

# U.S. Environmental Protection Agency

## Information Collection Request

**TITLE:** NESHAP for Wood Furniture Manufacturing Operations (40 CFR Part 63, Subpart JJ) (Renewal)

**OMB CONTROL NUMBER:** 2060-0324

**EPA ICR NUMBER:** 1716.12

**ABSTRACT:**

The National Emission Standards for Hazardous Air Pollutants (NESHAP) for Wood Furniture Manufacturing Operations (40 CFR Part 63, Subpart JJ) were proposed on December 6, 1994; promulgated on December 7, 1995; and amended on both November 21, 2011, and November 19, 2020<sup>1</sup>. These standards apply to both existing and new wood furniture manufacturing operations that are major sources of hazardous air pollutants (HAPs). A “major source” is a stationary source or group of stationary sources that either emit or have the potential to emit 10 tons per year (tpy) or more of a single HAP or 25 tpy or more of a combination of HAPs. New facilities include those that commenced construction, modification, or reconstruction after the date of proposal. This information is being collected to assure compliance with 40 CFR Part 63, Subpart JJ.

These standards also apply to existing and new incidental sources and to area sources. These sources are only required to maintain purchase or usage records demonstrating that they meet the definition for incidental or area sources. Incidental and area sources are not subject to any other provisions of these standards. An “incidental source,” as defined in these standards, is a major source that is primarily engaged in the manufacture of products other than wood furniture or wood furniture components, and that uses no more than 100 gallons per month of finishing material or adhesives in the manufacture of wood furniture or wood furniture components. An “area source” is any stationary source that is not a major source.

In general, all NESHAP standards require initial notifications, performance tests, and periodic reports by the owners/operators of the affected facilities. They are also required to maintain records of the occurrence and duration of any startup, shutdown, or malfunction in the operation of an affected facility, or any period during which the monitoring system is inoperative. These notifications, reports, and records are essential in determining compliance, and are required of all affected facilities subject to NESHAP.

Any owner/operator subject to the provisions of this part shall maintain a file of these measurements and retain the file for at least five years following the date of such measurements, maintenance reports, and records. All reports required to be submitted electronically are submitted through the EPA's Central

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<sup>1</sup> The most recent amendments (85 FR 73854) include notification and recordkeeping requirements that apply to sources choosing to reclassify to area source status and to sources that revert back to major source status, including a requirement for electronic notification. There is no additional burden associated with the amendments or the requirement for respondents to submit the notifications and reports, which are existing requirements, electronically.

Data Exchange (CDX), using the Compliance and Emissions Data Reporting Interface (CEDRI), where the delegated state or local authority can review them. In the event that there is no such delegated authority, the EPA regional office can review them. All other reports are sent to the delegated state or local authority. In the event that there is no such delegated authority, the reports are sent directly to the EPA regional offices. The use of the term "Designated Administrator" throughout this document refers to the U.S. EPA or a delegated authority such as a state agency. The term "Administrator" alone refers to the U.S. EPA Administrator.

The "Affected Public" are wood furniture manufacturing facilities. The burden to the "Affected Public" may be found in Table 1: Annual Respondent Burden and Cost – NESHAP for Wood Furniture Manufacturing Operations (40 CFR Part 63, Subpart JJ) (Renewal). The burden to the "Federal Government" is attributed entirely to work performed by federal employees or government contractors and may be found in Table 2: Average Annual EPA Burden and Cost – NESHAP for Wood Furniture Manufacturing Operations (40 CFR Part 63, Subpart JJ) (Renewal). There are approximately 230 wood furniture manufacturing facilities. The vast majority of the facilities are privately-owned, for-profit businesses<sup>2</sup>. We assume that they will all respond.

Based on our consultations with industry representatives, there is an average of one affected facilities at each plant site and each plant site has only one respondent (i.e., the owner/operator of the plant site).

Over the next three years, approximately 142 existing major sources and 88 existing incidental/area sources will be subject to these standards. Of these sources, 52 will use coatings containing formaldehyde, and will be subject to the formaldehyde documentation and reporting requirements. No additional new sources are expected to become subject to these same standards over the next three years.

The active (previous) ICR had the following Terms of Clearance (TOC):

"In accordance with 5 CFR 1320, the information collection is approved for three years. As terms of clearance, upon renewal of this collection, EPA is required to include the following in its supporting statement for this and other NESHAP ICRs: (1) a description of the regulatory text applicable to the ICR including submission specifications; (2) a clear description of the data elements being collected under the ICR; (3) screen shots of the electronic portal where the reporting requirements are submitted to EPA (with the control number and burden statement); (4) a detailed discussion of how information is submitted and the extent to which electronic reporting is available; (5) evidence of consultation with respondents (by actively reaching out to stakeholders as permitted by the PRA) to ensure the supporting statement's accuracy on availability of data, frequency of collection, clarity of instructions, accuracy of burden estimate, relevance of data elements, and similar PRA matters; and (6) discussion of how EPA addressed substantive concerns raised by respondents and other stakeholders during consultation and in response to comments received on FR notices. In addition, please convert the supporting statement to the standard 18 question SS-A format upon renewal."

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<sup>2</sup> A small percentage of the facilities may be owned by the Federal government, but the exact number is unknown.

