

1 Supporting Statement A

Hydro Maintenance Portal

OMB Control Number 1028-Existing Collection In Use Without OMB Control Number

Terms of Clearance: None.

General Instructions

A completed Supporting Statement A must accompany each request for approval of a collection of information. The Supporting Statement must be prepared in the format described and must contain the information specified below. If an item is not applicable, provide a brief explanation. When the question “Does this ICR contain surveys, censuses, or employ statistical methods?” is checked "Yes," then a Supporting Statement B must be completed. OMB reserves the right to require the submission of additional information with respect to any request for approval.

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 Hydrography Maintenance Portal (HMP) is a website used by trained editors to access data from the United States Geological Survey (USGS) National Hydrography Dataset (NHD) or Watershed Boundary Dataset (WBD) national databases for the purpose of editing the data to update, correct, or otherwise improve it.

The HMP is *not* used to directly edit or submit data to the national database. Data can only be checked out with HMP. Checked out data must be edited with USGS hydrography editing tools, such as the WBD Edit Tool or the NHD Update Tool. To check in data, editors must use the USGS hydrography editing tools. USGS hydrography editing tools only operate on data that has been checked out with HMP.

Users register for an HMP user account with their business contact information including first/last name, business phone, state, and work organization. Registered users are then assigned check out permissions by the HMP administrators. HMP administrators are a limited group of the USGS NHD/WBD Partner Support Team.

The authority for this collection is Executive Order 12906

- 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.**

HMP is used by federal employees of the USGS National Geospatial Program (NGP) and state partners with which USGS has a signed Stewardship Program Memorandums of Understanding (MOU). USGS employees use the HMP as their primary means of accessing NHD and WBD for data management. State partners use the HMP to check out areas of the NHD and/or WBD to perform edits and updates to the data using their specialized, local knowledge of the streams in their areas. These data contributions are very important to maintaining the datasets as OMB A-16 National Geospatial Data Assets, as well as helping to prevent duplication of data by supporting editing of one primary dataset by many.

HMP user accounts are necessary because they allow HMP administrators to provide assistance, if needed, to coordinate production needs, and enable tracking on the editing history for the datasets through reporting.

HMP has reporting functions to generate production statistics. These reports detail active and previous checkout histories within specified date ranges. The business contact information of the users who checked out the data are visible on these reports. Any registered user can generate reports with HMP.

HMP reports are frequently used to coordinate essential production needs between states, or between USGS staff and state partners. The reports allow USGS staff to contact partners if there is a problem with their data or allow partners to contact partners in others states to confirm if editing work is planned or occurring in an adjacent watershed.

- 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.**

As the National Hydrography Requirements and Benefits Study (2016) demonstrated, users of the National Hydrography Datasets requested web-based tools to support data maintenance. The combination of improved technologies and wide public access to the internet has allowed USGS to build web-based tools to maintain datasets efficiently.

HMP supports USGS partners by providing a web-based platform for trained editors to access data from the NHD or WBD national databases for the purpose of editing the data to update, correct, or otherwise improve it.

- 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.**

HMP allows users to check out National Map data for the purpose of improving it. If the user's intent is to check out WBD or NHD data for the purpose of editing and improving it, they must use the HMP for the checkout process. HMP prevents duplication of editing

efforts because no other editor can check out the data for an area when the data is already checked out.

To reiterate, the HMP is *not* used to directly edit or check in data to the national database. Data checked out with HMP must be edited with USGS hydrography editing tools, such as the WBD Edit Tool or the NHD Update Tool. To check in data, editors must use the USGS hydrography editing tools. USGS hydrography editing tool only operate on data that has been checked out with HMP.

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

This information does not affect small businesses or other small entities.

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.

Not collecting this information would hamper the Federal Government's efforts to effectively map hydrographic features for The National Map, thus reducing the accuracy, currency, and completeness of The National Map data and US Topo maps.

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 circumstances that require us to collect information in a manner inconsistent with OMB guidelines.

- 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.

On December 11, 2020, we published a 60-day Federal Register notice (85 FR 80137) announcing that we would submit this ICR to OMB for approval. In that notice we solicited public comments for 60 days, ending Tuesday, February 9, 2021. We did not receive any responses to our Federal Register Notice.

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

No payments or gifts are provided to the respondents.

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

No assurance of confidentiality is given to respondents.

- 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.**

The collection does not include sensitive or private questions.

HMP collects non-sensitive PII that is necessary for account administration and business contacts. As such, a PIA is not required.

