

April 17, 2017

**SUPPORTING STATEMENT
Cooperative Agricultural Pest Survey
OMB No. 0579-0010**

NOTE: This information collection includes four common forms and the burden will be accounted for with Requests for Common Forms (RCFs). The burden for these common forms is not included in the burden totals for this information collection.

JUSTIFICATION

1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection.

The United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), is responsible for preventing exotic plant pests and noxious weeds from entering the United States; preventing the spread of pests not widely distributed in the United States; and eradicating those imported exotic pests when eradication is feasible. The Plant Protection Act authorizes the Department to carry out this mission.

Under the Plant Protection Act (7 U.S.C. 7701 – et seq.), the Secretary of Agriculture, either independently or in cooperation with the States, is authorized to carry out operations or measures to detect, eradicate, suppress, control, prevent, or retard the spread of plant pests or noxious weeds.

Plant Protection and Quarantine (PPQ), along with the States and other agencies, collects and manages data on plant pests, weeds, and biological control agents through the Cooperative Agricultural Pest Survey (CAPS) program.

This program allows the States and PPQ to conduct surveillance activities to detect and measure the presence of exotic plant pests and weeds, and to input surveillance data into a national computer-based system known as the National Agricultural Pest Information System (NAPIS). This allows APHIS to obtain a more comprehensive picture of pest conditions in the United States.

APHIS is asking OMB to approve, for 3 additional years, the use of these information collection activities associated with its efforts to prevent the spread of plant pests and diseases into the continental United States.

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

APHIS uses the following information activities to detect and measure the presence of exotic plant pests and weeds to input surveillance data into a national uniform system.

Cooperative Agricultural Pest Survey (State) - During the course of their surveillance activities, State Cooperators gather a significant amount of information concerning insect pests, noxious weeds, and plant diseases. This information may be stored by each State's uniform system, but it is also sent electronically by each State to one central location at Purdue University in West Lafayette, Indiana. Every State has access to this national uniform system of pest surveillance information. This information is not only collected when an adverse event occurs. But it is also collected on a regular basis as a means of preventing the occurrence of adverse events. Surveillance activities are conducted visually, with the aid of insect traps and other methods that are appropriate to a specific situation. Screen shots of NAPIS are provided.

Specimens for Determination (PPQ 391) (State) - This form accompanies the pest specimen to the identifier when further identification is needed. It contains important information such as the location and date the pest was acquired, the circumstances under which the acquisition occurred, and the name and address of the individual who made the acquisition.

Cooperative Agreement (State) - This is an agreement between PPQ and the State in which the State agrees to participate in surveillance activities, and to carry out these activities according to mutually agreed upon procedures. USDA does not provide a form for this, but the burden is accounted for in this ICR.

The following forms listed below are common forms that are included for reference in this information collection. The burden will be accounted for with Requests for Common Forms (RCFs). However, burden hours for these common forms are not included in this information collection.

SF Form 424 – Application for Federal Assistance (State) (form cleared under 4040-0004) - This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification for States which have established a review and comment procedure in response to Executive Order 12372; have selected the program to be included in their process, and have been given an opportunity to review the applicant's submission.

SF Form 424A - Budget Information (State) (form cleared under 0348-0044) - This form is designed so that an application can be made for funds from one or more grant programs. For some programs, grantor agencies may require budgets to be

separately shown by functions or activity. For other programs, grantor agencies may require a breakdown by function or activity.

SF Form 424B – Assurances – Non-Construction Program (State) (form cleared under 4040-0007) - This form is an application to award an agency funds for Federal assistance for a project, and ensures that proper planning, management, and completion of the project will be made as described in the application.

SF Form LLL – Disclosure of Lobbying Activities (State) (form cleared under 4040-0013) - The filing of this form is required for each payment or agreement to any lobbying entity for influencing or attempting to influence an officer or employee of Congress, or any employee who is a member of Congress in connection with a covered Federal action. _

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

Cooperative Agreements require original signatures and are not automated or electronic.

The PPQ Form 391 (Specimens for Determination) must physically accompany the plant pest or pathogen being sent for identification. This form is downloadable and fillable at http://www.aphis.usda.gov/library/forms/pdf/PPQ_Form_391.pdf.

Collection of data, prior to entry into NAPIS, may be done using Global Positioning Systems in addition to Personal Digital Assistants and by using special software for easy entry of pest information. Some units will be able to directly upload this information into NAPIS at napis@ceris.purdue.edu and screen shots have been provided.

4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purpose described in item 2 above.

The information APHIS collects is exclusive to its mission of protecting the United States against the incursion and spread of harmful plant pests or noxious weeds, and is not available from any other source. Surveillance data collected in collaboration with the Forest Service is done with entry of their data into the NAPIS system. Collaboration with the NPDN was developed so that data and other information could be shared using the NAPIS system.

5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.

APHIS has no small entities involved with this information collection.

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

This information collection activity is critical to APHIS' mission of preventing destructive plant pests and noxious weeds from entering and spreading within the United States. Exotic plant pests are capable of causing millions of dollars in damage to United States agriculture.

