

# Recordkeeping and Reporting of the Production, Import, Export, Distribution, Destruction, and Transformation of Hydrofluorocarbons

## PART A OF THE SUPPORTING STATEMENT

### 1. Identification of the Information Collection

- (a) **Title:** Recordkeeping and Reporting of the Production, Import, Export, Distribution, Destruction, and Transformation of Hydrofluorocarbons

OMB Number: 2060-XXXX

EPA ICR Number: 2685.01

- (b) **Short Characterization**

This ICR covers provisions under the 1American Innovation and Manufacturing (AIM) Act that establishes limits on total U.S. production<sup>1</sup> and consumption<sup>2</sup> of hydrofluorocarbons (HFCs or regulated substances). To implement the AIM Act, EPA is proposing HFC phasedown regulations that establish control measures for individual companies. In accordance with the proposed rulemaking “Phasedown of Hydrofluorocarbons: Establishing the Allowance Allocation and Trading Program under the American Innovation and Manufacturing Act,” reporters will be required to electronically report data to EPA using an interactive, web-based tool called the Electronic Greenhouse Gas Reporting Tool (e-GGRT).

For the three years covered by this ICR, the total respondent burden associated with this information collection will average 36,540 hours per year and the respondent cost will average \$4,506,092 per year. This includes \$24,100 per year for capital investment and operation and maintenance and \$4,481,992 per year for labor. Over the same time period, the total estimated cost for EPA of the information collection will average \$1,018,229 per year. The total estimated cost for all respondents and EPA will average \$5,524,321 per year.

### 2. Need For, and Use Of, the Collection

- (a) **Authority for the Collection**

This information collection is authorized under the AIM Act (Section 103 in Division S, Innovation for the Environment, of the Consolidated Appropriations Act, 2021 (Pub. L. 116-

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<sup>1</sup> Production is defined as the manufacture of a regulated substance from a raw material or feedstock chemical (but not including the destruction of a regulated substance by a technology approved by the Administrator as provided in § 84.29). The term production does not include:

- (1) The manufacture of a regulated substance that is used and entirely consumed (except for trace quantities) in the manufacture of another chemical;
- (2) The reclamation, reuse, or recycling of a regulated substance; or
- (3) The inadvertent or coincidental creation of insignificant quantities of a regulated substance during a chemical manufacturing process, resulting from unreacted feedstock, from the listed substance's use as a process agent present as a trace quantity in the chemical substance being manufactured, or as an unintended byproduct of research and development applications.

<sup>2</sup> Consumption is defined as production plus imports minus exports.

260). The AIM Act mandates that on a periodic basis, to be determined by the Administrator, but not less frequently than annually, each person who, within the applicable reporting period, produces, imports, exports, destroys, transforms, uses as a process agent, or reclaims a regulated substance shall submit to the Administrator a report that describes, as applicable, the quantity of the regulated substance that the person—produced, imported, and exported; reclaimed; destroyed by a technology approved by the Administrator; used and entirely consumed (except for trace quantities) in the manufacture of another chemical; or used as a process agent.

For electronic reporting, the Paperwork Reduction Act (PRA) requires Federal agencies to manage information resources to reduce information collection burdens on the public; increase program efficiency and effectiveness; and improve the integrity, quality, and utility of information to all users within and outside the Agency, including capabilities for ensuring dissemination of public information, public access to government information, and protections for privacy and security (44 USC 3506).

#### **(b) Practical Utility/Users of the Data**

The reporting and recordkeeping requirements for HFCs enables the EPA to:

1. Ensure compliance with the restrictions on production, import, and export of controlled substances;
2. Allow production and import for application-specific uses and the consequent tracking of that production and import;
3. Allow the EPA to monitor and approve transfers of HFC production and consumption allowances among producers and importers;
4. Allow the import of used HFCs for destruction and HFCs for feedstock through a petition process that is designed to reduce fraudulent imports; and
5. Fulfill statutory obligations under the AIM Act for monitoring and reporting.

### 3. Non-duplication, Consultation, and Other Collection Criteria

#### **(a) Non-duplication**

The Greenhouse Gas Reporting Program (GHGRP) was established in 2009 and requires various facilities and suppliers to annually report data related to GHGs to EPA (see 40 CFR part 98). The relevant subpart that relates to reporting on HFC production and consumption is subpart OO, “Suppliers of Industrial Greenhouse Gases.” Because the HFCs listed as regulated substances under the AIM Act are industrial greenhouse gases (GHGs), EPA has been collecting since the GHGRP’s inception a significant amount of data relevant to HFC production and consumption as defined under the AIM Act.

EPA intends to collect all reports required by this ICR electronically through e-GGRT, which is the web-based system used to collect data under the GHGRP. The use of e-GGRT for HFC reporting will minimize duplicative reporting between the AIM Act and the GHGRP.

#### **(b) Public Notice Required Prior to ICR Submission to OMB**

The proposed rulemaking “Phasedown of Hydrofluorocarbons: Establishing the Allowance Allocation and Trading Program under the American Innovation and Manufacturing Act” will serve as the public notice for this ICR. EPA is requesting comment on this ICR in that proposed rulemaking.

**(c) Consultations**

The burden calculations were developed based on: EPA’s experience collecting data on similar activities for ozone-depleting substances; EPA’s experience collecting data on HFCs under GHGRP; a stakeholder meeting held on February 25, 2021, in which interested parties provided input on the implementation of the AIM Act; workshops for potential application-specific allowance holders; responses to EPA’s Notice of Data Availability (NODA) (86 FR 9059, February 11, 2021) regarding HFC consumption and production in the United States for the years 2011, 2012, and 2013; and conversations with potentially regulated entities. Approximately 200 stakeholders participated in the February 25 meeting, more than 75 stakeholders attended the application-specific allowance holder workshops, and EPA received more than 30 comments from stakeholders on the NODA.

EPA will also collect comments on the proposed rulemaking “Phasedown of Hydrofluorocarbons: Establishing the Allowance Allocation and Trading Program under the American Innovation and Manufacturing Act” and will adjust this ICR as needed.

**(d) Effects of Less Frequent Collection**

Less frequent than quarterly collection of data would compromise the EPA’s ability to meet statutory requirements under the AIM Act to monitor production, import, and export of HFCs and hinder the EPA’s ability to identify violations of the existing regulations. Though the AIM Act outlines reporting on a periodic basis “not less frequently than annually”, it does not stipulate that reporting could occur more frequently. The quarterly reporting requirements is necessary to ensure that annual production and consumption limits are not exceeded. It is also needed for EPA to be able to review allowance transfer requests, of which remaining allowances is a major component of EPA’s review.

**(e) General Guidelines**

This collection of information has a five-year requirement for record and report retention, which exceeds the three-year requirement for record retention specified in the general information collection guidelines in 5 CFR 1320.5(f) of the OMB regulations implementing the Paperwork Reduction Act. The EPA has determined that five years is a reasonable time period given the statute of limitations for enforcing violations of the regulations issued under the AIM Act is five years. This collection of information request is consistent with all other OMB guidelines at 5 CFR 1320.5(d)(2).

**(f) Confidentiality**

EPA is proposing to release all data collected under this proposed rule. Should EPA finalize this proposal, all data would be made available to the public without further notice to the respondents. The Agency is also taking comment on other approaches that would release only some data elements. See section IX.D of the proposed rule. Should the Agency finalize a regulation allowing for some elements to be kept as confidential, information claimed as confidential will be treated in accordance with the procedures for handling information claimed as confidential under 40 CFR part 2, Subpart B, and will be disclosed to the extent, and by means of procedures, set forth in Subpart B. If no claim of confidentiality is asserted when the information is received by the EPA, it may be made available to the public without further notice to the respondents (40 CFR 2.203).

**(g) Sensitive Questions**

This section is not applicable because this ICR does not involve matters of sensitive nature.

**4. The Respondents and the Information Request**

**(a) Respondents’ NAICS Codes**

The appropriate North American Industry Classification System (NAICS) for potentially affected entities are listed below in Table I.

