

APPENDIX G. BURDEN TABLE

Respondent Type	Respondent Description	Type of Survey Instrument	Appendix	Sample Size	Respondents					Nonrespondents					
					Estimated Number of Respondents	Frequency of Response (Annual)	Total Annual Responses	Average Burden Hours per Response	Sub-Total Annual Burden Estimate (hours)	Estimated Number of Non-respondents	Frequency of Response (Annual)	Total Annual Responses	Average Burden Hours per Response	Sub-Total Annual Burden Estimate (hours)	
State Government	State Child Nutrition Agency Director (a)	FNS Notification to State Directors	A1	49	49	1	49	0.0501	2.45	0	1	0	0.0167	0	
		Notification to States of Sampled SFAs	A2	49	49	1	49	0.0835	4.09	0	1	0	0.0167	0	
		Study Brochure (from FNS and Study)	A3	49	49	2	98	0.0501	4.91	0	2	0	0.0167	0	
		State Email to Sampled SFAs (template) (1)	A4	49	49	1	49	0.0501	2.45	0	1	0	0.0167	0	
		Batch Email from States to Sampled SFAs (using template)	A4	49	49	1	49	0.3340	16.37	0	1	0	0.0167	0	
			Letters of Support	A5	49	49	1	49	0.0167	0.82	0	1	0	0.0167	0
	State Distributing Agency Director (a)		FNS Notification to State Directors	A1	49	49	1	49	0.0501	2.45	0	1	0	0.0167	0
			Notification to States of Sampled SFAs	A2	49	49	1	49	0.0835	4.09	0	1	0	0.0167	0
			Study Brochure (from FNS and Study)	A3	49	49	2	98	0.0501	4.91	0	2	0	0.0167	0
			Letters of Support	A5	49	49	1	49	0.0167	0.82	0	1	0	0.0167	0
			Request to SDAs to Submit USDA Foods Data (2)	A6	49	49	4	196	0.0501	9.82	0	4	0	0.0167	0
			Overview of USDA Foods Data	A7	49	49	4	196	0.0501	9.82	0	4	0	0.0167	0
			Reminder Email (3)	A8	49	49	8	392	0.0167	6.55	0	8	0	0.0167	0
			Telephone Script to Collect USDA Foods Data (4)	A9	12	12	4	48	0.0835	4.01	0	4	0	0.0167	0
	USDA Foods Data	N/A	49	49	4	196	0.5000	98.00	0	4	0	0.0167	0		
SUBTOTAL OF STATE GOVERNMENT				98	98	16	1,616	0.1062	171.56	0	0	0	0.0000	0	
Local Government	School Food Authority (SFA) Director (b)	Pre-test of Instruments	B7, B11	4	4	1	4	2.0000	8.00	0	1	0	0.0167	0.00	
		Field test of Protocol (5)		3	3	1	3	9.6513	28.95	0	1	0	0.0167	0.00	
		State Email to Sampled SFAs	A4	630	630	1	630	0.0501	31.56	0	1	0	0.0167	0.00	
		FedEx Letter to Sampled SFAs	B1	630	630	1	630	0.0501	31.56	0	1	0	0.0167	0.00	
		Study Brochure (from FNS and Study)	A3	630	630	2	1,260	0.0501	63.13	0	2	0	0.0167	0.00	
		Study FAQs (enclosed in FedEx)	B2	630	630	1	630	0.0501	31.56	0	1	0	0.0167	0.00	
		Letters of Support (enclosed in FedEx)	A5	630	630	1	630	0.0167	10.52	0	1	0	0.0167	0.00	
		Study Overview Webinar Invitation Email	B3	630	630	1	630	0.0501	31.56	0	1	0	0.0167	0.00	
		Study Overview Webinar (6)	B4	630	535	1	535	1.0000	535.00	95	1	95	0.0167	1.59	
		Email with Link to Survey (7)	B5	630	630	1	630	0.0501	31.56	0	1	0	0.0167	0.00	
		Reminder Email (8)	A8	630	630	4	2,520	0.0167	42.08	0	4	0	0.0167	0.00	
		Telephone Script to Complete Survey (4)	B6	157	157	1	157	0.0835	13.11	0	1	0	0.0167	0.00	
		Survey of Food Purchase Practices (7)	B7	630	504	1	504	1.7500	882.00	126	1	126	0.0167	2.10	
		Purchase Data Webinar Invitation	B8	630	630	1	630	0.0501	31.56	0	1	0	0.0167	0.00	
		Purchase Data Webinar (6)	B9	630	535	1	535	1.0000	535.00	95	1	95	0.0167	1.59	
		Email to Submit Quarterly Data (9)	B10	630	630	1	630	0.0835	52.61	0	1	0	0.0167	0.00	
		Food Purchase Data Checklist	B11	630	630	1	630	0.0835	52.61	0	1	0	0.0167	0.00	
		Reminder Email (8)	A8	630	630	4	2,520	0.0167	42.08	0	4	0	0.0167	0.00	
		Telephone Script to Collect Quarterly Data (4)	B12	157	157	1	157	0.0835	13.11	0	1	0	0.0167	0.00	
		Clarification and Confirmation Email	B13	450	450	1	450	0.0835	37.58	0	1	0	0.0167	0.00	
Reminder Email	A8	450	450	2	900	0.0167	15.03	0	2	0	0.0167	0.00			
Telephone Script For Quarterly Data Clarification and Confirmation	B14	113	113	1	113	0.0835	9.44	0	1	0	0.0167	0.00			
Quarterly Program Data	B15	630	424	1	424	0.2500	106.00	206	1	206	0.0167	3.44			
Quarterly Purchase Data	N/A	630	424	1	424	5.0000	2120.00	206	1	206	0.0167	3.44			
SUBTOTAL OF LOCAL GOVERNMENT				637	431	37.53	16,176.0	0.2940	4755.62	206	3.53	728	0.0167	12.16	
SUBTOTAL OF STATE AND LOCAL GOVERNMENT				735	529	54.02	17,792.0	0.40016	4927.18	206	3.53	728	0.0167	12.16	
For-Profit Business	Food Service Management Companies and Vendors (c)	FNS Notification to Vendors	C1	25	25	1	25	0.0501	1.25	0	1	0	0.0501	0	
		Study Brochure	A3	25	25	1	25	0.0501	1.25	0	1	0	0.0501	0	
SUBTOTAL FOR PROFIT BUSINESS				25	25	2	50	0.0501	2.51	0	0	0	0.0000	0	
GRAND TOTAL				760	554	56.02	17,842	0.2763	4929.68	206	3.53	728	0.0167	12.16	

Total Annual Burden Estimate (hours)
2.45
4.09
4.91
2.45
16.37
0.82
2.45
4.09
4.91
0.82
9.82
9.82
6.55
4.01
98.00
171.56
8.00
28.95
31.56
31.56
63.13
31.56
10.52
31.56
536.59
31.56
42.08
13.11
884.10
31.56
536.59
52.61
52.61
42.08
13.11
37.58
15.03
9.44
109.44
2,123.44
4,767.77
4,939
1.25
1.25
2.51
4,941.84