The relevant regulatory text is referenced in section 4(b) of this document. We have created a supplementary document including the regulatory text that describes the ICR requirements, which includes a description of the data elements being collected under the ICR, as identified in section 4(b)(i) of this document. All electronic collection in this information collection is submitted through EPA's CEDRI, as discussed in section 4(b)(i) of this document. Additional Paperwork Reduction Act requirements for CEDRI, including the burden statement and OMB control number, are available at: <https://www.epa.gov/electronic-reporting-air-emissions/paperwork-reduction-act-pra-cedri-and-ert>. We have created supplementary documents that include screenshots of the electronic portal where the reporting requirements are submitted online to EPA, including the OMB burden statement on the electronic portal. A description of the EPA's consultation with respondents and how EPA responded to any concerns raised by respondents or other stakeholders is discussed in sections 3(b) and 3(c) of this document.

## **Supporting Statement A**

### **1. NEED AND AUTHORITY FOR THE COLLECTION:**

*Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection.*

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The EPA is charged under Section 112 of the Clean Air Act, as amended, to establish standards of performance for each category or subcategory of major sources and area sources of hazardous air pollutants. These standards are applicable to new or existing sources of hazardous air pollutants and shall require the maximum degree of emission reduction. In addition, section 114(a) states that the Administrator may require any owner/operator subject to any requirement of this Act to:

(A) Establish and maintain such records; (B) make such reports; (C) install, use, and maintain such monitoring equipment, and use such audit procedures, or methods; (D) sample such emissions (in accordance with such procedures or methods, at such locations, at such intervals, during such periods, and in such manner as the Administrator shall prescribe); (E) keep records on control equipment parameters, production variables or other indirect data when direct monitoring of emissions is impractical; (F) submit compliance certifications in accordance with Section 114(a)(3); and (G) provide such other information as the Administrator may reasonably require.]

In the Administrator's judgment, hazardous air pollutant emissions from wood furniture manufacturing operations either cause or contribute to air pollution that may reasonably be anticipated to endanger public health and/or welfare. Therefore, the NESHAP were promulgated for this source category at 40 CFR Part 63, Subpart JJ.

### **2. PRACTICAL UTILITY/USERS OF THE DATA:**

*Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.*

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The recordkeeping and reporting requirements in these standards ensure compliance with the applicable regulations which were promulgated in accordance with the Clean Air Act. The collected information is also used for targeting inspections and as evidence in legal proceedings.

Performance tests are required in order to determine an affected facility's initial capability to comply with these emission standards. Continuous emission monitors are used to ensure compliance with the standards at all times.

The notifications required in these standards are used to inform the Agency or delegated authority when a source becomes subject to the requirements of the regulations. The reviewing authority may then inspect the source to check if the pollution control devices are properly installed, functioning properly, and that the standards are being met.

The required quarterly and semiannual reports are used to determine periods of excess emissions, identify problems at the facility, verify operation/maintenance procedures and for compliance determinations.

Additionally, the EPA is requiring electronic reporting for certain notifications or reports. The EPA is requiring that owners or operators of affected sources would submit electronic copies of initial notifications required in 40 CFR 63.9(b) and notifications of change in already reported information required in 40 CFR 63.9(j). For the notifications required in 40 CFR 63.9(b) and 63.9(j), owners and operators would be required to upload a PDF of the required notifications. We have created supplementary documents to this ICR that include screenshots of the electronic portal where the reporting requirements are submitted online to EPA, including the OMB burden statement on the electronic portal.

### **3. USE OF TECHNOLOGY:**

*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.*

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Some of the respondents are using monitoring equipment that automatically records parameter data. Although personnel at the affected facility must still evaluate the data, internal automation has significantly reduced the burden associated with monitoring and recordkeeping at a plant site.

The rule was amended to include electronic reporting provisions on November 19, 2020. Respondents are required to submit electronic copies of certain notifications through the EPA's Compliance and Emissions Data Reporting Interface (CEDRI), which can be accessed through the EPA's Central Data Exchange (CDX) (<https://cdx.epa.gov/>). The notification is an upload of their currently required notification in portable document format (PDF) file. For purposes of this ICR, it is assumed that there is no additional burden associated with the requirement for respondents to submit the notifications electronically.

Electronic copies of records may also be maintained in order to satisfy federal recordkeeping requirements. For additional information on the Paperwork Reduction Act requirements for CEDRI and

ERT for this rule, see: <https://www.epa.gov/electronic-reporting-air-emissions/paperwork-reduction-act-pra-cedri-and-ert>.

#### **4. EFFORTS TO IDENTIFY DUPLICATION:**

*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.*

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For reports required to be submitted electronically, the information is sent through the EPA's CDX, using CEDRI, where the appropriate EPA regional office can review it, as well as state and local agencies that have been delegated authority. If a state or local agency has adopted under its own authority its own standards for reporting or data collection, adherence to those non-Federal requirements does not constitute duplication.

For all other reports, if the subject standards have not been delegated, the information is sent directly to the appropriate EPA regional office. Otherwise, the information is sent directly to the delegated state or local agency. If a state or local agency has adopted its own standards to implement the Federal standards, a copy of the report submitted to the state or local agency can be sent to the Administrator in lieu of the report required by the Federal standards. Therefore, duplication does not exist.

#### **5. MINIMIZING BURDEN ON SMALL ENTITIES:**

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

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A majority of the respondents are large entities (i.e., large businesses). However, the impact on small entities (i.e., small businesses) was taken into consideration during the development of the regulation. Due to technical considerations involving the process operations and the types of control equipment employed, the recordkeeping and reporting requirements are the same for both small and large entities. The Agency considers these to be the minimum requirements needed to ensure compliance and, therefore, cannot reduce them further for small entities. To the extent that larger businesses can use economies of scale to reduce their burden, the overall burden will be reduced.