**Table I. NAICS Classification of Potentially Affected Entities**

<b>NAICS Code</b>	<b>NAICS Industry Description</b>
211120	Crude Petroleum Extraction
221210	Natural Gas Distribution
236118	Residential Remodelers
236220	Commercial and Institutional Building Construction
238220	Plumbing, Heating, and Air-Conditioning Contractors
238990	All Other Specialty Trade Contractors
311351	Chocolate and Confectionery Manufacturing from Cacao Beans
322299	All Other Converted Paper Product Manufacturing
325120	Industrial Gas Manufacturing
325180	Other Basic Inorganic Chemical Manufacturing
325199	All Other Basic Organic Chemical Manufacturing
325211	Plastics Material and Resin Manufacturing
325320	Pesticide and Other Agricultural Chemical Manufacturing
325412	Pharmaceutical Preparation Manufacturing
325414	Biological Product (except Diagnostic) Manufacturing
325992	Photographic Film, Paper, Plate and Chemical Manufacturing
325998	All Other Miscellaneous Chemical Product and Preparation Manufacturing
326150	Urethane and Other Foam Product
331420	Copper Rolling, Drawing, Extruding, and Alloying
332312	Fabricated Structural Metal Manufacturing
332313	Plate Work Manufacturing
333132	Oil and Gas Field Machinery and Equipment Manufacturing

<b>NAICS Code</b>	<b>NAICS Industry Description</b>
333314	Optical Instrument and Lens Manufacturing
333316	Photographic and Photocopying Equipment Manufacturing
333413	Industrial and Commercial Fan and Blower and Air Purification Equipment Manufacturing
333415	Air-Conditioning and Warm Air Heating Equipment and Commercial and Industrial Refrigeration Equipment Manufacturing
333611	Turbine and Turbine Generator Set Unit Manufacturing
333996	Fluid Power Pump and Motor Manufacturing
334413	Semiconductor and Related Device Manufacturing
334419	Other Electronic Component Manufacturing
334515	Instrument Manufacturing for Measuring and Testing Electricity and Electrical Signals
334516	Analytical Laboratory Instrument Manufacturing
334613	Blank Magnetic and Optical Recording Media Manufacturing
336212	Truck Trailer Manufacturing
336214	Travel Trailer and Camper Manufacturing
336411	Aircraft Manufacturing
336510	Railroad Rolling Stock Manufacturing
336611	Ship Building and Repairing
336612	Boat Building
336992	Military Armored Vehicle, Tank, and Tank Component Manufacturing
339999	All Other Miscellaneous Manufacturing
SIC 373102	Military Ships, Building, and Repairing
423120	Motor Vehicle Supplies and New Parts Merchant Wholesalers
423450	Medical, Dental, and Hospital Equipment and Supplies Merchant Wholesalers
423460	Ophthalmic Goods Merchant Wholesalers
423730	Warm Air Heating and Air-Conditioning Equipment and Supplies Merchant Wholesalers
423740	Refrigeration Equipment and Supplies Merchant Wholesalers
423830	Industrial Machinery and Equipment Merchant Wholesalers
423860	Transportation Equipment and Supplies (except Motor Vehicle) Merchant Wholesalers
423990	Other Miscellaneous Durable Goods Merchant Wholesalers
424210	Drugs and Druggists' Sundries Merchant Wholesalers
424410	General Line Grocery Merchant Wholesalers
424610	Plastics Materials and Basic Forms and Shapes Merchant Wholesalers
424690	Other Chemical and Allied Products Merchant Wholesalers
424910	Farm Supplies Merchant Wholesalers
441310	Automotive Parts and Accessories Stores
443141	Household Appliance Stores
443142	Electronics Stores
444130	Hardware Stores
446191	Food (Health) Supplement Stores
452311	Warehouse Clubs and Supercenters
453998	All Other Miscellaneous Store Retailers (except Tobacco Stores)
454110	Electronic Shopping and Mail-Order Houses
481111	Scheduled Passenger Air Transportation

<b>NAICS Code</b>	<b>NAICS Industry Description</b>
482111	Line-Haul Railroads
488510	Freight Transportation Arrangement
493110	General Warehousing and Storage
522293	International Trade Financing
523130	Commodity Contracts Dealing
531110	Lessors of Residential Buildings and Dwellings
531120	Lessors of Nonresidential Buildings (except Miniwarehouses)
532420	Office Machinery and Equipment Rental and Leasing
541330	Engineering Services
541519	Other Computer Related Services
541715	Research and Development in the Physical, Engineering, and Life Sciences (except Nanotechnology and Biotechnology)
561210	Facilities Support Services
561910	Packaging and Labeling Services
561990	All Other Support Services
562920	Recovery and Reclamation
722511	Full-Service Restaurants
811219	Other Electronic and Precision Equipment Repair and Maintenance
811412	Appliance Repair and Maintenance
922160	Fire Protection

**(b) Information Requested**

(i) Data items

All persons that produce, import, export, distribute, destroy, transform, or use HFCs as a process agent must record and/or report the following information either on a quarterly, annual, or as-needed basis.

**1Producers Reporting and Recordkeeping Requirements:**

Producer One-Time Reporting Requirements:

- The method used to measure daily quantities of regulated substances produced;
- Conversion factors by which the daily records can be converted into kilograms of regulated substances produced, including any constants or assumptions used in making those calculations;
- Internal accounting procedures for determining plant-wide production;
- The quantity of any fugitive losses accounted for in the production figures;
- A list of any coproducts, byproducts, or emissions from the production line of any regulated substance that are other regulated substances;
- The estimated percent efficiency of the production process; and
- A description of any processes that use a regulated substance as a process agent.

#### Producer Quarterly Reporting Requirements:

- The quantity of production of each regulated substance used in processes resulting in their transformation or destruction by the producer and the quantity intended for transformation or destruction by a second party;
- The quantity of production of each regulated substance used as a process agent by the producer and the quantity intended for use as a process agent by a second party;
- The expended allowances for each regulated substance and the quantity of each regulated substance produced;
- The quantity of regulated substances sold or transferred during the quarter to a person other than the producer for use in processes resulting in their transformation, destruction, or use as a process agent;
- The quantity of regulated substances produced by the producer that were exported by the producer or by other U.S. companies to a foreign country, that will be transformed or destroyed;
- For transformation, one copy of a transformation verification from the transformer and a list of additional quantities shipped to that same transformer for the quarter;
- For destruction, one copy of a destruction verification from the destroyer and a list of additional quantities shipped to that same destroyer for the quarter; and
- A list of the application-specific allowance holders from whom orders were placed, and the quantity of specific regulated substances produced for those listed applications.

#### Producer Annual Inventory Reporting Requirements:

- The quantity of regulated substances held in inventory onsite at the end of each year.

#### Producer Recordkeeping Requirements:

- Dated records of the quantity of each regulated substance produced at each facility;
- Dated records of the quantity of regulated substances produced and sold for use in processes that result in their transformation, destruction, or as a process agent;
- Dated records of the quantity of regulated substances produced by expending conferred application-specific allowances and quantity sold for use in each listed application;
- Copies of invoices or receipts documenting sale of regulated substances for use in processes that result in their transformation, destruction, or as a process agent;
- Dated records of the quantity of each regulated substance used at each facility as feedstocks or destroyed in the manufacture of a regulated substance or in the manufacture of any other substance, and any regulated substance introduced into the production process of the same regulated substance at each facility;
- Dated records of the quantity of each regulated substance used at each facility as a process agent;
- Dated records identifying the quantity of each chemical not a regulated substance produced within each facility also producing one or more regulated substances;
- Dated records of the quantity of raw materials and feedstock chemicals used at each facility for the production of regulated substances;
- Dated records of the shipments of each regulated substance produced at each plant;
- Dated records of batch tests of regulated substances packaged for sale or distribution;

- The quantity of regulated substances, the date received, and names and addresses of the source of used materials containing regulated substances which are recycled or reclaimed at each plant;
- Records of the date, the regulated substance, and the estimated quantity of any spill or release of a regulated substance that equals or exceeds 100 pounds;
- The transformation verification in the case of transformation, or the destruction verification in the case of destruction; and
- The certifications from application-specific allowance holders.

