

U.S. Environmental Protection Agency

National Study of Nutrient Removal and Secondary Technologies: POTW Screener Questionnaire

EPA ICR No. 2553.01

OMB Control No. 2040-0294

EPA Office of Water

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This workbook was prepared to illustrate the burden estimates described in the ICR Supporting Information.

Tab Name	Table Data
Industry Burden	12-1, 12-2, 12-4, 12-5, 14-2
Agency Contractor Burden	14-1, 14-3
ODCs	13-1, 14-3
Agency Site Visit ODCs	14-3
State Outreach Burden	12-3

Burden Summary

Information Collection Activity	Number of Respondents	Total Burden (Hours)	Total Labor Cost
Total Respondent Burden	12,000	26,240	\$ 1,167,961
Total Agency/Contractor Burden	15,000	3,740	\$ 295,860
Total		29,980	\$ 1,463,821

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Statement and contains six tabs, described herein.

Total O&M Cost	Total Screener Cost	Total Cost
\$ 26,400	\$ 1,150,899	\$ 1,194,361
\$ 6,760	\$ 208,535	\$ 302,620
\$ 33,160	\$ 1,359,434	\$ 1,496,981

Industry Buden

Study Population		
Estimated Total Population	16,500	surveys
Respondents as of October 2020	1,500	surveys
Remaining Total Population	15,000	surveys
Estimated Full Screener Reponse Rate	75	percent
Estimated Ineligible Rate	5	percent

November 2020 Wage Information

Occupation	Mean Hourly Wage	Loading Factor*	Total Wage
Plant operator	\$ 23.26	1.46	\$ 33.96
Plant manager	\$ 54.74	1.46	\$ 79.92
Civil engineer	\$ 48.48	1.46	\$ 70.78

*Assumed 46% increase for overhead and benefits.

Screener Activities	Plant Operator (hr)	Manager (hr)	Source: Qualtrics
Complete Registration (Section A)	0.25	0	4 min ave for Registration
Review instructions	0.25	0	67 min ave for Large Survey; 25 min ave for Small
Gather data	0.5	0	
Complete Parts B and C and review	0.75	0	
Review	0	0.5	
Total	1.75	0.5	

Screener Activities	Plant Operator (hr)	Plant Manager (hr)	Percent of Population
Registration (Section A Only)	0.250	0.00	5
Full Screener	1.75	0.50	75
Non-Response	0.00	0.00	20
Total Hours and Dollars			100

Site Visit Activities	Operator Hours	Site Visits	Total Hours
Site Visits - In Person	8	25	200
Site Visits - Virtual	8	25	200
Total	16	50	400

Phone Activities	Civil Eng Hours	Calls	Total Hours
Outreach Calls	1	100	100
Population Support from States			240
Total			340

Labor Costs	
Total Operator \$	\$ 688,531
Total Manager \$	\$ 449,552
Total Civil Eng \$	\$ 29,878
Total \$	\$ 1,167,961

Information Collection Activity	Number of Respondents	Total Burden (Hours)	Total Labor Cost
Total Respondent Burden	12,000	26,240	\$ 1,167,961

Source: https://www.bls.gov/oes/current/naics4_221300.htm
NAICS 221300, occupation code 51-8031, water and wastewater treatment plant and system operators
NAICS 221300, occupation code 11-3051, mean hourly wage for industrial production managers
NAICS 221300, occupation code 17-2051 mean hourly wage for civil engineers

Total (hr)
0.25
0.25
0.5
0.75
0.5
2.25

Number of Respondents	Total Operator Hours	Total Manager Hours	Total Hours	Total Labor Cost for Operators	Total Labor Cost for Managers
750	188	0	188	\$ 6,367	\$ -
11250	19688	5625	25313	\$ 668,580	\$ 449,552
3000	0	0	0		
15000	19875	5625	25500	\$ 674,947	\$ 449,552

Total Labor
\$ 6,792
\$ 6,792
\$ 13,584

Total Labor
\$ 7,078
\$ 22,800
\$ 29,878

Total O&M Cost	Total Screener Cost	Total Cost
\$ 26,400	\$ 1,150,899	\$ 1,194,361

Total Labor Costs	
\$	6,367
\$	1,118,132
\$	-
\$	1,124,499

Agency and Contractor Burden	
Labor Rates (\$/hr)	Rate
Government rate: Technical (GS-13 Step 1)	\$ 37.70
Government rate: Managerial (GS-15 Step 1)	\$ 52.40
Government rate: Average	\$ 45.05
Contractor rate	\$ 95.00