#### **6. EFFECTS OF LESS FREQUENT COLLECTION:**

*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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Less frequent information collection would decrease the margin of assurance that facilities are continuing to meet the standards. Requirements for information gathering and recordkeeping are useful techniques to ensure that good operation and maintenance practices are applied and emission limitations are met. If the information required by these standards was collected less frequently, the proper operation and maintenance of control equipment and the possibility of detecting violations would be less likely.

#### **7. GENERAL GUIDELINES:**

*Explain any special circumstances that require the collection to be conducted in a manner inconsistent with PRA Guidelines at 5 CFR 1320.5(d)(2).*

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With the following exception, these reporting or recordkeeping requirements do not violate any of the regulations promulgated by OMB under 5 CFR Part 1320, Section 1320.5.

These standards require the respondents to maintain all records, including reports and notifications for at least five years. This is consistent with the General Provisions as applied to the standards. EPA believes that the five-year records retention requirement is consistent with the Part 70 permit program and the five-year statute of limitations on which the permit program is based. The retention of records for five years allows EPA to establish the compliance history of a source, any pattern of non-compliance and to determine the appropriate level of enforcement action. EPA has found that the most flagrant violators have violations extending beyond five years. In addition, EPA would be prevented from pursuing the violators due to the destruction or nonexistence of essential records.

## **8. PUBLIC COMMENT AND CONSULTATIONS:**

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### **8a. Public Comment**

*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.*

An announcement of a public comment period for the renewal of this ICR was published in the *Federal Register* (88 FR 31748) on May 18, 2023. No comments were received on the burden published in the *Federal Register* for this renewal.

### **8b. Consultations**

*Describe efforts to consult with persons outside the Agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported. Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years - even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.*

The Agency has consulted industry experts and internal data sources to project the number of affected facilities and industry growth over the next three years. The primary source of information as reported by industry, in compliance with the recordkeeping and reporting provisions in the standard, is the Integrated Compliance Information System (ICIS). ICIS is EPA's database for the collection, maintenance, and retrieval of compliance data for industrial and government-owned facilities. The growth rate for the industry is based on our consultations with the Agency's internal industry experts. Approximately 230 respondents will be subject to the standard over the three-year period covered by this ICR.

Industry trade association(s) and other interested parties were provided an opportunity to comment on the burden associated with the standard as it was being developed and the standard has been previously reviewed to determine the minimum information needed for compliance purposes. In developing this ICR, we contacted both the Kitchen Cabinets Manufacturers Association, at 703-264-

1690, and the American Home Furnishings Alliance, at 336-884-5000. In this case, no comments were received.

It is our policy to respond after a thorough review of comments received since the last ICR renewal as well as those submitted in response to the first *Federal Register* notice. In this case, no comments were received.

#### **9. PAYMENTS OR GIFTS TO RESPONDENTS:**

*Explain any decisions to provide payments or gifts to respondents, other than remuneration of contractors or grantees.*

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The Agency does not intend to provide payments or gifts to respondents as part of this collection.

#### **10. PROVISIONS FOR PROTECTION OF INFORMATION:**

*Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or Agency policy. If the collection requires a systems of records notice (SORN) or privacy impact assessment (PIA), those should be cited and described here.*

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Any information submitted to the Agency for which a claim of confidentiality is made will be safeguarded according to the Agency policies set forth in Title 40, chapter 1, part 2, subpart B - Confidentiality of Business Information (see 40 CFR 2; 41 FR 36902, September 1, 1976; amended by 43 FR 40000, September 8, 1978; 43 FR 42251, September 20, 1978; 44 FR 17674, March 23, 1979).

#### **11. JUSTIFICATION FOR SENSITIVE QUESTIONS:**

*Provide additional justification for any questions of a sensitive nature, such as sexual behavior and 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.*

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The reporting or recordkeeping requirements in the standard do not include sensitive questions.

#### **12. RESPONDENT BURDEN HOURS AND LABOR COSTS:**

*Provide estimates of the hour burden of the collection of information. The statement should:*

- *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 the aggregate the hour burdens.*
  - *Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included as O&M costs under non-labor costs covered under question 13.*
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#### **12a. RESPONDENTS/NAICS CODES**

The respondents to the recordkeeping and reporting requirements are wood furniture manufacturing facilities. The United States Standard Industrial Classification (SIC) codes and corresponding North American Industry Classification System (NAICS) codes for respondents affected by the standard are listed in the following table:

Standard (40 CFR Part 63, Subpart JJ)	SIC Codes	NAICS Codes
Wood Kitchen Cabinet and Countertop Manufacturing	2434	337110
Household and Institutional Furniture Manufacturing	2511, 2519, 2599	33712
Wood Office Furniture Manufacturing	2521	337211
Custom Architectural Woodwork and Millwork Manufacturing	2541	337212
Showcase, Partition, Shelving, and Locker Manufacturing	2541	337215
All Other Miscellaneous Wood Products Manufacturing	2499	321999

Based on our research for this ICR, on average over the next three years, approximately 142 existing major source respondents and 88 existing incidental/area sources will be subject to the standard. It is estimated that no additional respondents per year will become subject. The overall average number of respondents, as shown in the table below, is 230 per year.

The number of respondents is calculated using the following table that addresses the three years covered by this ICR.

