

**Supporting Statement for Information Collection Submission  
Hazardous Material Information (3090-0205)**

**1. Explain the circumstances that make the collection of information necessary.**

The Federal Hazardous Substance Act (Pub. L. 86-613) and Hazardous Material Transportation Act (Pub. L. 93-633) prescribe standards for packaging of hazardous substances. To meet the requirements of the Acts, the General Services Administration Regulation prescribes provision 552.223-72, Hazardous Material Information, to be inserted in solicitations that provides for delivery of hazardous materials on an f.o.b. origin basis. The provision requires the contractor to identify for each National Stock Number (NSN) the Department of Transportation (DOT) Shipping Name, DOT Hazards Class, and whether the item requires a DOT label.

**2. Indicate how, by whom, and for what purpose the information is to be used.**

Contracting Officers and technical personnel use the information to monitor and ensure contract requirements are based on law and regulation. Properly identified and labeled items of hazardous material allows for appropriate handling of such items throughout GSA's supply chain system. The information is used by GSA, stored in an NSN database and provided to GSA customers.

**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.**

GSA uses information technology to the maximum extent practicable. Electronic communications and submissions between the Government agency and contractors are encouraged; contractors may submit this information collection requirement electronically, when possible.

**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.**

The General Services Administration Acquisition Manual was reviewed for duplicative actions regarding hazardous materials. No duplication has been identified.

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

The burden applies equally to small businesses that want to do business with GSA, but the burden is the minimum consistent with applicable laws, executive orders, regulations, and prudent business practices.

**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.**

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Non-Collection and/or a less frequently conducted collection of the information resulting from provision 552.223-72 would prevent the Government from being properly notified. Government activities may be hindered from apprising their employees of; (1) All hazards to which they may be exposed; (2) Relative symptoms and appropriate emergency treatment; and (3) Proper conditions and precautions for safe use and exposure.

**7. Explain any special circumstances.**

Collection is consistent with guidelines in 5 CFR 1320.6. There are no special circumstances for collection.

**8. Describe efforts to consult with persons outside the agency.**

A 60-day notice published in the *Federal Register* at 86 FR 37753 on July 16, 2021. No comments were received. A 30-day notice published in the *Federal Register* at 86 FR 54197 on September 30, 2021.

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

Not applicable.

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

This information is disclosed only to the extent consistent with prudent business practices and current regulations.

**11. Provide additional justification for any questions of a sensitive nature.**

No sensitive questions are involved.

**12 & 13. Provide estimates of the hour burden of the collection of information.**

Public reporting burden for this collection of information is estimated to average 40 minutes (.67 hours) per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The annual reporting burden is estimated as follows:

Respondents	563	
Responses per respondent		<u>x 3</u>
Total annual responses		1,689
Preparation time per response		<u>x 0.67</u>
Total response burden hours		1,132
Cost per hour*		<u>x \$57.33</u>

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Estimated Cost Burden to the Public \$64,898

\*The estimated cost of \$57.33 per hour is based on the task being accomplished by mid-level personnel equivalent to a GS-12, Step 5 salary (Base Pay and Rest of US Locality Pay) (Salary Table 2021-GS, Effective January 2021), with fringe of 36.25% (OMB Memo M-08-13).

**14. Provide estimates of annualized costs to the Federal Government.**

Government burden for this information collection is estimated based on the time required to review and evaluate the reported information. Reviewing and processing each response should take approximately 1 hour.

Total annual responses	1,689
Review time per response	<u>x 1</u>
Total response burden hours	1,689
Cost per hour*	<u>x \$57.33</u>
Estimated Cost Burden to the Government	\$96,830

\*The estimated cost of \$57.33 per hour is based on the task being accomplished by mid-level personnel equivalent to a GS-12, Step 5 salary (Base Pay and Rest of US Locality Pay) (Salary Table 2021-GS, Effective January 2021), with fringe of 36.25% (OMB Memo M-08-13).

**15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14.**

The General Schedule annual and hourly amounts in Items 12 and 14 have been updated to reflect the 2021 Salary Tables, published by the Office of Personnel Management, with 36.25% fringe per OMB Memo M-08-13.

**16. For collections of information whose results will be published, outline plans for tabulation and publication.**

Results will not be tabulated or published. Data collected will be used for internal administration of contracts.

**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.

**18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions".**

Not applicable.