

# Supporting Statement A

## Earth Explorer Registration System

OMB Control Number 1028-0119

Terms of Clearance: NONE

### General Instructions

### Specific Instructions

### Justification

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

The user registration allows users to save search criteria to be used for future reference. The user registration also provides the flexibility for managing licensed data received from another organization that requires specific licensing agreements for distribution. Standing request services provide the capability for saving search criteria to a standing request. The standing request searches the inventory for new data that fulfills the first responder's area of interest and date/time requirements. Users are then automatically notified when the data are available for download. The standing request feature immediately provides disaster responders with data based on their area of interest to support the event.

Since the USGS distributes reproductions of Remote Sensing Data from the archive, it is necessary to obtain the name, address, telephone number of customers in order to ship products and verify demographics for certain licensed product. EarthExplorer (EE) was designed to capture and protect this information.

The USGS proposes to collect general demographic information about public users that download products from the EROS (Earth Resources Observation and Science). Long Term Archive (LTA) Project uses the EE Application to help address Congress, OMB and DOI management's questions as to who uses the Landsat and other remote sensing data and what are the most common uses of these data which they have found to be invaluable for justifying and maintaining the free distribution of the USGS land remote sensing data. The information collected in the database contains the names, addresses, e-mail addresses and telephone numbers of individuals. The information is gathered to facilitate the reporting of demographic data for use of the EE Application

- **Land Remote Sensing Policy Act of 1992 (15 USC 82 in 2014)**
  - This Act returned the management of the Landsat system to the Federal government. It stresses the importance of the Landsat system, and provides guidance on management of the system and continuity of Landsat data. According to this Act, USGS is responsible for "...ensuring that the operation of the Landsat system is responsive to the broad interests of the civilian, national security, commercial, and foreign users of the Landsat system..." The questions required through the registration process help to gain perspective on how users utilize the remote sensing data that we offer, therefore allowing us to make adjustments to better serve the remote sensing community.
- **U.S. National Space Policy (August 31, 2006)**
  - This policy directs civil space agencies, including DOI and USGS, to increase the benefits of operational environmental monitoring activities of satellite systems, including Landsat. This policy directs DOI, through USGS, to "...collect, archive, process, and distribute land surface data to the United States Government and other users and determine operational requirements for land surface data."
- **U.S. National Space Policy (2010)**
  - In 2010, an updated space policy has come into effect which reiterates the goals of the 2006 policy, specifically to "determine the operational requirements for collection, processing, archiving, and distribution of land surface data to the United States Government and other users."
- **Executive Order 13571, Streamlining Service Delivery and Improving Customer Service**
  - This Executive Order requires mechanisms to gain information from the public to help make services better. "...establishing mechanisms to solicit customer feedback on Government services and using such feedback regularly to make service improvements"

**2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection. Be specific. If this collection is a form or a questionnaire, every question needs to be justified.**

Since the USGS distributes reproductions of Remote Sensing Data from the archive, it is necessary to obtain the name, address, telephone number of customers in order to ship products and verify demographics for certain licensed product. EE was designed to capture and protect this information.

All PII information is contained on an encrypted databased within an internal network. All access to the database is managed through an authentication service.

Information provided by the public and other Federal agencies as customers will include the following Required Fields for registration:

**Login Information Form:**

Username 26-character name user chosen

Password 26-character secure password

Response to Captcha Proof of human interaction

**User Affiliation/Data Usage Information Form:**

Sector Federal, Local Government, University, Private industry

*Department [required depending on Sector]*

*Agency [required depending on Sector]*

*U.S. Fed Agency User [required depending on Sector]*

Remotely Sensed Data (yes/no)

*Operational Work Percentage [required depending on Remotely Sensed Data]*

Primary Usage

Secondary Usage

Distribution Amount

Access Importance

**Contact Information Form:**

First Name Standard Contact information to confirm mailing or  
Email address of contact. May be used to validate credit card.

Last Name

Address 1

Country

City

State [required depending on country]

Zip/Postal Code

E-mail

Telephone

- 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, 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 and specifically how this collection meets GPEA requirements.**

The new user fills in the web form when creating an account for access to EROS sites that require login, using the EROS Registration Service ([ers.cr.usgs.gov](http://ers.cr.usgs.gov)). Currently

EarthExplorer and the Global Visualization Viewer (GloVis) require an account to log on. The use of user profiles allow the user to save selected areas of interest for download and avoids lengthy sign on sessions.