Number of Respondents					
	Respondents That Submit Reports		Respondents That Do Not Submit Any Reports		
Year	(A) Number of New Respondents <sup>1</sup>	(B) Number of Existing Respondents	(C) Number of Existing Respondents that keep records but do not submit reports	(D) Number of Existing Respondents That Are Also New Respondents	(E) Number of Respondents (E=A+B+C-D)
1	18	142	88	18	230
2	18	142	88	18	230
3	18	142	88	18	230
Average	18	142	88	18	230

<sup>1</sup> New respondents include sources with constructed, reconstructed and modified affected facilities. EPA assumes 3% of existing major sources will apply for reconstruction ( $142 \times 0.03 = 4$ , after rounding) and 10% will apply for modification ( $142 \times 0.1 = 14$ , after rounding).



Column D is subtracted to avoid double-counting respondents. As shown above, the average Number of Respondents over the three-year period of this ICR is 230.

The total number of annual responses per year is calculated using the following table:

<b>Total Annual Responses</b>				
(A) Information Collection Activity	(B) Number of Respondents	(C) Number of Responses	(D) Number of Existing Respondents That Keep Records But Do Not Submit Reports	(E) Total Annual Responses $E=(B \times C)+D$
Application for construction, reconstruction, and modification	18	1	0	18
Notification of applicability (one-time)	0	0	0	0
Notification of construction/reconstruction	4	1	0	4
Notification of modification	14	1	0	14
Notification of anticipated startup	18	1	0	18
Notification of actual startup	18	1	0	18
Notification of performance test	2	1	0	2
Notification of increased annual VHAP usage	0	0	0	0
Semiannual compliance status reports (compliant coatings) e	128	2	0	256
Semiannual compliance status reports (control devices) f	13	2	0	26
Quarterly excess emissions reports	1	4	0	4
Records for incidental and area sources			88	88
			Total	448

The number of Total Annual Responses is 448.

The total annual labor costs are \$2,000,000. Details regarding these estimates may be found at the end of this document in Table 1: Annual Respondent Burden and Cost – NESHAP for Wood Furniture Manufacturing Operations (40 CFR Part 63, Subpart JJ) (Renewal).

**12b. INFORMATION REQUESTED**

In this ICR, all the data that are recorded or reported is required by the NESHAP for Wood Furniture Manufacturing Operations (40 CFR Part 63, Subpart JJ).

A source must make the following reports:

<b>Notifications</b>	
Notification of applicability.	§63.807(a), §63.9(b)
Notification and application of construction or reconstruction.	§63.807(a), §63.5(d)
Notification of physical or operational change (e.g. modification) which may increase the emission rate.	§63.807(a), §63.5(b)(6)
Notification of anticipated date of initial startup.	§63.807(a), §63.5(b), §63.9(b)
Notification of actual startup.	§63.9(b)(4)(v), §63.9(b)(5)(ii)
Notification of performance tests (applies only to affected sources using a control device to comply with the rule).	§63.807(a), §63.7(b), §63.7(c), §63.7(g), §63.8(e), §63.9(e), §63.10(d)(2)
Notification of compliance status (initial).	§63.807(b), §63.9(h)
Notification of increase of annual VHAP usage.	§63.807(e), §63.803(l)(4)
Notification of reclassification to area source status or to revert back to major source status (electronic submission)	§§63.9(b), 63.9(j)

<b>Reports</b>	
Semiannual compliance status reports.	§§63.807(c)-(d), §63.10(e)
Quarterly excess emission reports.	§63.807(d)

A source must keep the following records:

<b>Recordkeeping</b>	
Work practice standards implementation plan.	§63.803(a), §63.806(e)
Leak inspection and maintenance plan.	§63.803(c)
Formulation assessment plan	§63.803(l)
Records of applicability determination/area source status.	§63.806(a), §63.10(b)(3)
Records of performance test/evaluations.	§63.806(a), §63.10(b)(2)
Records of product data sheets, the types and quantities of finishing material, thinner, contact adhesive, and strippable spray booth coatings and viscosity, VHAP, VOC, and formaldehyde content.	§63.806(b), §63.806(d), §63.10(b)(2)
Records of monitoring system compliance data.	§63.10(b)(2), §63.10(c)
Records of monthly average emission calculations.	§63.806(c)
Work practice standards records for annual operator training/refresher, inspection and maintenance inspections, solvent accounting, formulation assessment	§63.806(e), §63.803(b), §63.803(c), §63.803(d), §63.803(l)
Records of control efficiency calculations, operating parameters, compliance certifications, and semiannual or quarterly reports.	§63.806(f)-(j)
Startup, shutdown or malfunctions and corrective action records.	§63.806(k), §63.10(b)(2)

### 12c. RESPONDENT ACTIVITIES

<b>Respondent Activities</b>
Familiarization with the regulatory requirements.
Install, calibrate, maintain, and operate CMS for the control device.
Perform initial performance test, Reference Methods 1 or 1A, 2, 2A, 2C, or 2D, 3, 4, 18, 24, 24A, 204E, 301, and 311, and repeat performance tests if necessary.
Write the notifications and reports listed above.
Enter information required to be recorded above.
Submit the required reports developing, acquiring, installing, and utilizing technology and systems for collecting, validating, and verifying information.
Develop, acquire, install, and utilize technology and systems for processing and maintaining information.

<b>Respondent Activities</b>
Develop, acquire, install, and utilize technology and systems for disclosing and providing information.
Train personnel to be able to respond to a collection of information.
Transmit, or otherwise disclose the information.

The specific frequency for each information collection activity within this request is shown at the end of this document in Table 1: Annual Respondent Burden and Cost – NESHAP for Wood Furniture Manufacturing Operations (40 CFR Part 63, Subpart JJ) (Renewal).

