

**U.S. Department of Agriculture  
Farm Production and Conservation  
Request for Geospatial Products and Services  
USDA-FPAC-BC Geospatial Enterprise Operations (GEO)  
OMB Number: 0565-XXXX**

**1. Circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.**

FSA is requesting a new OMB control number (0565-XXX) for the new information collection.

The information collection is needed to enable the Department of Agriculture to effectively administrate the Geospatial and Aerial Photography Programs. GEO has the responsibility for acquiring and conducting coordination of the FPAC's geospatial datasets and the aerial imagery flying contracts, and remote sensing programs. The geospatial data and digital aerial imagery secured by FPAC-ISD is public domain and reproductions are available at cost to any customer with a need. All receipts from the sale of geospatial products and services are retained by FPAC-ISD.

The 7 U.S.C. Section 1387 provides as follows:

“The Secretary may furnish reproductions of information such as georeferenced data from all sources, aerial or other photographs, mosaics, and maps as have been obtained in connection with the authorized work of the Department to farmers and governmental agencies at the estimated cost of furnishing such reproductions, and to persons other than farmers at such prices (not less than estimated cost of data processing, updating, revising, reformatting, repackaging and furnishing the reproductions and information), the money received from such sales to be deposited in the Treasury to the credit of the appropriation charged with the cost of making such reproductions. This section shall not affect the power of the Secretary to make other disposition of such or similar materials under any other provisions of existing law.”

The delegation of authority for GEO is covered in the 7 CFR 2.16, Chief Operating Officer, FPAC-BC.

**2. Purpose and Use of the Information. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate how the agency has actually used the information received from the current collection.**

FSA is requesting a new OMB control number for the forms.

The form FPAC-ISD-441, Request for Geospatial Products and Services, is the form supplies to the customers for placing an order for aerial imagery products and services. The customers currently have the option of placing orders by mail, email, fax, telephone, or as walk-in customers.

The FPAC-ISD-441C Service Quality survey is used for the customers to evaluate the quality of our products and services.

The customers are using the Pay.gov, secured website, to make payment for the request.

**3. Use of information technology and burden reduction. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.**

FPAC makes every effort to comply with the E-Government Act, 2002 (E-Gov) and to provide for alternative submission of information collections.

The ongoing plan is for the customers to be able to place their order via web interface (as a part of the e-government initiatives); the implementation target date 2024 for this initiative. Furnishing this information requires the customer to research and prepare their request before submitting it to FPAC-ISD-GEO. Currently, there is no online web-based systems for respondents to submit the required information. However, the online ordering system is getting closer and closer to fruition and plan to implement it when ready. FPAC-ISD-GEO is currently in an application evaluation between different applications.

Also, all the fillable and printable PDF forms (FPAC-ISD-441 and FPAC-ISD-441C) are also available on the FSA Form Site and the FPAC-ISD-APFO Public website. Forms can also be downloaded and completed at the desktop. Data from these forms are not collected until submitted by the customer in person, email, fax or the postal service. The FPAC-ISD-441C survey is also available for the respondent to complete online.

The direct payment for the service is in place for the customers at [www.pay.gov](http://www.pay.gov) but this payment service operates by Treasury Department. This is just for reference for this collection.

**4. Describe efforts to identify duplication. Show specifically why similar information already available cannot be used or modified for use for the purposes described in Item 2 above.**

There is no similar data collection available. Every effort has been made to avoid duplication.

FPAC has reviewed USDA reporting requirements, state administrative agency reporting requirements, and special studies by other government and private agencies. The information required for data collection is not currently reported to any other agency on a regular basis in a standardized form.

The USDA-FPAC-BC Geospatial Enterprise Operation is the only source, or sole source providing USDA Service Centers with aerial imagery needed to administer federal farm programs. The operation is also with other federal agencies in cooperative photography

programs and is the official distribution point for USDA related aerial imagery which include Farm Service Agency (FSA), Natural Resource Conservation Service (NRCS), US Forest Service, National High-Altitude Photography (NHAP), National Aerial Photography Program (NAPP), and the National Agriculture Imagery Program (NAIP) compressed county mosaics, quarter quad tiles, and FSA common land units.