To reiterate, HMP user accounts include username, business contact, and organization. User

accounts are necessary because they allow HMP administrators to provide assistance, if needed, to coordinate production needs, and enable tracking on the editing history for the datasets through reporting.

HMP has reporting functions to generate production statistics. These reports detail active and previous checkout histories within specified date ranges. The business contact information of the users who checked out the data are visible on these reports. Any registered user can generate reports with HMP.

HMP reports are frequently used to coordinate essential production needs between states, or between USGS staff and state partners. The reports allow USGS staff to contact partners if there is a problem with their data or allow partners to contact partners in others states to confirm if editing work is planned or occurring in an adjacent watershed.

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.**

We anticipate approximately 100 users will register for HMP each year and estimate that it takes 1 minute to complete the registration form, by entering a username, their business contact information and organization to their HMP profile.

We estimate the dollar value of the annual burden hours to be \$52.94 for State or Government respondents, based on the Employer Costs for Employee Compensation- March 2020 (USDL-20-2266) published by the Bureau of Labor Statistics, US Department of Labor¹.

Table 1: Estimated Dollar Value of Annual Burden Hours

Description of Respondents	Number of annual Responses	Estimated Completion Time per Response (minutes)	Total Annual Burden Hours	Hourly Pay Rate (\$/hr est.)	Total Dollar Value of Annual Burden Hours*
User registration	100	1 minute to register on average	2 hours	\$52.94	\$105.88

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

¹ [Employer Costs for Employee Compensation - September 2020 \(bls.gov\)](https://www.bls.gov/news.release/comp2020.pdf)

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.

We estimate that the annual non-hour burden cost will be zero.

- 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.**

We estimate the total annual cost to the Federal Government related to the HMP is at least \$53,908.74

We calculate this estimation of costs as follows:

Estimated annual usage hours, related to the collection of the information:

- 30 federal employees of various grades (see Table 3) spend an estimated average of 2 hours per year to register, login, or check out data.

Estimated annual development hours:

- 1 Cartographer at 0.2 FTE at Grade 12/5 to manage and administer the HMP.
- 1 IT Specialist at 0.1 FTE at Grade 12/8 to lead development of HMP.
- 1 Computer Scientist 0.1 FTE at Grade 12/10 to manage development HMP.

We used the Office of Personnel Management Salary Table 2021-GS, Incorporating the 1% General Schedule Increase Effective January 2021 (no locality) to determine the hourly wages for federal employees. To calculate benefits, we multiplied the hourly rate by 1.6.

See Table 2 for enumeration.

Table 2: Estimated Dollar Value of Annual Burden Hours for Federal Employees

Federal Position	Grade/ Step	No. Employees	Hourly Rate	Hourly Rate incl. Benefits (1.6 x hourly pay rate)	Development Hours	Estimated Utilization Annualized Hours	Estimated Total Time Spent by Federal Employees Annualized Hours	Estimated Federal Employee Salary/Benefit Annualized Costs
Cartographer	7/1	7	\$18.05	\$28.88		14	14	\$404.32
Physical Scientist	11/1	6	\$26.72	\$42.75		12	12	\$513.02
Cartographer	11/2	3	\$27.61	\$44.18		6	6	\$265.06
Cartographer	11/4	1	\$29.39	\$47.02		2	2	\$94.05
Cartographer	11/8	1	\$32.95	\$52.72		2	2	\$105.44
Cartographer	12/1	2	\$32.20	\$51.52		4	4	\$206.08
Supvy Cartographer	12/1	3	\$32.20	\$51.52		6	6	\$309.12
Geographer	12/3	1	\$34.16	\$54.66		2	2	\$109.31
Cartographer (0.2 FTE)	12/5	1	\$36.29	\$58.06	416	2	418	\$24,270.75
Cartographer	12/6	1	\$37.36	\$59.78		2	2	\$119.55
IT Specialist (0.1 FTE)	12/8	1	\$39.49	\$63.18	208	2	210	\$13,268.64
Cartographer	12/9	1	\$40.56	\$64.90		2	2	\$129.79
Computer Scientist (0.1 FTE)	12/10	1	\$41.63	\$66.61	208	2	210	\$13,987.68
Supvy Geographer	13/2	1	\$39.35	\$62.96		2	2	\$125.92
TOTALS		30						\$53,908.74

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

This is an **existing collection in use without an OMB control number**

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.**

Data from the collection will not be published as a reference.

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 for this request.

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

There are no exceptions to the certification statement.