**12d. RESPONDENT BURDEN HOURS AND LABOR COSTS**

The average annual burden to industry over the next three years from these recordkeeping and reporting requirements is estimated to be 15,900 (Total Labor Hours from Table 1). These hours are based on Agency studies and background documents from the development of the regulation, Agency knowledge and experience with the NESHAP program, the previously approved ICR, and any comments received.

This ICR uses the following labor rates:

- Managerial      \$163.17 (\$77.70 + 110%)
- Technical        \$130.28 (\$62.04 + 110%)
- Clerical          \$65.71 (\$31.29 + 110%)

These rates are from the United States Department of Labor, Bureau of Labor Statistics, September 2022, “Table 2. Civilian workers by occupational and industry group.” The rates are from column 1, “Total compensation.” The rates have been increased by 110 percent to account for varying industry wage rates and the additional overhead business costs of employing workers beyond their wages and benefits, including business expenses associated with hiring, training, and equipping their employees.

The total annual labor hours are 15,900. Details regarding these estimates may be found in Table 1: Annual Respondent Burden and Cost – NESHAP for Wood Furniture Manufacturing Operations (40 CFR Part 63, Subpart JJ) (Renewal).

We assume that burdens for managerial tasks take 5% of the time required for technical tasks because the typical tasks for managers are to review and approve reports. Clerical burdens are assumed to take 10% of the time required for technical tasks because the typical duties of clerical staff are to proofread the reports, make copies and maintain records.

Furthermore, the annual public reporting and recordkeeping burden for this collection of information is estimated to average 35 hours per response.

**13. RESPONDENT CAPITAL AND O&M COSTS:**

Provide an estimate for the total annual cost burden to respondents or record keepers resulting from the collection of information. (Do not include the cost of any hour burden already reflected on the burden worksheet).

The cost estimate 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 estimates should consider costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling, and testing equipment; and record storage facilities.

If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collections services should be a part of this cost burden estimate.

Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information or keep records for the government, or (4) as part of customary and usual business or private practices.

The type of industry costs associated with the information collection activities in the subject standard(s) are both labor costs which are addressed elsewhere in this ICR and the costs associated with continuous monitoring. The capital/startup costs are one-time costs when a facility becomes subject to the regulation. The annual operation and maintenance costs are the ongoing costs to maintain the monitor(s) and other costs such as photocopying and postage.

Capital/Startup vs. Operation and Maintenance (O&M) Costs						
(A)	(B)	(C)	(D)	(E)	(F)	(G)
Continuous Monitoring Device	Capital/Startup Cost for One Respondent	Number of New Respondents	Total Capital/Startup Cost, (B X C)	Annual O&M Costs for One Respondent <sup>b</sup>	Number of Respondents with O&M <sup>a</sup>	Total O&M, (E X F) <sup>c</sup>
Control device (several options available)	\$0	0	\$0	\$1,242	14	\$17,400

<sup>a</sup> EPA assumes 10% of affected major sources will use control devices to comply with the standard (142 x 0.1 = 14, after rounding).

<sup>b</sup> The annual O&M costs have been updated from year 2001 to year 2022 using the CEPCI Index.

<sup>c</sup> Totals have been rounded to 3 significant figures. Figures may not add exactly due to rounding.

The total capital/startup costs for this ICR are \$0. This is the total of column D in the above table.

The total operation and maintenance (O&M) costs for this ICR are \$17,400. This is the total of column G.

The average annual cost for capital/startup and operation and maintenance costs to industry over the next three years of the ICR is estimated to be \$17,400. These are recordkeeping costs.

The total annual capital/startup and O&M costs to the regulated entity are \$17,400. The cost calculations are detailed in Section 6(b)(iii), Capital/Startup vs. Operation and Maintenance (O&M) Costs.

**14. AGENCY COSTS:**

*Provide estimates of annualized costs to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information.*

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**14a. Agency Activities**

EPA conducts the following activities in connection with the acquisition, analysis, storage, and distribution of the required information.

<b>Agency Activities</b>
Review notifications and reports, including performance test reports, and excess emissions reports, required to be submitted by industry.
Audit facility records.
Input, analyze, and maintain data in the Enforcement and Compliance History Online (ECHO) and ICIS.

Following notification of startup, the reviewing authority could inspect the source to determine whether the pollution control devices are properly installed and operated. Performance test reports are used by the Agency to discern a source's initial capability to comply with the emission standard and note the operating conditions under which compliance was achieved. Data and records maintained by the respondents are tabulated and published for use in compliance and enforcement programs. The quarterly and semiannual reports are used for problem identification, as a check on source operation and maintenance, and for compliance determinations.

Information contained in the reports is reported by state and local governments in the ICIS Air database, which is operated and maintained by EPA's Office of Compliance. EPA uses ICIS for tracking air pollution compliance and enforcement by local and state regulatory agencies, EPA regional offices and EPA headquarters. EPA and its delegated Authorities can edit, store, retrieve and analyze the data.

The records required by this regulation must be retained by the owner/operator for five years.

**14b. Agency Burden and Labor Cost**

The only costs to the Agency are those costs associated with analysis of the reported information. EPA's overall compliance and enforcement program includes activities such as the examination of records maintained by the respondents, periodic inspection of sources of emissions, and the publication and distribution of collected information.

The average annual Agency cost during the three years of the ICR is estimated to be \$151,000.