Screeener Questionnaire Activities	Agency
	Maintain mailing list database
Questionnaire Maintenance and Distribution	100
Helpline	100
Questionnaire Post-processing/review	100
Follow up calls	100
Publish notice of anticipated ICR in Federal Register	200
Respond to all comments received	
Review questionnaire responses for consistency and reasonableness, QC tasks	25
Summarize and analyze questionnaire responses; conduct technical analyses	25
Total Screeener Questionnaire Activities Labor	700
Conduct Site Visits	300
Promotion and Outreach to Small Municipalities Associations	100
Hours for state support request	90
Total Agency/Contractor Hours	

Information Collection Activity	Number of Respondents
Total Agency/Contractor Burden	15,000

Source

Salary Table 2020-GS from the U.S. Office of Personnel Management: https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2020/GS_h.pdf

Burden (hours)		Labor Cost		
Contractor	Total Hours	Agency (\$45.05/hr)	Contractor (\$95/hr)	Total Cost
200	250	\$2,253	\$19,000	\$21,253
100	200	\$4,505	\$9,500	\$14,005
300	400	\$4,505	\$28,500	\$33,005
400	500	\$4,505	\$38,000	\$42,505
150	250	\$4,505	\$14,250	\$18,755
100	300	\$9,010	\$9,500	\$18,510
300	325	\$1,126	\$28,500	\$29,626
250	275	\$1,126	\$23,750	\$24,876
1,800	2,500	\$31,535	\$171,000	\$202,535
750	1,050	\$13,515	\$71,250	\$84,765
0	100	\$4,505	\$0	\$4,505
0	90	\$4,055	\$0	\$4,055
	3,740			\$295,860

Total Burden (Hours)	Total Labor Cost	Total O&M Cost	Total Screener Cost	Total Cost
3,740	\$ 295,860	\$ 6,760	\$ 208,535	\$ 302,620

Other Direct Costs	
Total Respondents	12,000

Industry ODC burden				
	Percent of Respondents Contacting Helpline	Call Length (minutes)	Phone Cost (\$/min)	Total Cost
Helpline Costs	0.10	30	\$0.05	\$1,800.00

	Print Cost per page	Pages per survey	Copies of Survey	Total Cost
Print Working Copy Screener	\$0.10	20	12,000	\$24,000

	Percent of Respondents Returning Hardcopy	Respondents	FedEx Rate (\$ per package)	Total Cost
Return Hardcopy Screener	0.01	12,000	\$5.00	\$600

TOTAL =	\$26,400
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Agency ODC burden			
EPA state calls	Call Length (minutes)	Phone Cost (\$/min)	Total Cost
100	30	0.05	\$150

EPA follow up calls	Call Length (minutes)	Phone Cost (\$/min)	Total Cost
1,200	30	\$0.05	\$1,800

Mail Hardcopies by Request	Percent of Respondents Receiving Letter	FedEx Rate (\$ per package)	Total Cost
120	0.01	\$5.00	\$600.00

Mail Hardcopies to Smalls	Print and Mail cost for 500 copies	Batches of 500	Total Cost
1,500	\$1,200	3	\$3,600.00

TOTAL =	\$ 6,150
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Site Visit Other Direct Costs

-Per diem rates based on 2021 values

Rates(\$)**Quantity****Schedule A - Travel****Travel - Local**

Local Mileage to POTWs (120 miles RT @ 0.54/mi)	64.80	0
Toll Fee (RT)	0.00	0
Parking	0.00	0

Travel - Long DistancePOTW Inspections - Sacramento, CA area
(two trips, one person, 5 days/5 nights each)

Airfare per person	950.00	2
Days Per Diem - Meals	66.00	10
Days Per Diem - Lodging	145.00	10
Hotel Taxes	16.80	10
Car Rental	50.00	10
Fuel	50.00	8
Airport parking	60.00	2

POTW Inspections - Las Vegas, NV area
(two trips, one person, 5 days/5 nights each)

Airfare per person	630.00	2
Days Per Diem - Meals	61.00	10
Days Per Diem - Lodging	120.00	10
Hotel Taxes	18.00	10
Car Rental	50.00	10
Fuel	50.00	8
Airport parking	60.00	2

POTW Inspections - Columbus, OH
(two trips, one person, 5 days/5 nights each)

Airfare per person	585.00	2
Days Per Diem - Meals	61.00	15
Days Per Diem - Lodging	122.00	15
Hotel Taxes	18.30	15
Car Rental	50.00	15
Fuel	50.00	12
Airport parking	60.00	3

TOTAL \$

Contingency 15 %

Total \$

Cost(\$)

