

**Supporting Statement Attachment: OMB Control Number – 1910 NEW  
Information Collection Burden Hour Reporting Summary**

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

**Supporting Statement Attachment: OMB Control Number – 1910 NEW  
Information Collection Burden Hour Reporting Summary**

<b>Summary of Annual Burden Hours for Verification Body for SEP Collection</b>					
100 participants are certified annually (will fill out SEP Energy Performance Improvement Report)					
<b>Description</b>	<b>Number of responses per year</b>	<b>Number of people to complete each response</b>	<b>Hours per person per response</b>	<b>Total hours per year per response</b>	<b>Total hours per year for all responses</b>
<b>SEP Energy Performance Improvement Report</b>					
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
<b>Total annual burden hours for all Verification Bodies = 150 hrs</b>					
<b>Total number of responses annually from all Verification Bodies = 100</b>					
<b>Responses filed by Verification Body per facility = 1</b>					
<b>Average burden hours per response =1.5 hr</b>					
Average annual burden hours per Verification Body per facility (total burden to fill out form averaged over three year certification cycle) =					<b>0.5 hrs per year per facility (1.5 hours over 3 years)</b>

<b>Summary of Annual Burden Hours for SEP Information Collection for facilities and verification bodies</b>	
<b>Total burden hours =</b>	<b>650</b>
<b>Total number of responses =</b>	<b>475</b>
<b>Total Cost =</b>	<b>\$31,295</b>