Producer One-Time Certification ID Registration:

- The name and address of the company;
- Contact information for the owner of the company;
- The dates of and States in which the company is incorporated and State license identifiers;
- The address of each facility that sells or distributes regulated substances;
- How the company introduces bulk regulated substances into U.S. commerce; and
- The category of final customers the supplier sells or distributes regulated substances to.

Producer Certification ID System Reporting Requirements (provided when a container is introduced into U.S. commerce):

- The name or brand the regulated substance is being sold and/or marketed under;
- The date it was repackaged;
- The certification identification(s) associated with the regulated substance being repackaged;
- The unique serial number for the container; and
- The amount and name of the regulated substances in the container.

Producer One-Time Container Inventory Reporting Requirements:

- The name and address of the company;
- Contact information for the owner of the company;
- Inventory of regulated substances owned by the company as of December 31, 2020, December 31, 2021, and December 31, 2022;
- For each container of regulated substance still in the company's possession, the amount and name of the regulated substance in the container, any unique identification number assigned to the container, whether the regulated substance was acquired from a domestic supplier, through import, or through reclamation, and the date the regulated substance was acquired, imported, or reclaimed; and
- A certification from the owner of the company or other responsible officer that the regulated substance in his/her/their possession was acquired consistent with the laws of the United States.

Producer of HFC-23 One-Time Reporting Requirements:

- Information on the capacity to produce the intended chemical on the line on which HFC-23 is produced;
- Description of what is being done at the facility to control the creation of HFC-23 byproduct and its emissions;



- Identification of approved destruction technology and its location intended for use for HFC-23 destruction; and
- A copy of the destruction removal efficiency report associated with the destruction technology.

Producer of HFC-23 Annual Reporting Requirements:

- The amount of HFC-23 emissions; generated; generated and captured; generated and captured for feedstock use in the United States; generated and captured for destruction; used for feedstock without prior capture; and destroyed without prior capture.

Producer of HFC-23 Reporting Requirements (provided within 45 days after destruction occurs):

- If captured HFC-23 is destroyed in a subsequent control period, records indicating the HFC-23 has been destroyed.

**Importer Reporting and Recordkeeping Requirements:**

Importer Quarterly Reporting Requirements:

- Summaries of the records required for recordkeeping purposes;
- The total quantity imported of each regulated substance for that quarter;
- The commodity code for the regulated substances or blends imported;
- A list of the application-specific allowance holders from whom orders were placed, number of application-specific allowances conferred, and the quantity of specific regulated substances imported for those listed applications;
- The quantity of regulated substances imported for use in processes resulting in their transformation or destruction;
- The quantity of regulated substances sold or transferred during that quarter to each person for use in processes resulting in their transformation or destruction; and
- The transformation verifications showing that the purchaser or recipient of imported regulated substances intends to transform those substances or destruction verifications showing that the purchaser or recipient intends to destroy the regulated substances.

Importer Annual Inventory Reporting Requirements:

- The quantity of regulated substances held in inventory onsite at the end of each year.

Importer Recordkeeping Requirements:

- The quantity of each regulated substance imported, either alone or in mixtures, including the percentage of each mixture which consists of a regulated substance;
- The quantity of used regulated substances imported for destruction;
- The quantity of regulated substances imported for use in processes resulting in their transformation or destruction;
- The quantity of regulated substances imported and sold for use in processes that result in their transformation or destruction;
- The date on which the regulated substances were imported;
- The port of entry through which the regulated substances passed;
- The country from which the imported regulated substances were imported;
- The commodity code for the regulated substances imported;
- The importer number for the shipment;
- A copy of the bill of lading for the import;

- The invoice for the import;
- The U.S. Customs entry number;
- Dated records documenting the sale or transfer of regulated substances for use in processes resulting in their transformation or destruction;
- Copies of transformation verifications or destruction verifications indicating that the regulated substances will be transformed or destroyed;
- Dated records of the quantity of regulated substances imported for application-specific uses;
- The certifications from application-specific allowance holders stating that the regulated substances were purchased solely for application specific uses and will not be resold for use in a different application or used in any other manufacturing process; and
- Dated records of batch tests of regulated substances packaged for sale or distribution.

Importer One-Time Certification ID Registration:

- The name and address of the company;
- Contact information for the owner of the company;
- The dates of and States in which the company is incorporated and State license identifiers;
- The address of each facility that sells or distributes regulated substances;
- How the company introduces bulk regulated substances into U.S. commerce; and
- The category of final customers the supplier sells or distributes regulated substances to.

Importer Certification ID System Reporting Requirements (provided when a container is introduced into U.S. commerce):

- The name or brand the regulated substance is being sold and/or marketed under;
- The date it was repackaged;
- The certification identification(s) associated with the regulated substance being repackaged;
- The unique serial number for the container; and
- The amount and name of the regulated substances in the container.

Importer One-Time Container Inventory Reporting Requirements:

- The name and address of the company;
- Contact information for the owner of the company;
- Inventory of regulated substances owned by the company as of December 31, 2020, December 31, 2021, and December 31, 2022;
- For each container of regulated substance still in the company's possession, the amount and name of the regulated substance in the container, any unique identification number assigned to the container, whether the regulated substance was acquired from a domestic supplier, through import, or through reclamation, and the date the regulated substance was acquired, imported, or reclaimed; and
- A certification from the owner of the company or other responsible officer that the regulated substance in his/her/their possession was acquired consistent with the laws of the United States.

Importer of HFCs as Feedstock or for Destruction Reporting Requirements (provided at least 30 working days before the shipment is to leave the foreign port of export):

- Name, commodity code, and quantity of each regulated substance to be imported;
- Name and address of the importer, the importer ID number, and the contact person's name, email address, and phone number;
- Name and address of the consignee and the contact person's name, email address, and phone number;
- Source country;
- The U.S. port of entry for the import, the expected date of import, and the vessel transporting the material; and
- Name, address, contact person, email address, and phone number of the responsible party at the facility where the regulated substance will be transformed or destroyed.

Importer of Used HFCs for Destruction Reporting Requirements (provided at least 30 working days before the shipment is to leave the foreign port of export):

- Name, commodity code, and quantity of each regulated substance to be imported;
- Name and address of the importer, the importer ID number, and the contact person's name, email address, and phone number;
- Name and address of the consignee and the contact person's name, email address, and phone number;
- Name and address of any intermediary who aggregates regulated substances imported for destruction, and the contact person's name, email address, and phone number;
- Source country;
- An English translation, if needed, of the export license (or application for an export license) from the appropriate government agency in the country of export;
- The U.S. port of entry for the import, the expected date of import, and the vessel transporting the material; and
- Name, address, contact person, email address, and phone number of the responsible party at the destruction facility.

Importer of Used HFCs for Destruction Reporting Requirements (provided within 45 days after destruction occurs):

- Records indicating that the substance has been destroyed.

Importer of Used HFCs for Destruction Recordkeeping Requirements:

- A copy of the petition to import for destruction;
- The EPA non-objection notice;
- A copy of the export license, export license application, or official communication from the appropriate government agency in the country of export;
- An English translation of the export license;
- U.S. Customs entry documents for the import that must include the commodity codes;
- The date, amount, and name of the regulated substances sent for destruction, per shipment;
- An invoice from the destruction facility verifying the shipment was received; and
- Records from the destruction facility indicating that the substance has been destroyed.

### **Aggregator Recordkeeping Requirements:**

#### Aggregator of Used Imports for Destruction Recordkeeping Requirements:

- Maintain transactional records that include the name and address of the entity from whom they received the regulated substance imported for destruction;
- Maintain transactional records that include the name and address of the entity to whom they sent the regulated substance imported for destruction;
- Maintain records that include the date and quantity of the imported regulated substance received for destruction;
- Maintain records that include the date and quantity of the imported regulated substance sent for destruction; and
- If the person is the final aggregator of such a regulated substance before the material is destroyed, maintain a copy of records indicating that the substance has been destroyed.