This cost is based on the average hourly labor rate as follows:

Managerial	\$73.46 (GS-13, Step 5, \$45.91 + 60%)
Technical	\$54.51 (GS-12, Step 1, \$34.07 + 60%)
Clerical	\$29.50 (GS-6, Step 3, \$18.44 + 60%)

These rates are from the Office of Personnel Management (OPM), 2023 General Schedule, which excludes locality rates of pay. The rates have been increased by 60 percent to account for the benefit packages available to government employees. Details upon which this estimate is based appear at the end of this document in Table 2: Average Annual EPA Burden and Cost – NESHAP for Wood Furniture Manufacturing Operations (40 CFR Part 63, Subpart JJ) (Renewal).

The average annual Agency burden and cost over next three years is estimated to be 2,850 labor hours at a cost of \$151,000. See Table 2: Average Annual EPA Burden and Cost – NESHAP for Wood Furniture Manufacturing Operations (40 CFR Part 63, Subpart JJ) (Renewal).

We assume that burdens for managerial tasks take 5% of the time required for technical tasks because the typical tasks for managers are to review and approve reports. Clerical burdens are assumed to take 10% of the time required for technical tasks because the typical duties of clerical staff are to proofread the reports, make copies and maintain records.

#### **14c. Agency Non-Labor Costs**

There are no anticipated non-labor costs for the Agency.

#### **15. CHANGE IN BURDEN:**

*Explain the reasons for any program changes or adjustments reported in the burden or capital/O&M cost estimates.*

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There is no change in burden from the most recently approved ICR as currently identified in the OMB Inventory of Approved Burdens. This is due to two considerations. First, the regulations have not changed over the past three years and are not anticipated to change over the next three years. Second, the growth rate for this industry is very low or non-existent, so there is no significant change in the overall burden. There is an increase in costs, which is wholly due to the use of updated labor rates. This ICR uses labor rates from the most recent Bureau of Labor Statistics report (September 2022) to calculate respondent burden costs. There is also an increase in O&M costs due to an adjustment. The O&M costs were adjusted from 2001 \$ to 2022 \$ using the CEPCI Index.

#### **16. PUBLICATION OF DATA:**

*For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.*

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Although this rule does not require electronic reporting, respondents could choose to submit notifications or reports electronically. All non-CBI data submitted electronically to the Agency through CEDRI are available to the public for review and printing and are accessible using WebFIRE. Electronically submitted emissions data from performance testing or performance evaluations using the Electronic Reporting Tool or templates attached to CEDRI, as well as data from reports from regulations with electronic templates, are tabulated; data submitted as portable document format (PDF) files attached to CEDRI are neither tabulated nor subject to complex analytical techniques. Electronically submitted emissions data used to develop emissions factors undergo complex analytical techniques and the draft emissions factors are available on the Clearinghouse for Inventories and Emission Factors listserv at <https://www.epa.gov/chief/chief-listserv> for public review and printing. Electronically submitted emissions data, as well as other data, obtained from one-time or sporadic information collection requests often undergo complex analytical techniques; results of those activities are included in individual rulemaking dockets and are available at <https://www.regulations.gov/> for public review and printing.

**17. DISPLAY OF OMB CONTROL NUMBER AND EXPIRATION DATE ON INSTRUMENTS:**

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

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The Agency plans to display the expiration date for OMB approval of the information collection on all instruments.

**18. CERTIFICATION STATEMENT:**

*Explain each exception to the topics of the certification statement identified in "Certification for Paperwork Reduction Act Submissions."*

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This information collection complies with all provisions of the Certification for Paperwork Reduction Act Submissions.



**ADDITIONAL TABLES AND APPENDICES**

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**Table 1: Annual Respondent Burden and Cost – NESHAP for Wood Furniture Manufacturing Operations (40 CFR Part 63, Subpart JJ) (Renewal)**

Burden Item	A	B	C	D	E	F	G	H
	Technical person-hours per occurrence	No. of occurrences per respondent per year	Technical person-hours per respondent per year (AxB)	Respondents per year <sup>a</sup>	Technical hours per year (Cx D)	Management hours per year (Ex0.05)	Clerical hours per year (Ex0.10)	Total cost per year (\$) <sup>b</sup>
1. Applications for construction, reconstruction, and modification <sup>c</sup>	4	1	4	18	72	3.6	7.2	\$10,440.68
2. Surveys and studies	N/A							
3. Reporting requirements								
A. Familiarization with the regulatory requirements	1	1	1	230	230	11.5	23.0	\$33,352.19
B. Create information <sup>d</sup>	See 4D							
C. Gather existing information	See 3D							
D. Write reports								
Notification of applicability (one-time) <sup>a</sup>	2	1	2	0	0	0	0	\$0.00
Notification of construction/reconstruction <sup>c</sup>	2	1	2	4	8	0.4	0.8	\$1,160.08
Notification of modification (physical/operational changes) <sup>c</sup>	8	1	8	14	112	5.6	11.2	\$16,241.06

Notification of anticipated startup (including reconstruction and modification) <sup>c</sup>	2	1	2	18	36	1.8	3.6	\$5,220.34
Notification of actual startup <sup>c</sup>	2	1	2	18	36	1.8	3.6	\$5,220.34
Notification of performance test <sup>c</sup>	2	1	2	2	4	0.2	0	\$580.04
Notification of increased annual VHAP usage <sup>d</sup>	2	1	2	0	0	0	0	\$0.00
Notification of compliance status / Semiannual compliance status reports (compliant coatings) <sup>e</sup>	4	2	8	128	1,024	51	102	\$148,489.73
Semiannual compliance status reports (control devices) <sup>f</sup>	4	2	8	13	104	5.2	10.4	\$15,080.99
Quarterly excess emissions reports <sup>g</sup>	4	4	16	1	16	0.8	1.6	\$2,320.15
<b>Subtotal for Reporting Requirements</b>					<b>1,888</b>			<b>\$238,106</b>
4. Recordkeeping requirements								
A. Familiarization with the regulatory requirements	See 3A							
B. Plan activities	N/A							
C. Implement activities	N/A							