**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.**

This information is not duplicated in any other location. As the owner of remote sensing data from USGS sources, there is no other duplicate data source for users.

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

The questions asked on the registration form are identical to registration forms for any other membership account. There are no special questions that would impose a special burden on small businesses.

**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.**

Individuals can decline to provide the information, however, if the product requires shipping it cannot be sent without their name, address, and telephone number. Most products today are downloadable.

If this data were not collected, the USGS would be unable to collect demographics concerning who is downloading information. This information is used to answer questions from Congress and create reports for management.

This registration system allows users to be assigned resource access based upon their needs. The USGS would not be able to restrict access to sensitive or proprietary information, or would not be able to make said data available.

**7. Explain any special circumstances that would cause an information collection to be conducted in a manner:**

- \* **requiring respondents to report information to the agency more often than quarterly;**
- \* **requiring respondents to prepare a written response to a collection of information in**

- fewer than 30 days after receipt of it;
- \* 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 secrets, 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.

There are no special circumstances requiring respondents to provide information as noted above.

- 8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and in response to the PRA statement associated with the collection over the past three years, and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.**

**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 format (if any), and on the data elements to be recorded, disclosed, or reported.**

**Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every three years — even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.**

The 60-day FRN was published 4/01/2019 at 84 FR 12271.

We consulted with three individuals and received replies from the two listed in the table below. They had no suggestions for changes or improvements to the entry form or the nature of data collected.

Table 1: Collaboration on Design

KBRWyle, technical services contractor to EROS Software Developer Sioux Falls, SD
SGT-INC EROS Contract Task Manager Sioux Falls, SD

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

No payments or gifts have been or will be provided.

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

Users are assured their information is encrypted and transferred using https protocol. In addition the USGS Privacy Policy is linked to the first page giving more information on the use of the information collected and how it is stored. Profiles are not retrieved by the automated system using personal information for profile selection. This system is covered by SORN GS-18, Computer Registration System-Interior (63 FR 60376).

**11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly 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.**

There are no questions of a sensitive nature in this information collection.

**12. Provide estimates of the hour burden of the collection of information. The statement should:**

- \* Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.**
- \* If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens.**
- \* Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here.**

Table 2 was created using information from Bureau of Labor Statistics USDL-19-0449 , Employer Cost for Employee Compensation, published March 19, 2019. BLS reported employee compensation for Private Industry averaged \$36.32 per hour and for state and local government employees averaged \$50.55 per hour. These values include benefits and overtime.

Table 2: Responder Burden

Participant / Activity	Number of Responses	Minutes per response	Burden Hours	Burden Value
Public completes EE form				
SubTotal	80,000	2	2,667	\$96,865
Local Govt completes EE form				
SubTotal	4,000	2	133	\$ 6,723
Total	84,000		2,800	\$103,588

**13. Provide an estimate of the total annual non-hour cost burden to respondents or recordkeepers resulting from the collection of information. (Do not include the cost of any hour burden already reflected in item 12.)**

- \* The cost estimate 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. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information (including filing fees paid for form processing). Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities.
- \* If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collection services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.
- \* Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information or keep records for the government, or (4) as part of customary and usual business or private practices.

There are no non-hour cost for respondents to register.

**14. Provide estimates of annualized cost to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information.**

The total annual cost to the Federal Government is \$1,868. This includes salary and benefits for one federal employee to process the responses. We used the Office of Personnel Management Salary Table 2019-RUS (<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2019/general-schedule/>) to determine the hourly rate (Table 2). We multiplied the hourly rate by 1.6 to account for benefits

Table 3: Federal Labor Table

Position	Grade /Step	Hourly Rate	Annual Hrs by Fed	Fully Loaded Hr Rate (x 1.685)	Total Labor Value
Project Lead	14/4	\$55.43	20	\$93.40	\$1,868
		TOTALS			\$1,868

The total Federal cost for one year is \$1,868

**15. Explain the reasons for any program changes or adjustments in hour or cost burden.**

Changes were made to cost burden to reflect updated rates.

**16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.**

Summary information is collected and reported to Congress and management at DOI and USGS. This information is high level counts sorted across various customer types and uses of

the data. There is no personal information reported or held in the archive.

**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.**

The OMB Control Number and expiration date is displayed in the application.

**18. Explain each exception to the topics of the certification statement identified in "Certification for Paperwork Reduction Act Submissions."**

There are no exceptions.