### **Transshipment Reporting and Recordkeeping Requirements:**

#### Transshipment Reporting Requirements (provided before and after each transshipment):

- Name, commodity code, and quantity of each regulated substance to be transhipped;
- Name and address of the importer, the importer ID number, and the contact person's name, email address, and phone number;
- Source country;
- The U.S. port of entry;
- The expected date of entry;
- Date of departure from the United States; and
- Name of vessel transporting the material.

#### Transshipment Recordkeeping Requirements:

- Any person who transships a regulated substance must maintain records that indicate:
  - That the regulated substance shipment originated in a foreign country;
  - That the regulated substance shipment is destined for another foreign country; and
  - That the regulated substance shipment will not enter interstate commerce within the United States.

### **Exporter Reporting Requirements:**

#### Exporter Quarterly Reporting Requirements:

- The names and addresses of the exporter and the recipient of the exports;
- The exporter's Employer Identification Number;
- The quantity of each specific regulated substance exported, including the quantity of regulated substance that is used, reclaimed, or recycled;
- The date on which, and the port from which, the regulated substances were exported from the United States or its territories;
- The country to which the regulated substances were exported;
- The commodity code for the regulated substances shipped; and
- For persons exporting for transformation or destruction of the regulated substance, the invoice or sales agreement containing language similar to the transformation verifications that importers use, or destruction verifications showing that the purchaser or recipient intends to destroy the regulated substances.

Exporter Annual Inventory Reporting Requirements:

- The quantity of regulated substances held in inventory onsite at the end of each year.

Requests for Additional Consumption Allowances Reporting Requirements (provided as-needed following the export):

- The identities and addresses of the exporter and the recipient of the exports;
- The exporter's Employer Identification Number;
- The names, telephone numbers, and email addresses of contact persons for the exporter and the recipient;
- The quantity and name of the regulated substances exported;
- The source of the regulated substances and the date purchased;
- The date on which, and the port from which, the regulated substances were exported;
- The country to which the regulated substances were exported;
- A copy of the bill of lading and the invoice indicating the net quantity of regulated substances shipped and documenting the sale to the purchaser;
- The commodity codes of the regulated substances exported; and
- A written statement from the producer that the regulated substances were produced with expended allowances or a written statement from the importer that the regulated substances were imported with expended allowances.

**Supplier Reporting Requirements:**

Supplier One-Time Certification ID Registration:

- The name and address of the company;
- Contact information for the owner of the company;
- The dates of and States in which the company is incorporated and State license identifiers;
- The address of each facility that sells or distributes regulated substances; and
- The category of final customers the supplier sells or distributes regulated substances to.

Supplier One-Time Container Inventory Reporting Requirements:

- The name and address of the company;
- Contact information for the owner of the company;
- Inventory of regulated substances owned by the company as of December 31, 2020, December 31, 2021, and December 31, 2022;
- For each container of regulated substance still in the company's possession, the amount and name of the regulated substance in the container, any unique identification number assigned to the container, whether the regulated substance was acquired from a domestic supplier, through import, or through reclamation, and the date the regulated substance was acquired, imported, or reclaimed; and
- A certification from the owner of the company or other responsible officer that the regulated substance in his/her/their possession was acquired consistent with the laws of the United States.

**Destruction and Transformation Reporting and Recordkeeping Requirements:**

Second Party Transformation and Destruction Annual Reporting Requirements:

- The names and quantities of the regulated substances destroyed; and

- The names and quantities of the regulated substances transformed.

Second Party Transformation and Destruction Recordkeeping Requirements:

- Copies of the invoices or receipts documenting the sale or transfer;
- Records identifying the producer or importer of the regulated substances;
- Dated records of inventories of regulated substances at each plant on the first day of each quarter;
- Dated records of the quantity of each regulated substance transformed or destroyed;
- In the case where regulated substances were purchased or transferred for transformation purposes, a copy of the person's transformation verification;
- Dated records of the names, commercial use, and quantities of the resulting chemical(s) when the regulated substances are transformed;
- Dated records of shipments to purchasers of the resulting chemical(s) when the regulated substances are transformed; and
- In the case where regulated substances were purchased or transferred for destruction purposes, a copy of the person's destruction verification.

Second Party Destruction Third-Party Annual Reporting Requirements (provided to the producer or importer of the regulated substances):

- A destruction verification containing the following:
  - Identity and address of the person intending to destroy regulated substances;
  - The quantity (in kilograms) of regulated substances intended for destruction;
  - Identity of shipments by purchase order number(s), purchaser account number(s), location(s), or other means of identification;
  - The destruction efficiency at which such substances will be destroyed;
  - Period of time over which the person intends to destroy regulated substances; and
  - Signature and title of the verifying person.

Second Party Transformation Third-Party Annual Reporting Requirements (provided to the producer or importer of the regulated substances):

- A Transformation verification containing the following:
  - Identity and address of the person intending to transform the regulated substances;
  - The quantity (in kilograms) of regulated substances intended for transformation;
  - Identity of shipments by purchase order number(s), purchaser account number(s), location(s), or other means of identification;
  - Period of time over which the person intends to transform the regulated substances; and
  - Signature and title of the verifying person.

Destruction One-Time Reporting Requirements:

- The destruction unit's destruction efficiency;
- The methods used to record the volume destroyed;
- The methods used to determine destruction efficiency; and
- The name of other relevant federal or state regulations that may apply to the destruction process.

Destruction Third-Party Reporting Requirements (provided to the importer or aggregator within 30 days of the date of destruction):

- A record indicating the substance was destroyed.

Transformation One-Time Reporting Requirements:

- A description of the transformation use;
- A description of all technologies and actions taken to minimize emissions of regulated substances;
- The name of the product manufactured in the process;
- A list of any coproducts, byproducts, or emissions from the production line of any regulated substance that are other regulated substances
- The estimated annual fugitive emissions by chemical associated with the transformation process;
- The anticipated ratio of regulated substance used for transformation to the amount of end product manufactured; and
- A mass balance equation of the transformation reaction.

**Process Agent Use Reporting Requirements:**

Process Agent Use One-Time Reporting Requirements:

- A description of the process agent use which includes details of the percentages of process agent retained within the process, recovered after the process, and emitted or entrained in the final product;
- A description of all technologies and actions taken to minimize emissions of regulated substances;
- The name of the product and byproducts manufactured in the process; and
- The anticipated ratio of process agent emissions to end product manufactured.

Process Agent Use Annual Reporting Requirements:

- Contact information including e-mail address and phone number for a primary and alternate contact person;
- The amount of regulated substance used as a process agent;
- The amount of product and the amount of byproducts manufactured (including amounts eventually destroyed or used as feedstock);
- The stack point source emissions; and
- A description of any HFC emission reduction actions planned or currently under investigation.

**Reclaimer Reporting and Recordkeeping Requirements:**

Reclaimer One-Time Reporting Requirements:

- The name of the laboratory that conducts the batch testing and a signed statement from that laboratory confirming there is an ongoing business relationship with the reclaimer;
- The number of batches tested for each regulated substance or blend containing a regulated substance in the prior year; and
- The number of batches that did not meet the required specifications in the prior year.

Reclaimer Quarterly Reporting Requirements:

- The total quantity of material (the combined mass of refrigerant and contaminants) by refrigerant type sent to them for reclamation, the total annual mass of each refrigerant reclaimed, and the total annual mass of waste products; and
- The quantity of used, reclaimed, and virgin regulated substances held in inventory onsite at the end of each quarter.

Reclaimer Recordkeeping Requirements:

- The results of the analysis conducted to verify that reclaimed refrigerant meets the required specifications; and
- The names and addresses of persons sending them material for reclamation and the quantity of the material (the combined mass of refrigerant and contaminants) by refrigerant sent to them for reclamation.

Reclaimer One-Time Certification ID Registration:

- The name and address of the company;
- Contact information for the owner of the company;
- The dates of and States in which the company is incorporated and State license identifiers;
- The address of each facility that sells or distributes regulated substances;
- How the company introduces bulk regulated substances into U.S. commerce; and
- The category of final customers the supplier sells or distributes regulated substances to.