Prepare work practice standards implementation plan <sup>h</sup>	8	1	8	18	144	7.2	14.4	\$20,881.37
Prepare leak inspection and maintenance plan <sup>h</sup>	8	1	8	18	144	7.2	14.4	\$20,881.37
Formulation assessment plan <sup>h</sup>	8	1	8	18	144	7.2	14.4	\$20,881.37
D. Time to enter information								\$0.00
Records of applicability <sup>i</sup>	1	1	1	18	18	0.9	1.8	\$2,610.17
Records of performance test <sup>c</sup>	1	1	1	2	2	0.1	0.2	\$290.02
Records of types and quantities of materials used, including VHAP, VOC, viscosity and solids content data <sup>j</sup>	1.5	12	18	142	2,556	128	256	\$370,644.28
Records of formaldehyde content <sup>k</sup>	2	12	24	52	1,248	62	125	\$180,971.86
Records of CMS parameters <sup>l</sup>	1.5	52	78	14	1,092	55	109	\$158,350.37
Records of monthly averaging calculations <sup>m</sup>	2	12	24	32	768	38	77	\$111,367.30
Records of operators training work practice <sup>n</sup>	1	1	1	142	142	7.1	14.2	\$20,591.35
Records of other work practices (inspection and maintenance, solvent accounting, formulation	2	12	24	142	3,408	170	341	\$494,192.38

assessment) <sup>o</sup>								
Records of semi-annual reports and supporting calculations <sup>e,f</sup>	1	2	2	141	282	14.1	28.2	\$40,892.68
Records of quarterly reports and supporting calculations <sup>g</sup>	1	4	4	1	4.0	0.2	0.4	\$580.04
Records of start-up, shutdown and malfunction <sup>p</sup>	2	12	24	1	24	1.2	2.4	\$3,480.23
E. Records for incidental and area sources <sup>q</sup>	1	12	12	88	1,056	53	106	\$153,130.03
F. Annual personnel refresher course <sup>n</sup>	8	1	8	142	1,136	57	114	\$164,730.79
G. Audits	N/A							
<b>Subtotal for Recordkeeping Requirements</b>					<b>13,993</b>			<b>\$1,764,476</b>
<b>TOTAL LABOR BURDEN AND COSTS (rounded) <sup>r</sup></b>					<b>15,900</b>			<b>\$2,000,000</b>
<b>TOTAL CAPITAL AND O&amp;M COST (rounded) <sup>r</sup></b>								<b>\$17,400</b>
<b>GRAND TOTAL (rounded) <sup>r</sup></b>								<b>\$2,020,000</b>

### Assumptions

<sup>a</sup> EPA estimates 142 existing major sources and 88 existing incidental/area sources will be subject to the standard. No new major or area sources will become subject over the next 3 years, therefore the one-time notification of applicability requirement does not apply. Modified or reconstructed sources will submit their applicability notifications as part of their notifications of construction or modification. We assume that each source subject to the standard will have to familiarize with the regulatory requirements each year.

<sup>b</sup> This ICR uses the following labor rates: \$163.17 ( $\$77.70 + 110\%$ ) per hour for Executive, Administrative, and Managerial labor; \$130.28 ( $\$62.04 + 110\%$ ) per hour for Technical labor, and \$65.71 ( $\$31.29 + 110\%$ ) per hour for Clerical labor. These rates are from the United States Department of Labor, Bureau of Labor Statistics, September 2022, "Table 2. Civilian workers by occupational and industry group." The rates are from column 1, "Total compensation." The rates have been increased by 110 percent to account for varying industry wage rates and the additional overhead business costs of employing workers beyond their wages and benefits, including business expenses associated with hiring, training, and equipping their employees.

<sup>c</sup> EPA assumes 3% of existing major sources will apply for reconstruction ( $142 \times 0.03 = 4$ , after rounding) and 10% will apply for modification ( $142 \times 0.1 = 14$ , after rounding). Of these 18 sources, 10% of the sources (rounded to 2 sources) will comply using control devices and be required to submit notification of the performance test.

<sup>d</sup> EPA does not estimate any sources will need to report a notification of increased annual VHAP usage.

<sup>e</sup> EPA assumes 90% of sources will comply by using compliant coatings or by using the HAP averaging approach ( $142 \times 0.9 = 128$ , after rounding ).

<sup>f</sup> EPA assumes 10% of sources will comply by using control devices. However, only 95% are assumed to be in compliance at any given time, and would be required to submit reports semiannually rather than quarterly. Therefore, the number of affected sources submitting semiannual reports is 13 ( $142 \times 0.1 \times 0.95 = 13$ , after rounding).

<sup>g</sup> EPA assumes 1 source will submit quarterly reports ( $142 \times 0.1 \times (1 - 0.095) = 1$ , after rounding).

<sup>h</sup> This is a one-time requirement. EPA assumes only the reconstructed or modified sources will require this plan to be created or updated to reflect new operations. Other sources are assumed to already have a plan on file. This plan is not required to be submitted, but only kept on-site as a record.

<sup>i</sup> Records of applicability is a one-time requirement. EPA assumes only the reconstructed or modified sources will require to create this record. Other existing sources have previously created this record.