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

The impact to small business or other small entities is the same for all customers. Because the data is specific to each order, there is no reduction of reporting burden which can be implemented. There are 997 small businesses or entities in this information collection.

**6. Consequences of collecting the information less frequently. 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.**

This is ongoing information collection request. This collection is voluntary.

The information collected is necessary each time an order is placed for products and services. When the customer has knowledge of their unique Customer Code, only that information is necessary to place orders. There is no consequence to Federal program or policy activities if the collection is not conducted or conducted less frequently. The customer initiates placing an order with our office.

**7. Special circumstance related to the guidelines of 5 CFR 1320.5. Explain any special circumstances that would cause an information collection to be conducted in a manner:**

- **Requiring respondents to report information to the agency more often than quarterly;** There are no such requirements.
- **Requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**
  - a) The customer wants to make special arrangements for delivery through their courier. They would furnish us with their courier's name and account number.
  - b) The customer wants to change any of the ordering information. They would furnish us with their change requests.
  - c) The customer wants to change their mailing address. They would furnish us with their address changes.
  - d) The customer has furnished incomplete ordering information; we would contact the customer and request additional information.
- **Requiring respondents to submit more than an original and two copies of any document;** There are no such requirements.
- **Requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years;** There are no such requirements.

- **In connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;** There are no such requirements.
- **Requiring the use of a statistical data classification that has not been reviewed and approved by OMB;** There are no such requirements.
- **That includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or** There are no such requirements.
- **Requiring respondents to submit proprietary trade secret, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.**
  - The customer is due a refund. We no longer process U.S. Treasury refund checks that required additional information.

There are no other special circumstances. The collection of information is conducted in a manner consistent with the guidelines in 5 CFR 1320.5.

**8. Comments to the Federal Register Notice and efforts for consultation. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8 (d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.**

The Federal Register-60-day Notice was published on November 1, 2024, at 89 FR 87326. There were no comments received on the information collection request.

**Describe efforts to consult with persons outside the Agency to obtain their view on the availability of data, frequency of collection, the clarity of instructions and record keeping, disclosure, or reporting format (if any), and on data elements to be recorded, disclosed, or reported.**

The following customers were contacted for their comments in the following that have no impact to the forms:

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|---|---|
| <ul style="list-style-type: none"> <li>• Environmental Data Resources<br/>David Hildebrandt<br/>1705 Princeton Avenue<br/>Austin TX 78757 512-560-1486</li> </ul>     | <p>We don't typically use the form to order.</p>  |
| <ul style="list-style-type: none"> <li>• Environmental Research Inc., Sara McAfee<br/>5267 John Marshall Highway, Suite C<br/>Linden VA 22642 540-636-4460</li> </ul> | <p>No need to fill out form 441D with Pay.gov to make payments.</p>                               |
| <ul style="list-style-type: none"> <li>• Davey &amp; Goldman Law Firm, Lisa Goldman<br/>5609 Medical Circle, Suite 101<br/>Madison WI 53719 608-630-9700</li> </ul>   | <p>There is no price reference for the letter of certification with prints on the price list.</p> |

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

No other payment, gift or incentive will be provided through this information collection request.

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

The information collection is subject to 7 U.S.C. Section 1387, the Photographic reproductions and maps. The information collection is needed to enable the Department of Agriculture to administrate the Geospatial and Aerial Photography Programs effectively. Confidentiality assures the respondents that access to the information is restricted only to authorized FSA employees and contractors who need the information to perform their jobs and will not be disclosed to unauthorized users.

The information collection is also subject to the Food, Conservation, and Energy Act of 2008, 7 U.S.C. § 8791 (Section 1619). Section 1619 prohibits disclosure of information provided by an agriculture producer or owner of agricultural land concerning the agricultural operation, farming or conservation practices, or the land itself to participate in programs of the Department or geospatial information otherwise maintained by the Secretary about agricultural land or operations for which information was provided.