Reclaimer Certification ID System Reporting Requirements (provided when a container is introduced into U.S. commerce):

- The name or brand the regulated substance is being sold and/or marketed under;
- The date the regulated substance was reclaimed and by whom;
- The date the reclaimed regulated substance was put into a container;
- The unique serial number associated with the container;
- The amount and name of the regulated substance(s) in the container;
- Whether the purity of the batch was confirmed to meet required specifications;
- The date the batch was tested for purity;
- Who certified the reclaimed regulated substance meets the purity specifications; and
- If a container is filled with reclaimed and virgin regulated substance(s), the amount of virgin regulated substance included in the container and the certification identification(s) associated with that regulated substance.

Reclaimer One-Time Container Inventory Reporting Requirements:

- The name and address of the company;
- Contact information for the owner of the company;
- Inventory of regulated substances owned by the company as of December 31, 2020, December 31, 2021, and December 31, 2022;
- For each container of regulated substance still in the company's possession, the amount and name of the regulated substance in the container, any unique identification number assigned to the container, whether the regulated substance was acquired from a domestic



supplier, through import, or through reclamation, and the date the regulated substance was acquired, imported, or reclaimed; and

- A certification from the owner of the company or other responsible officer that the regulated substance in his/her/their possession was acquired consistent with the laws of the United States.

### **Transfers of Allowances Reporting Requirements:**

#### Inter-Company Transfers Reporting Requirements:

- The identities and addresses of the transferor and the transferee;
- The names, telephone numbers, and e-mail addresses of contact persons for the transferor and the transferee;
- The type of allowances being transferred;
- The quantity of allowances being transferred;
- The total cost of the allowances transferred;
- The amount of unexpended allowances of the type and for the year being transferred that the transferor holds as of the date the claim is submitted to EPA; and
- The quantity of the five percent offset applied to the quantity transferred that will be deducted from the transferor's allowance balance.

#### Transfers from a Person in a Foreign Country Reporting Requirements:

- The maximum production level permitted minus the quantity of production allowances to be transferred; the maximum production for the applicable regulated substances that are allowed under applicable law (including the foreign country's applicable domestic law) minus the quantity of production allowances to be transferred; or the average of the foreign country's actual national production level of the applicable regulated substances for the three calendar years prior to the year of the transfer minus the quantity of production allowances to be transferred;
- The identity and address of the person;
- The foreign country authorizing the transfer;
- The names, telephone numbers, and email addresses of the points of contact for the person receiving the foreign transfer and for the representative of the foreign country;
- The name of the chemical and quantity of production being transferred;
- Documentation that the foreign country possesses the necessary quantity of unexpended production rights;
- The calendar year to which the transfer applies; and
- A signed statement from a responsible official describing whether the increased production is intended for export or the market in the United States.

#### Transfer to a Person in a Foreign Country Reporting Requirements:

- The identity and address of the person;
- The foreign country authorizing the transfer;
- The names, telephone numbers, and email addresses of the points of contact for the person transferring allowances and for the representative of the foreign country;
- The name of the chemical and quantity of allowable production being transferred;
- The calendar year to which the transfer applies; and

- A signed statement from a responsible official requesting that EPA revise the number of production allowances it holds to such that the aggregate national production in the United States is equal to the lowest of the following three production quantities: (1) the maximum production level minus the quantity of production allowances to be transferred; (2) the maximum production for the applicable regulated substances that are allowed under applicable law minus the quantity of production allowances to be transferred; or (3) the average of the United States' actual national production level of the applicable regulated substances for the three calendar years prior to the year of the transfer minus the quantity of production allowances to be transferred.

**Sale or Transfer of Application-Specific Allowances Reporting Requirements:**

- The identities and addresses of the transferor and the transferee;
- The name, telephone numbers, and email addresses of contact persons for the transferor and the transferee;
- The amount of allowances being sold or transferred;
- The cost of the allowances being transferred;
- The amount of unexpended allowances of the type and for the year being transferred that the transferor holds as of the date the claim is submitted to EPA;
- The quantity of the one percent offset applied to the quantity transferred that will be deducted from the transferor's allowance balance;
- The specific products that the transferee plans to produce with the HFCs; and
- A signed document from the transferee certifying that the HFCs produced or imported with application-specific allowances will be used only for the same application for which the application-specific allowance was allocated.

**Application-Specific Allowance Holder Reporting and Recordkeeping Requirements:**

**Application-Specific Allowance Holders Biannual Reporting Requirements:**

- The quantity of each regulated substance that was used for their application during previous six months;
- The quantity of regulated substances acquired through conferring allowances that were imported or produced domestically during the previous six months;
- The companies to which application-specific allowances were conferred;
- The quantity of regulated substances purchased without expending application-specific allowances during the previous six months;
- The quantity of inventory of each regulated substance held by the reporting company or held under contract by another company for the reporting company's use on the last day of the previous six-month period;
- The quantity of each regulated substance contained in exported products during the previous six months; and
- The quantity of each regulated substance that was destroyed or recycled during the previous six months.

**Application-Specific Allowance Holders Annual Reporting Requirements:**

- Total quantity of all regulated substances acquired and used in the previous three years;
- Information on suppliers;
- Whether HFCs were acquired through domestic production or import;

- Whether HFCs were acquired through conferring allowances or from the general market; quantities held in inventory; and
- A description of plans to transition to regulated substances with a lower exchange value or alternatives to regulated substances.

Application-Specific Allowance Holder Third-Party Annual Reporting Requirements (provided to the producer or importer with those allowances):

- A certification stating that the regulated substances were purchased solely for a listed application and will not be resold for use in a different application or used in any other manufacturing process.

Application-Specific Allowance Holders Recordkeeping Requirements:

- Records necessary to develop the biannual reports;
- A copy of certifications provided to producers and/or importers when conferring allowances;
- A copy of the annual submission requesting application-specific allowances;
- Invoice and order records related to the purchase of regulated substances;
- Records related to the transfer of allocation-specific allowances to other entities; and
- Records documenting the use of regulated substances.

**Third-Party Auditor Reporting Requirements:**

Third-Party Auditor Annual Reporting Requirements:

- Identify the applicable procedures used to review the inputs the regulated entities used to develop quarterly and annual reports; and
- Identify the corresponding findings for each procedure.

**New Market Entrants Reporting Requirements:**

New Market Entrants One-Time Reporting Requirements:

- Name and address of the company and the complete ownership of the company (with percentages of ownership);
- Whether the company is a woman or minority owned business
- Contact information for the owner of the company;
- The date of incorporation and State in which the company is incorporated;
- State license identifier;
- A plan for importing HFCs;
- A prospective foreign exporter that the applicant anticipates working with; and
- Documentation demonstrating that they meet conditions for a small business.

(ii) Respondent Activities

A summary of respondent activities by respondent type is provided in Table II below.

**Table II. Respondent Activities by Respondent Type**

Activity	Reporting Frequency
<b>Producers</b>	
Submit one-time producer report	One-Time

Submit quarterly report	Quarterly
Submit annual inventory report	Annual
Maintain records	N/A
Register with certification ID system	One-Time
Enter data into certification ID system	As Needed
Submit one-time inventory report	One-Time
Submit one-time HFC-23 emissions report	One-Time
Submit annual HFC-23 emissions report	Annual
Submit HFC-23 proof of destruction	As Needed
<b>Imports</b>	
Submit quarterly report	Quarterly
Submit annual inventory report	Annual
Maintain records	N/A
Register with certification ID system	One-Time
Enter data into certification ID system	As Needed
Submit one-time inventory report	One-Time
Petition to import HFCs for transformation/destruction	As Needed
Petition to import used HFCs for destruction	As Needed
Submit proof of destruction of used imports	As Needed
Maintain records on used imports for destruction	N/A
<b>Aggregators of Used Imports for Destruction</b>	
Maintain records	N/A
<b>Transshipments</b>	
Submit notification of transshipments	As Needed
Maintain records	N/A
<b>Exports</b>	
Submit quarterly report	Quarterly
Submit annual inventory report	Annual
Submit request for additional consumption allowances	As Needed
<b>Suppliers</b>	
Register with certification ID system	One-Time
Submit one-time inventory report	One-Time
<b>Destruction</b>	
Submit one-time report	One-Time
Submit annual second party report	Annual
Maintain records	N/A
Provide destruction verification to third party	Annual
Provide proof of destruction to third party	As Needed
<b>Transformation</b>	
Submit one-time report	One-Time
Submit annual second party report	Annual
Maintain records	N/A
Provide transformation verification to third party	Annual
<b>Process Agent Use</b>	
Submit one-time report	One-Time
Submit annual report	Annual
<b>Reclaimers</b>	
Submit one-time report	One-Time
Submit quarterly report	Quarterly

