

**Supporting Statement for Information Collection Submission  
Hazardous Material Information (3090-0205)**

**1. Explain the circumstances that make the collection of information necessary.**

The Federal Hazardous Substance Act (Pub. L. 86-613) and Hazardous Material Transportation Act (Pub. L. 93-633) prescribe standards for packaging of hazardous substances. To meet the requirements of the Acts, the General Services Administration Regulation prescribes provision 552.223-72, Hazardous Material Information, to be inserted in solicitations that provides for delivery of hazardous materials on an f.o.b. origin basis. The provision requires the contractor to identify for each National Stock Number (NSN) the Department of Transportation (DOT) Shipping Name, DOT Hazards Class, and whether the item requires a DOT label.

**2. Indicate how, by whom, and for what purpose the information is to be used.**

Contracting Officers and technical personnel use the information to monitor and ensure contract requirements are based on law and regulation. Properly identified and labeled items of hazardous material allows for appropriate handling of such items throughout GSA's supply chain system. The information is used by GSA, stored in an NSN database and provided to GSA customers.

**3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology.**

GSA uses information technology to the maximum extent practicable. Electronic communications and submissions between the Government agency and contractors are encouraged; contractors may submit this information collection requirement electronically, when possible.

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

The General Services Administration Acquisition Manual was reviewed for duplicative actions regarding hazardous materials. No duplication has been identified.

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

The burden applies equally to small businesses that want to do business with GSA, but the burden is the minimum consistent with applicable laws, executive orders, regulations, and prudent business practices.

**6. Describe the consequence 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.**

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Non-Collection and/or a less frequently conducted collection of the information resulting from provision 552.223-72 would prevent the Government from being properly notified. Government activities may be hindered from apprising their employees of; (1) All hazards to which they may be exposed; (2) Relative symptoms and appropriate emergency treatment; and (3) Proper conditions and precautions for safe use and exposure.

**7. Explain any special circumstances.**

Collection is consistent with guidelines in 5 CFR 1320.6. There are no special circumstances for collection.

**8. Describe efforts to consult with persons outside the agency.**

A 60-day notice published in the *Federal Register* at 83 FR 32296 on July 12, 2018. No comments were received. A 30-day notice was published in the *Federal Register* at 83 FR 53250 on October 22, 2018.

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

Not applicable.

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

This information is disclosed only to the extent consistent with prudent business practices and current regulations.

**11. Provide additional justification for any questions of a sensitive nature.**

No sensitive questions are involved.

**12 & 13. Provide estimates of the hour burden of the collection of information.**

Public reporting burden for this collection of information is estimated to average 40 minutes (.67 hours) per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The annual reporting burden is estimated as follows:

Respondents.....	563
Responses per respondent.....	<u>x</u> 3
Total annual responses.....	1689
Preparation hours per response.....	<u>x</u> .658
Total response burden hours.....	1111

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The estimated annualized cost to the public is \$56,161.05 (Using the above reference, 1689 total annual responses at .67 hours per request = 1,111 hours x \$50.55, based on a GS 11, step 5 salary of \$77,109 plus fringe or \$105,138.1 = \$56,161.05. The estimated cost per response is \$33.25.

**14. Provide estimates of annualized costs to the Federal Government.**

Reviewing and processing each response should take approximately 1 hour; the total number of responses is estimated to be 1689 each year (1689 responses x 1 hour = 1689 hours).

Estimated Total Cost to the Government is \$102,319.60 (Based on the 1689 burden hours to the Government, using the annual salary of a GS 12, step 5 salary of \$ 92,421 plus fringe, \$60.58 per hour x 1689 hours = \$102,319.60.

**15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14.**

The General Schedule annual and hourly amounts in Items 12 and 14 have been updated to reflect the 2018 Salary Tables with District of Columbia locality adjustment, published by the Office of Personnel Management and the 36.35% fringe per OMB Memo M-08-13.

**16. For collections of information whose results will be published, outline plans for tabulation and publication.**

Results will not be tabulated or published. Data collected will be used for internal administration of contracts.

**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.**

Not applicable.

**18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions".**

Not applicable.