs** | | | | | |
| **Total number of responses annually from all Verification Bodies = 100** | | | | | |
| **Responses filed by Verification Body per facility = 1** | | | | | |
| **Average burden hours per response =1.5 hr** | | | | | |
| **Average annual burden hours per Verification Body per facility (total burden to fill out form averaged over three year certification cycle) =** | | | | | **0.5 hrs per year per facility (1.5 hours over 3 years)** |  |

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| **Summary of Annual Burden Hours for SEP Information Collection for facilities and verification bodies** | | | | |
|  |  |  | **Total burden hours =** | **650** |
|  |  |  | **Total number of responses =** | **475** |
|  |  |  | **Total Cost =** | **$31,295** |