<sup>j</sup> EPA assumes all major sources will record information once per month.

<sup>k</sup> EPA estimates 52 major sources will use coatings containing formaldehyde. These sources will be required to record the formaldehyde content of their coatings on a monthly basis. Reporting of formaldehyde content will occur on an annual basis and will coincide with existing reporting requirements mentioned above. Therefore, the only burden incurred by sources will be that of documenting the information.

<sup>l</sup> EPA assumes 10% of affected sources will use control devices to comply with the standard ( $142 \times 0.1 = 14$ , after rounding).

<sup>m</sup> EPA assumes that of the 90% of affected sources that use the compliant coatings or emissions averaging approach, 25% will use the HAP averaging approach and must keep the records to support the calculations ( $142 \times 0.9 \times 0.25 = 32$ , after rounding).

<sup>n</sup> EPA assumes all major sources will participate in the annual personnel refresher course once per year and record the training participation.

<sup>o</sup> EPA assumes all major sources will conduct monthly inspections and maintain records of these and other work practices.

<sup>p</sup> EPA assumes that 10% of all sources using control devices ( $142 \times 0.1 \times 0.1 = 1$ , when rounded) will have startup, shutdown, or malfunction records to document once per month.

<sup>q</sup> EPA assumes 88 affected incidental/area sources per year will record information once per month in order to demonstrate they are an area source, pursuant to 40 CFR Part 63 Subpart JJ, 63.800(b)(1)-(3).

<sup>r</sup> Totals have been rounded to 3 significant figures. Figures may not add exactly due to rounding.

**Table 2: Average Annual EPA Burden and Cost - NESHAP for Wood Furniture Manufacturing Operations (40 CFR Part 63, Subpart JJ) (Renewal)**

Burden Item	A	B	C	D	E	F	G	H
	Technical person-hours per occurrence	No. of occurrences per respondent per year	Technical person-hours per respondent per year (AxB)	Respondents per year <sup>a</sup>	Technical hours per year (CxD)	Management hours per year (Ex0.05)	Clerical hours per year (Ex0.10)	Total cost per year (\$) <sup>b</sup>
1. Excess emissions enforcement activities	N/A							
2. Report review								
A. Review notification of construction/reconstruction <sup>c</sup>	2	1	2	4	8	0.4	0.8	\$489.08
B. Review notification of modification (physical/operational changes) <sup>c</sup>	2	1	2	14	28	1.4	2.8	\$1,711.79
C. Performance Tests <sup>c</sup>	8	1	8	2	16	1	2	\$978.16
D. Review notification of increased VHAP usage <sup>d</sup>	2	1	2	0	0	0	0	\$0.00
E. Review semiannual compliance status reports (compliant coatings) <sup>e</sup>	8	2	16	128	2,048	102	205	\$125,204.89
F. Review semiannual	8	2	16	13	208	10.4	20.8	\$12,716.12



compliance status reports (control devices) <sup>f</sup>								
G. Review quarterly excess emission reports <sup>g</sup>	16	4	64	1	64	3.2	6.4	\$3,912.65
H. Review annual records of formaldehyde content <sup>h</sup>	2	1	2	52	104	5	10	\$6,358.06
<b>TOTAL (rounded) <sup>i</sup></b>					<b>2,850</b>			<b>\$151,000</b>

### Assumptions

<sup>a</sup> EPA estimates 142 existing major sources and 88 existing incidental/area sources will be subject to the standard. No new major or area sources will become subject over the 3-year period of this ICR.

<sup>b</sup> The cost is based on the following labor rate which incorporates a 1.6 benefits multiplication factor to account for government overhead expenses. Managerial rates of \$73.46 (GS-13, Step 5, \$45.91 + 60%), Technical rate of \$54.51 (GS-12, Step 1, \$34.07 + 60%), and Clerical rate of \$29.50 (GS-6, Step 3, \$18.44 + 60%). These rates are from the Office of Personnel Management (OPM), 2023 General Schedule, which excludes locality, rates of pay. The rates have been increased by 60 percent to account for the benefit packages available to government employees.

<sup>c</sup> EPA assumes 3% of existing major sources will apply for reconstruction ( $142 \times 0.03 = 4$ , after rounding) and 10% will apply for modification ( $142 \times 0.1 = 14$ , after rounding). Of these 18 sources, 10% of the sources (rounded to 2 sources) will comply using control devices and be required to submit notification of the performance test.

<sup>d</sup> EPA does not estimate any sources will need to report a notification of increased annual VHAP usage.

<sup>e</sup> EPA assumes 90% of sources will comply by using compliant coatings or by using the HAP averaging approach ( $142 \times 0.9 = 128$ , after rounding).

<sup>f</sup> EPA assumes 10% of sources will comply by using control devices. However, only 95% are assumed to be in compliance at any given time, and would be required to submit reports semiannually rather than quarterly. Therefore, the number of affected sources submitting semiannual reports is 13 ( $142 \times 0.1 \times 0.95 = 13$ , after rounding).

<sup>g</sup> EPA assumes 1 source will submit quarterly reports ( $406 \times 0.1 \times (1 - 0.095) = 1$ , after rounding).

<sup>h</sup> EPA estimates 52 major sources will use coatings containing formaldehyde. These sources will be required to record the formaldehyde content of their coatings on a monthly basis. Reporting of formaldehyde content will occur on an annual basis and will coincide with existing reporting requirements. Therefore, the only burden incurred by sources will be that of recording the information.

<sup>i</sup> Totals have been rounded to 3 significant figures. Figures may not add exactly due to rounding.