0
0
0

1,900
660
1,450
168
500
400
120

1,260
610
1,200
180
500
400
120

1,170
915
1,830
275
750
600
180

15,188

17,466.20

State and Region Burden

-Unauthorized state requests will be handled by Regions. EPA assumes Regions have centralized list, require 4

Estimated POTW Population	Burden
≥ 500	40
≥ 100 and < 500	20
< 100	10

Totals	Hours	Dollars
States Total	240	\$ 22,800
EPA Total (unauthorized states)	90	\$ 4,055

Abbreviation	State	REGION	Authorization Status (as of March 2017)
AL	Alabama	4	FULLY
AK	Alaska	10	FULLY
AS	AMERICAN SAMOA	9	UNAUTHORIZED
AZ	Arizona	9	FULLY INCLUDING BIOSOLIDS
AR	Arkansas	6	FULLY
CA	California	9	FULLY
CO	Colorado	8	PARTIAL
CT	Connecticut	1	FULLY
DE	Delaware	3	PARTIAL
DC	District of Columbia	3	UNAUTHORIZED
FL	Florida	4	FULLY
GA	Georgia	4	FULLY
GU	Guam	9	UNAUTHORIZED
HI	Hawaii	9	FULLY
ID	Idaho	10	UNAUTHORIZED
IL	Illinois	5	PARTIAL
IN	Indiana	5	PARTIAL
IA	Iowa	7	FULLY
KS	Kansas	7	PARTIAL
KY	Kentucky	4	FULLY
LA	Louisiana	6	FULLY
ME	Maine	1	FULLY
MD	Maryland	3	FULLY
MA	Massachusetts	1	UNAUTHORIZED
MI	Michigan	5	FULLY INCLUDING BIOSOLIDS
MN	Minnesota	5	FULLY
MS	Mississippi	4	FULLY
MO	Missouri	7	FULLY
MT	Montana	8	PARTIAL
NE	Nebraska	7	FULLY
NV	Nevada	9	PARTIAL
NH	New Hampshire	1	UNAUTHORIZED
NJ	New Jersey	2	FULLY

NM	New Mexico	6	UNAUTHORIZED
NY	New York	2	PARTIAL
NC	North Carolina	4	FULLY
ND	North Dakota	8	FULLY
MP	Northern Mariana Islands	9	UNAUTHORIZED
OH	Ohio	5	FULLY INCLUDING BIOSOLIDS
OK	Oklahoma	6	FULLY INCLUDING BIOSOLIDS
OR	Oregon	10	FULLY
PA	Pennsylvania	3	PARTIAL
PR	Puerto Rico	2	UNAUTHORIZED
RI	Rhode Island	1	PARTIAL
SC	South Carolina	4	FULLY
SD	South Dakota	8	FULLY
TN	Tennessee	4	FULLY
TX	Texas	6	FULLY INCLUDING BIOSOLIDS
UT	Utah	8	FULLY INCLUDING BIOSOLIDS
VT	Vermont	1	PARTIAL
VI	Virgin Islands	2	PARTIAL
VA	Virginia	3	FULLY
WA	Washington	10	PARTIAL
WV	West Virginia	3	FULLY
WI	Wisconsin	5	FULLY INCLUDING BIOSOLIDS
WY	Wyoming	8	PARTIAL

hr/state.

Estimated 2016 Population US Census	Estimated POTWs (V5 Mailing List)	Burden Hours
4,863,300	374	0
741,894	69	0
	2	10
6,931,071	71	10
2,988,248	368	20
39,250,017	507	0
5,540,545	295	0
3,576,452	85	0
952,065	15	0
681,170	2	10
20,612,439	144	0
10,310,371	339	20
	6	10
1,428,557	3	0
1,683,140	113	20
12,801,539	799	40
6,633,053	455	0
3,134,693	799	0
2,907,289	469	0
4,436,974	290	0
4,681,666	318	20
1,331,479	147	20
6,016,447	182	0
6,811,779	103	20
9,928,300	387	0
5,519,952	355	0
2,988,726	307	20
6,093,000	802	0
1,042,520	166	0
1,907,116	255	0
2,940,058	11	0
1,334,795	45	0
8,944,469	340	0

2,081,015	49	0
19,745,289	566	40
10,146,788	394	20
757,952	339	0
	3	10
11,614,373	1363	0
3,923,561	279	0
4,093,465	166	0
12,784,227	937	0
3,411,307	47	10
1,056,426	19	0
4,961,119	173	20
865,454	348	0
6,651,194	377	0
27,862,596	1215	0
3,051,217	64	0
624,594	87	0
	8	10
8,411,808	305	0
7,288,000	239	0
1,831,102	585	0
5,778,708	526	0
585,501	74	0