Maintain records	N/A
Register with certification ID system	One-Time
Enter data into certification ID system	As Needed
Submit one-time inventory report	One-Time
<b>Transfers</b>	
Submit inter-company transfer request	As Needed
Submit request to transfer from a person in a foreign country	As Needed
Submit request to transfer to a person in a foreign country	As Needed
Submit request to sell/transfer application-specific allowances	As Needed
<b>Application-Specific Allowance Holders</b>	
Submit biannual report	Biannual
Submit annual report	Annual
Provide certification to third party	Annual
Maintain records	N/A
<b>Third Party Audits</b>	
Submit annual audit report	Annual
<b>New Market Entrants</b>	
Submit one-time request	One-Time

All records and reports must comply with requirements for HFC regulated substances in accordance with the proposed rulemaking “Phasedown of Hydrofluorocarbons: Establishing the Allowance Allocation and Trading Program under the American Innovation and Manufacturing Act”. Reports and records associated with the reports listed above must be kept for five years. All amounts must be reported in kilograms with limited exceptions, such as for requests to transfer allowances, which would be in metric tons exchange value equivalent. These recordkeeping requirements pertain to original documents that are held by companies in the normal course of conducting business, accounts of daily production runs, sales invoices, and bills of lading. Information from these recordkeeping documents is summarized in reports. Recordkeeping requirements are designed to aid the EPA in compliance monitoring, site inspection, and enforcement actions.

## 5. The Information Collected - Agency Activities, Collection Methodology, and Information Management

### **(a) Agency Activities**

Start-up activities associated with this information collection request include the following:

- Develop a certification ID tracking system
- Review one-time inventory reports
- Expand data tracking system for HFCs

Annual activities associated with this information collection request include the following:

- Notify stakeholders of baseline allowances;
- Review data for completeness and accuracy;
- Review and process transfer requests;

- Review and process petitions to import regulated substances;
- Review third-party audit reports;
- Provide reporting guidance;
- Conduct stakeholder outreach efforts;
- Maintain the data tracking system;
- Review information and conduct compliance monitoring activities related to restrictions on production, import, export, transformation, and destruction of regulated substances for individual companies by comparing data with other sources of information; and
- Review information to ensure exempted production and imports do not exceed limits statutorily set by the AIM Act.

**(b) Collection Methodology and Management**

EPA will leverage two existing reporting systems to seamlessly collect and track data on HFCs: (1) e-GGRT and (2) the ozone-depleting substance tracking system (ODSTS). EPA currently uses e-GGRT to collect and store data on GHGs (including HFCs) in accordance with the GHGRP, while the ODSTS is used by EPA to collect and track data on ozone-depleting substances that are reported in accordance with 40 CFR part 82. Both systems are designed to collect and store CBI.

Information required under this ICR will be reported electronically to EPA via e-GGRT. Following submission, the data will be migrated into the ODSTS for the purposes of allowance tracking and management, leveraging the infrastructure of the allowance tracking system implemented for ODS.

EPA will also develop prior to January 1, 2024, a tracking system to allow for the generation of and tracking of QR codes and certification IDs for containers of regulated HFCs. This system will allow anyone buying or selling HFCs to determine whether the material they are purchasing and selling was produced, imported, or reclaimed legally.

**(c) Small Entity Flexibility**

Much of this information collection is required by statute. Any additional information required is collected to ensure compliance with the production and consumption caps established by the AIM Act and to ensure application-specific material is available to stakeholders.

The burden on small entities has been reduced to every extent possible. Small entities include HFC importers, reclaimers, and distributors. The proposed rule takes comment on several aspects related to burden, and EPA will consider those comments as it develops the final rule and final ICR Supporting Statement.

**(d) Collection Schedule**

The following information is required on a specific collection schedule:

- Producers, importers, exporters and reclaimers report to the EPA quarterly (45 days after the end of each quarter);
- Application-specific allowance holders report to EPA biannually (by July 31 and January 31 of each year);
- Persons who destroy, transform, or use regulated substances as a process agent, as well as auditors, report to the EPA annually (45 days after the end of the control period);
- Persons transferring allowances to another company; requesting international transfer of allowances; requesting additional consumption allowances; transshipping HFCs; or petitioning to import regulated substances for feedstock or destruction must submit reports to the EPA on a transactional basis;
- Companies that produce, transform, or destroy regulated substances; distributors that hold inventory of HFCs; and new market entrants requesting allowances from the small business set aside must submit a one-time report.
- Persons importing regulated substances or filling a container with regulated substances must provide information on the packaging and origin of the regulated substance for each container filled or imported; and
- Persons buying and distributing/selling or offering for distribution/sale must scan the QR code affixed to cylinders at the time of distribution/sale or purchase.

## 6. Estimating the Burden and Cost of Collection

This section presents EPA’s estimates of the burden and costs to respondents associated with the activities described in Section 4 of this document, as well as the federal burden hours and costs associated with the activities described in Section 5 of this document.

### **(a) Estimating Respondent Burden**

EPA identified 55 information collection activities that are mandated by EPA’s proposed rulemaking. EPA estimated the amount of time associated with each activity based on EPA’s experience collecting similar activity data on HFCs and ozone-depleting substances (ODS) under GHGRP (74 FR 56260; October 30, 2009) and 40 CFR part 82, respectively. This analysis assumes that all respondent burden hours are incurred by technical staff at companies that submit reports. Error: Reference source not found below summarizes the number of burden hours incurred by each respondent for each information collection activity.

### **(b) Estimating Respondent Costs**

To determine respondent costs, an average hourly wage rate of \$58.41 per hour for technical staff, the hourly wage rate for professional and related persons, was derived from the Bureau of Labor Statistics Employer Cost and Employee Compensation, Table 2. (“civilian workers, by occupational and industry group”), September 2020. A 110 percent increase was added to reflect the estimated additional costs for overhead and fringe, which increased the wage rate to \$122.66 per hour. Burden hours were multiplied by the labor rate to determine respondent costs.

In addition, operations and maintenance (O&M) costs associated with recordkeeping requirements were designated at \$50 per year, which will cover the cost of whatever method companies use to store their records, such as a flash drive, paper file, or cloud storage.

Error: Reference source not found below summarizes annual labor and O&M costs for each respondent by information collection activity. Costs are calculated by multiplying technical burden hours per response by the number of responses per year by the assumed hourly wage rate of technical staff. The number of responses per year are based on the reporting frequency of each activity (as outlined in Table II) and EPA's experience implementing the ODS allowance system.

### **(c) Estimating Agency Burden and Costs**

EPA identified 13 activities incurred by the federal government associated with this data collection request. Burden associated with each activity is based on EPA's past experience with reporting and data collection of HFCs and ODS. The number of occurrences of each activity is based the estimated number of responses per year for each year of this ICR (as discussed further in section (d) below).

Costs are subdivided into Agency and contractor costs. The average hourly rates for the EPA technical and managerial staff of \$49.68 and \$69.06, respectively, are derived from the 2021 annual base pay table, which was retrieved from the Office of Personnel Management website. The rate for technical staff is based on a GS-13 step 1 salary and the rate for managerial staff is based on a GS-15 step 1 salary. These rates were then multiplied hourly rates by the standard government benefits multiplication factor of 1.6 to get hour rates of \$79.49 for technical staff and \$110.50 for managerial staff. The cost of contractor time is valued at \$108.37 per hour on average, including overhead and fringe. This rate takes into account a weighted average of managerial and technical staff hours, based on rates for Consultant III and Researcher II under GSA Schedule 899-1 Environmental Consulting Services.

Error: Reference source not found summarizes total agency burden and costs by activity.