If this information was not collected, it would impact APHIS' ability to timely assist farmers, State personnel, and others involved in agriculture and protection of the environment, in order to plan pest control measures, detect new outbreaks, and to determine the threat posed by migratory pests. It would also impact APHIS' ability to anticipate, detect, and respond to new exotic pest incursions. With early detection, control and eradication measures will cost much less.

7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with the general information collection guidelines in 5 CFR 1320.5.

- **requiring respondents to submit more than an original and two copies of any document;**
- **requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years;**
- **in connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;**
- **requiring the use of a statistical data classification that has not been reviewed and approved by OMB;**
- **that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or**
- **requiring respondents to submit proprietary trade secret, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.**

No special circumstances exist that would require this collection to be conducted in a manner inconsistent with the general information collection guidelines in 5 CFR 1320.5.

8. Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting form, and on the data elements to be recorded, disclosed, or reported. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, soliciting comments on the information collection prior to submission to OMB.

APHIS has held recent productive consultations with the following individuals concerning the CAPS program:

Chris Rallis, State Survey Coordinator
Division of Plant Industry
New Hampshire Dept. of Agriculture, Markets & Food
25 Capitol Street, Second Floor,
Concord, NH 03301
email: chris.rallis@agr.nh.gov
Phone: 603-271-2561

Tammy Zimmerman, Focus Area Administrator
Plant Health, Nebraska Department of Agriculture
301 Centennial Mall South
P.O. Box 94947
Lincoln, NE 68509-4947
Phone: 402-471-2341

Dr. Subba Reddy Palli
University of Kentucky School of Agriculture
Department Chair & State Entomologist
S-225 Agricultural Science Center North
Lexington, KY 40546-0091
Phone: 859-257-7450
entchair@uky.edu

On Wednesday, January 18, 2017, page 5530, APHIS published in the Federal Register, a 60-day notice seeking public comments on its plans to request a 3-year renewal of this collection of information. No comments from the public were received.

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

This information collection activity involves no payments or gifts to respondents.

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

The confidentiality of information is protected under 5 U.S.C. 552a and 7 U.S.C 8791.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and others that are considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

This information collection activity asks no questions of a personal or sensitive nature.

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

. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens in Item 13 of OMB Form 83-I.

See APHIS Form 71 for burden estimates.

. Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories.

The total annualized cost to respondents is \$141,026.31. This was computed by multiplying the average hourly wage (\$39.47) by the total number of burden hours (3,573) needed to complete the work. See APHIS Form 71 for hour burden estimates.

\$39.47 estimated hourly wage X 3,573 burden hours = \$141,026.31 estimated cost

The estimated hourly rate of \$36.59 is derived from the most current U.S. Department of Labor, Bureau of Labor Statistics Report - Occupational Employment and Wages in the - United States at <https://www.bls.gov/oes/current/999001.htm#00-0000>. An average of Statisticians (\$39.70), Computer Systems Analysts (\$37.22), and Surveyors (\$33.48) totaled \$36.59.

13. Provide estimates of the total annual cost burden to respondents or recordkeepers resulting from the collection of information, (do not include the cost of any hour burden shown in items 12 and 14). The cost estimates should be split into two components; (a) a total capital and start-up cost component annualized

over its expected useful life; and (b) a total operation and maintenance and purchase of services component.

There is zero annual cost burden associated with capital and start-up costs, maintenance costs, and purchase of services in connection with this program.

14. Provide estimates of annualized cost to the Federal government. Provide a description of the method used to estimate cost of any other expense that would not have been incurred without this collection of information.

The estimated cost for the Federal Government is \$8,356. (See APHIS Form 79. The hourly GS rate is derived from Step 4 of the most current OPM Salary Table for the DC Metropolitan area is the most inclusive be assure all areas are covered including those with locality pay.) See https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2017/DCB_h.pdf

15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-1.

	Requested	Program Change Due to New Statute	Program Change Due to Agency Discretion	Change Due to Adjustment in Agency Estimate	Change Due to Potential Violation of the PRA	Previously Approved
Annual Number of Responses	14,634	0	0	0	0	14,634
Annual Time Burden (Hr)	3,573	0		54	0	3,519

This renewal shows a program change of +54 burden hours. After careful review of the APHIS 71 from the last submission, APHIS determined that some of the addition was incorrect in the burden calculations. In addition, APHIS also determined that the burden for the SF LLL was added into the totals for the last renewal. APHIS is fully aware that no burden figures for SF forms should be added into the burden totals of information collections. The addition error has now be corrected, and the burden for the SF LLL form has now been subtracted from the new burden totals. Both errors were administrative, and there were no other changes to the burden in this information collection.

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

APHIS summarizes the data collected and publishes some of this data on the web at www.ceris.purdue.edu/napis. Examples of published information are pest population maps, pest surveillance methodology, and narratives that summarize State and national data for many plant pests and weeds.

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

APHIS has no plans to seek approval for not displaying the OMB expiration date on the PPQ Form 391, Specimens for Determination.

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

APHIS is able to certify compliance with all the provisions in the Act.

B. Collections of Information Employing Statistical Methods

Statistical methods are not employed in this information collection activity.