Permissible disclosures of all information collected are treated as confidential and conform with System of Records Notices (SORN) USDA/FSA-2 governs the authorized access to the personally identifiable information collection (PII). Request for and/or disclosure of PII from this information collection is subject to the provisions of The Privacy Act of 1974, as amended, 5 U.S.C. § 552a, and the routine uses of the SORNS as mentioned above.

This request was reviewed and approved by FPAC Senior Government Information Specialist for Privacy Act compliance, Samantha Jones, on November 20, 2024.

**11. Justification for any questions of a sensitive nature. Provide additional justification for any questions of a sensitive nature, such as sexual behavior or attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.**

The office does not request any information of a sensitive nature and does not anticipate a change to this policy.

**12. Estimates of the hour burden of the collection of information. Provide estimates of the hour burden of the collection of information. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens.**

The breakout for the burden is also in the Reporting and Recordkeeping Requirements spreadsheet. There are no third-party reporting burden activities associated with this request.

The burden on the estimated 1,425 respondents is averaged 25 minutes per response for a total of 432 hours.

**Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories.**

Respondent cost per hour for farmers was derived by using U.S. Bureau of Labor Statistics Occupational Employment and Wages, May 2023, Table 11-9013-Farmers, Ranchers and Other Agricultural Managers. Respondent cost per hour was derived by using U.S. Bureau of Labor Statistics Occupational Employment and Wages, May 2023, 11-9013 Farmers, Ranchers, and Other Agricultural Managers. The U.S. mean household income, as measured by the Bureau of Labor, is \$43.35. The benefit costs are in an average \$13.03 for the ranchers, farmers and others. Resulted in the total cost of \$56.38. The total respondent cost is \$24,736

**13. Estimates of other total annual cost burden. Provide estimates of the total annual cost burden to respondents or recordkeepers resulting from the collection of information, (do not include the cost of any hour burden shown in questions 12 and 14). The cost estimates should be split into two components: (a) a total capital and start-up cost component annualized over its expected useful life; and (b) a total operation and maintenance and purchase of services component.**

The regulation and associated information collections does not impose any burden costs on respondents for capital, start-up, ongoing-operation, maintenance, or the purchase of services.

**14. Provide estimates of annualized cost to the Federal government. Provide estimates of annualized cost to the Federal government. Provide a description of the method used to estimate cost and any other expense that would not have been incurred without this collection of information.**

The employee is handling the average 1 response per 1 hour, so the estimated Federal Government employee average hourly wage is \$48.61 based on the 2024 General Schedule, Grade 12, Step 6. Fringe benefits for all government workers are an additional 31 percent, or \$14.41, resulting in a total of \$63.03 per hour. The total annualized cost to the Federal Government is \$89,804 (\$63.03 x 1,425 responses).

**15. Explanation of program changes or adjustments. Explain the reasons for any program changes or adjustments reported.**

This is a new information collection. There are estimated total annual responses of 1,425 and burden hours of 432 in this request.

**16. Plans for tabulation, and publication and project time schedule. For collections of information whose results are planned to be published, outline plans for tabulation and publication.**

Operational costs are evaluated annually. Data is collected and reviewed daily on employee activities such as research, processing orders, reproduction, quality inspection, support services. Physical quarterly inventory of imaging supplies and materials is conducted to assure accuracy of data.

Results will be tabulated or published. Data collected will be used for internal administration and report is distributed to USDA personnel and is available to the public from the website.

**17. Displaying the OMB Approval Expiration Date. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.**

FPAC plans to comply and include the OMB expiration date on the forms.

**18. Exceptions to the certification statement identified. Explain each exception to the certification statement identified in ROCIS under "Certification for Paperwork Reduction Act."**

FSA is able to certify compliance with all provisions in the certification statement.