### **(d) Estimating the Respondent Universe and Total Burden and Costs**

The respondent universe for this ICR is based on a review of data available in e-GGRT, the ODSTS, the Automated Commercial Environment (ACE), and HFC subsector market characterizations (docket ID EPA-HQ-OAR-2021-0044). In total, EPA estimates 10,483 unique respondents are subject to the information collection requirements outlined in this ICR. This estimate takes into account the fact that the respondent types specified in Table II are not mutually exclusive, meaning a given respondent may be subject to more than one information collection activity.

Table VI summarizes the total number of respondents per activity per year as well as total burden hours and costs per year. The number of respondents per activity per year varies across the three years covered by this ICR due to the one-time reporting requirement for select activities. Total respondent burden hours and costs are derived by multiplying the number of respondents per activity by total hours and total costs per respondent per year (see Error: Reference source not found). EPA has not deducted any respondent burden that is already covered under the GHGRP's ICR (2060-0629), but the Agency intends to do so in the final rule ICR.



**Table III. Hours and Costs per Respondent Activity**

Respondent Type	Activity	Responses per Respondent per Year	Technical Burden Hours per Response	Total Hours per Respondent per Year	Technical Labor Cost per Respondent per Year	O&M Costs per Respondent per Year
HFC Producer	Submit one-time producer report	1	100.00	100.0	\$12,266	\$0
	Submit quarterly report	4	6.00	24.0	\$2,944	\$0
	Submit annual inventory report	1	20.00	20.0	\$2,453	\$0
	Maintain records	1	4.00	4.0	\$491	\$50
	Register with certification ID system	1	0.50	0.5	\$61	\$0
	Enter data into certification ID system	8	0.50	4.0	\$491	\$0
	Submit one-time inventory report	1	1.00	1.0	\$123	\$0
	Submit one-time HFC-23 emissions report	1	100.00	100.0	\$12,266	\$0
	Submit annual HFC-23 emissions report	1	12.00	12.0	\$1,472	\$50
	Submit HFC-23 proof of destruction	2	0.25	0.5	\$61	\$0
HFC Importer	Submit quarterly report	4	6.00	24.0	\$2,944	\$0
	Submit annual inventory report	1	10.00	10.0	\$1,227	\$0
	Maintain records	1	4.00	4.0	\$491	\$50
	Register with certification ID system	1	0.50	0.5	\$61	\$0
	Enter data into certification ID system	8	0.50	4.0	\$491	\$0
	Submit one-time inventory report	1	1.00	1.0	\$123	\$0
	Petition to import HFCs for transformation/destruction	48	2.00	96.0	\$11,775	\$0
	Petition to import used HFCs for destruction	3	6.00	18.0	\$2,208	\$0
	Submit proof of destruction of used imports	3	0.25	0.8	\$92	\$0
	Maintain records on used imports for destruction	1	4.00	4.0	\$491	\$0
HFC Aggregator	Maintain records	1	4.00	4.0	\$491	\$50
HFC Transshipments	Submit notification of transshipments	10	1.00	10.0	\$1,227	\$0
	Maintain records	1	4.00	4.0	\$491	\$50
HFC Exporter	Submit quarterly report	4	6.00	24.0	\$2,944	\$0
	Submit annual inventory report	1	10.00	10.0	\$1,227	\$0
	Submit request for additional consumption allowances	2	6.00	12.0	\$1,472	\$0
HFC Suppliers	Register with certification ID system	1	0.50	0.5	\$61	\$0
	Submit one-time inventory report	1	1.00	1.0	\$123	\$0

Respondent Type	Activity	Responses per Respondent per Year	Technical Burden Hours per Response	Total Hours per Respondent per Year	Technical Labor Cost per Respondent per Year	O&M Costs per Respondent per Year
HFC Destroyer	Submit one-time report	1	100.00	100.0	\$12,266	\$0
	Submit annual second party report	1	4.00	4.0	\$491	\$0
	Maintain records	1	4.00	4.0	\$491	\$50
	Provide destruction verification to third party	1	2.00	2.0	\$245	\$0
	Provide proof of destruction to third party	1	2.00	2.0	\$245	\$0
HFC Transformer	Submit one-time report	1	100.00	100.0	\$12,266	\$0
	Submit annual second party report	1	4.00	4.0	\$491	\$0
	Maintain records	1	4.00	4.0	\$491	\$50
	Provide transformation verification to third party	1	2.00	2.0	\$245	\$0
HFC Process Agent Use	Submit one-time report	1	100.00	100.0	\$12,266	\$0
	Submit annual report	1	6.00	6.0	\$736	\$0
HFC Reclaimers	Submit one-time report	1	40.00	40.0	\$4,906	\$0
	Submit quarterly report	4	11.40	45.6	\$5,593	\$0
	Maintain records	1	4.00	4.0	\$491	\$50
	Register with certification ID system	1	0.50	0.5	\$61	\$0
	Enter data into certification ID system	8	0.50	4.0	\$491	\$0
	Submit one-time inventory report	1	1.00	1.0	\$123	\$0
HFC Transfers	Submit inter-company transfer request	2	6.00	12.0	\$1,472	\$0
	Submit request to transfer from a person in a foreign country	1	6.00	6.0	\$736	\$0
	Submit request to transfer to a person in a foreign country	1	6.00	6.0	\$736	\$0
	Submit request to sell/transfer application-specific allowances	1	6.00	6.0	\$736	\$0
Application-Specific Allowance Holders	Submit biannual report	2	6.00	12.0	\$1,472	\$0
	Submit annual report	1	6.00	6.0	\$736	\$0
	Provide certification to third party	1	2.00	2.0	\$245	\$0
	Maintain records	1	4.00	4.0	\$491	\$50
Third Party Audits	Submit annual audit report	1	20.00	20.0	\$2,453	\$0
Small Business Set Aside	Submit one-time report	1	6.00	6.0	\$736	

**Table IV. Agency Burden and Cost Table**

Activity	Managerial	Technical	Contractor	Number of Activities	Total Hours	Total Costs
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	Hours per Activity	Hours per Activity	Hours per Activity	Y1	Y2	Y3	Y1	Y2	Y3	Y1	Y2	Y3
Develop and Maintain a Certification ID Tracking System	40.0	400.0	3,000.0	1	1	0.5	3,440.0	3,440.0	1,720.0	\$361,326	\$361,326	\$180,663
Review One-Time Inventory Reports	0.0	0.1	0.0	-	10,355	-	1,035.5	-	-	\$82,312	\$0	\$0
Expand Data Tracking System	40.0	100.0	1,500.0	1	-	-	1,640.0	-	-	\$174,924	\$0	\$0
Notify Submitters of Baseline Allowances	0.1	1.0	1.0	287	287	287	602.7	602.7	602.7	\$57,087	\$57,087	\$57,087
Review Data for Reporting Completeness and Compliance	0.0	0.5	0.5	2,172	1,999	1,999	2,172.0	1,999.0	1,999.0	\$204,016	\$187,766	\$187,766
Process Transfer Reports	0.5	1.0	0.0	57	57	57	85.5	85.5	85.5	\$7,680	\$7,680	\$7,680
Review Petitions to Import HFCs	0.1	1.0	0.0	396	396	396	435.6	435.6	435.6	\$35,854	\$35,854	\$35,854
Review Third-Party Audits	0.1	2.0	1.0	405	405	405	1,255.5	1,255.5	1,255.5	\$112,752	\$112,752	\$112,752
Provide Reporting Guidance	0.0	0.5	0.5	40	40	40	40.0	40.0	40.0	\$3,757	\$3,757	\$3,757
Conduct Stakeholder Outreach Efforts	4.0	10.0	40.0	1	1	1	54.0	54.0	54.0	\$5,572	\$5,572	\$5,572
Maintain the Data Tracking System	60.0	350.0	600.0	1	1	1	1,010.0	1,010.0	1,010.0	\$99,474	\$99,474	\$99,474
Conduct Compliance Monitoring Activities	120.0	400.0	40.0	2	2	2	1,120.0	1,120.0	1,120.0	\$98,782	\$98,782	\$98,782
Ensure Non-Exceedance of AIM Act Limits	20.0	80.0	80.0	1	1	1	180.0	180.0	180.0	\$17,239	\$17,239	\$17,239

