

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

**Hazardous Material Information
GSAR Clause Affected: 552.223-72**

Overview of Information Collection

This is a request for approval of an extension to an existing information collection. This information collection applies to General Services Administration (GSA) contracts requiring contractors to identify products with hazardous material information.

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 clause 552.223-72, Hazardous Material Information, to be inserted in contracts that provides for delivery of hazardous materials on a f.o.b. origin basis. The clause 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.

The General Services Administration Acquisition Regulation (GSAR) sections covered by this information collection include:

- 552.223-72, Hazardous Material Information

The following are changes of importance that have occurred since the last extension approval:

The total estimated respondents per year remained the same at 563, but the time to respond went from 40 minutes per respondent to 30 minutes to account for efficiencies in reporting.

The total estimated annual public cost burden decreased due to the use of updated data. The total estimated annual public cost burden changed-

- From: \$64,898
- To: \$54,335

1. Need and Method for the Information Collection.

This justification supports a request for renewal of a currently approved collection under OMB Control Number 3090-0205 for GSA's GSAR Clause 552.223-72 *Hazardous Material Information*.

The information collected is submitted electronically (to the maximum extent possible).

See Item 6 below for the consequences if the information collection is not conducted or conducted less frequently.

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2. Use of Information

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. Use 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. Non-Duplication

The General Services Administration Acquisition Manual was reviewed for duplicative actions regarding hazardous materials. No duplication has been identified by an OMB Control Number specific to a similar FAR provision or requirement.

5. Burden on Small Business

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. Less Frequent Collection

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. GSA may be hindered from apprising 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. Paperwork Reduction Act Guidelines.

Collection does not require any of the special circumstances at 5 CFR 1320.5(d)(2).

8. Consultation with Public Comment

A 60-day notice published in the *Federal Register* at 89 FR 68616 on August 27, 2024. No comments were received. A 30-day notice published in the *Federal Register* at 89 FR 89643 on November 13, 2024.

9. Gifts or Payment

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Not applicable, GSA makes no such payments or gifts to respondents under this information collection.

10. Privacy and Confidentiality

Not applicable. GSA makes no additional assurances under this information collection beyond what is already applicable to contract information (i.e., information collected is disclosed only to the extent consistent with prudent business practices, agency regulations, and applicable statutes).

11. Sensitive Questions

No sensitive questions are involved.

12 Burden Estimate

Public reporting burden for this collection of information is estimated to average 30 minutes 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 .5</u>
Total response burden hours	844.5
Cost per hour*	<u>x \$64.34*</u>
Estimated Cost Burden to the Public	\$54,335

*The estimated cost of \$64.34 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 2024-GS, Effective January 2024 at a rate of \$47.22), with fringe of 36.25% (OMB Memo M-08-13).

	Requested	Program Change Due to New Policy	Program Change Due to Agency Discretion	Change Due to Adjustment in Agency Estimate	Change Due to Potential Violation of the PRA	Previously Approved
Annual Number of Responses for this IC	1689	N/A	N/A	N/A	N/A	1689

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Annual IC Time Burden (Hour)	.5	N/A	N/A	1689	N/A	.67
Annual IC Cost Burden (Dollars)	\$54,335	N/A	N/A	N/A	N/A	\$64,898

Burden per Response:

	Time Per Response (Hours)	Cost Per Response (Dollars)
Reporting	0.5	\$33
Record Keeping	N/A	N/A
Third Party Disclosure	N/A	N/A
Total	0.5	\$33

Annual Burden:

	Annual Time Burden (Hours)	Annual Cost Burden (Dollars)
Reporting	1	\$64.34
Record Keeping	N/A	N/A
Third Party Disclosure	N/A	N/A
Total	844.5	\$54,335

13. Estimated Non-Recurring Costs:

Not applicable to this Information Collection

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 30 minutes.

Total annual responses	1,689
Review time per response	x .5
Total response burden hours	844.5
Cost per hour*	x \$64.34
Estimated Cost Burden to the Government	\$54,335

*The estimated cost of \$64.34 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 2024-GS, Effective January 2024), with fringe of 36.25% (OMB Memo M-08-13).

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15. Reasons for Changes:

The General Schedule annual and hourly amounts in Items 12 and 14 have been updated to reflect the 2024 Salary Tables, published by the Office of Personnel Management, with 36.25% fringe per OMB Memo M-08-13. The time needed to complete the response has been decreased from 40 minutes to 30 minutes per response. This information collection has been utilized for several years, without changes to the respondents; it is logical that there are efficiencies in reporting and that the response time can be reduced to 30 minutes.

16. Publicizing Results

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

17. OMB Not to Display Approval

Not applicable.

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

Not applicable.

19. Surveys, Censuses, and Other Collections that Employ Statistical Methods.

Surveys, censuses or statistical methods are not used for this information collection.