**Table V. Respondent Burden and Cost Table**

Respondent Type	Activity	Respondents per Activity per Year			Total Hours per Year			Total Cost per Year		
		Y1	Y2	Y3	Y1	Y2	Y3	Y1	Y2	Y3
HFC Producer	Submit one-time producer report	22	1	1	2,200	100	100	\$269,852	\$12,266	\$12,266
	Submit quarterly report	22	22	22	528	528	528	\$64,764	\$64,764	\$64,764
	Submit annual inventory report	22	22	22	440	440	440	\$53,970	\$53,970	\$53,970
	Maintain records	22	22	22	88	88	88	\$11,894	\$11,894	\$11,894
	Register with certification ID system	0	0	22	0	0	11	\$0	\$0	\$1,349
	Enter data into certification ID system	0	0	22	0	0	88	\$0	\$0	\$10,794
	Submit one-time inventory report	0	0	22	0	0	22	\$0	\$0	\$2,699
	Submit one-time HFC-23 emissions report	4	0	0	400	0	0	\$49,064	\$0	\$0
	Submit annual HFC-23 emissions report	4	4	4	48	48	48	\$6,088	\$6,088	\$6,088
	Submit HFC-23 proof of destruction	4	4	4	2	2	2	\$245	\$245	\$245
HFC Importer	Submit quarterly report	265	265	265	6,360	6,360	6,360	\$780,118	\$780,118	\$780,118
	Submit annual inventory report	265	265	265	2,650	2,650	2,650	\$325,049	\$325,049	\$325,049
	Maintain records	265	265	265	1,060	1,060	1,060	\$143,270	\$143,270	\$143,270
	Register with certification ID system	0	0	265	0	0	133	\$0	0	\$16,252
	Enter data into certification ID system	0	0	265	0	0	1,060	\$0	0	\$130,020
	Submit one-time inventory report	0	0	265	0	0	265	\$0	0	\$32,505
	Petition to import HFCs for transformation/destruction	8	8	8	768	768	768	\$94,203	\$94,203	\$94,203
	Petition to import used HFCs for destruction	4	4	4	72	72	72	\$8,832	\$8,832	\$8,832
	Submit proof of destruction of used imports	4	4	4	3	3	3	\$368	\$368	\$368
	Maintain records on used imports for destruction	4	4	4	16	16	16	\$1,963	\$1,963	\$1,963
HFC Aggregator	Maintain records	5	5	5	20	20	20	\$2,703	\$2,703	\$2,703
HFC Transshipments	Submit notification of transshipments	24	24	24	240	240	240	\$29,438	\$29,438	\$29,438
	Maintain records	24	24	24	96	96	96	\$12,975	\$12,975	\$12,975
HFC Exporter	Submit quarterly report	24	24	24	576	576	576	\$70,652	\$70,652	\$70,652
	Submit annual inventory report	24	24	24	240	240	240	\$29,438	\$29,438	\$29,438
	Submit request for additional consumption allowances	7	7	7	84	84	84	\$10,303	\$10,303	\$10,303
HFC Suppliers	Register with certification ID system	0	0	10,000	0	0	5,000	\$0	\$0	\$613,300
	Submit one-time inventory report	0	0	10,000	0	0	10,000	\$0	\$0	\$1,226,600

Respondent Type	Activity	Respondents per Activity per Year			Total Hours per Year			Total Cost per Year		
		Y1	Y2	Y3	Y1	Y2	Y3	Y1	Y2	Y3
HFC Destroyer	Submit one-time report	20	1	1	2,000	100	100	\$245,320	\$12,266	\$12,266
	Submit annual second party report	15	15	15	60	60	60	\$7,360	\$7,360	\$7,360
	Maintain records	15	15	15	60	60	60	\$8,110	\$8,110	\$8,110
	Provide destruction verification to third party	15	15	15	30	30	30	\$3,680	\$3,680	\$3,680
	Provide proof of destruction to third party	12	12	12	24	24	24	\$2,944	\$2,944	\$2,944
HFC Transformer	Submit one-time report	33	1	1	3,300	100	100	\$404,778	\$12,266	\$12,266
	Submit annual second party report	29	29	29	116	116	116	\$14,229	\$14,229	\$14,229
	Maintain records	29	29	29	116	116	116	\$15,679	\$15,679	\$15,679
	Provide transformation verification to third party	29	29	29	58	58	58	\$7,114	\$7,114	\$7,114
HFC Process Agent Use	Submit one-time report	6	1	1	600	100	100	\$73,596	\$12,266	\$12,266
	Submit annual report	6	6	6	36	36	36	\$4,416	\$4,416	\$4,416
HFC Reclaimers	Submit one-time report	68	1	1	2,720	40	40	\$333,635	\$4,906	\$4,906
	Submit quarterly report	68	68	68	3,101	3,101	3,101	\$380,344	\$380,344	\$380,344
	Maintain records	68	68	68	272	272	272	\$36,764	\$36,764	\$36,764
	Register with certification ID system	0	0	68	0	0	34	\$0	\$0	\$4,170
	Enter data into certification ID system	0	0	68	0	0	272	\$0	\$0	\$33,364
	Submit one-time inventory report	0	0	68	0	0	68	\$0	\$0	\$8,341
HFC Transfers	Submit inter-company transfer request	25	25	25	300	300	300	\$36,798	\$36,798	\$36,798
	Submit request to transfer from a person in a foreign country	1	1	1	6	6	6	\$736	\$736	\$736
	Submit request to transfer to a person in a foreign country	1	1	1	6	6	6	\$736	\$736	\$736
	Submit request to sell/transfer application-specific allowances	5	5	5	30	30	30	\$3,680	\$3,680	\$3,680
Application-Specific Allowance Holders	Submit biannual report	50	50	50	600	600	600	\$73,596	\$73,596	\$73,596
	Submit annual report	50	50	50	300	300	300	\$36,798	\$36,798	\$36,798
	Provide certification to third party	50	50	50	100	100	100	\$12,266	\$12,266	\$12,266
	Maintain records	50	50	50	200	200	200	\$27,032	\$27,032	\$27,032
Third Party Audits	Submit annual audit report	405	405	405	8,100	8,100	8,100	\$993,546	\$993,546	\$993,546
Small Business Set Aside	Submit one-time report	25	0	0	150	0	0	\$18,399	\$0	\$0

**(e) Bottom Line Burden Hours and Cost Tables**

**(i) Respondent Tally**

As shown in Table VI, EPA estimates the total annual hour and cost burden to all respondents to average 36,540 hours and \$4,506,092.

**Table VI. Respondent Burden Summary Table**

<b>Year</b>	<b>Total Responses</b>	<b>Total Hours</b>	<b>Total Labor Costs</b>	<b>Total O&amp;M Costs</b>	<b>Total Costs</b>
Year 1	3,929	38,176	\$4,682,644	\$24,100	\$4,706,744
Year 2	3,756	27,246	\$3,341,970	\$24,100	\$3,366,070
Year 3	27,306	44,198	\$5,421,363	\$24,100	\$5,445,463
<b>Annual Average</b>	<b>11,664</b>	<b>36,540</b>	<b>\$4,481,992</b>	<b>\$24,100</b>	<b>\$4,506,092</b>

**(ii) The Agency Tally**

As shown in Table VII, EPA estimates the total annual hour and cost burden to the Agency to average 10,598 hours and \$1,018,229.

**Table VII. Agency Burden Summary Table**

<b>Year</b>	<b>Total Hours</b>	<b>Total Costs</b>
Year 1	12,035	\$1,178,462
Year 2	10,222	\$987,288
Year 3	9,538	\$888,937
<b>Annual Average</b>	<b>10,598</b>	<b>\$1,018,229</b>

**(f) Reasons for Change in Burden**

This is a new information collection request.

**(g) Burden Statement**

The public reporting burden for this collection of information is estimated to average 3.1 hours per response. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control numbers for EPA's regulations are listed in 40 CFR Part 9 and 48 CFR Chapter 15.