

Certificate of Electrical Training and Applications for Mine Safety and Health Administration
Approved Tests and State Tests Administered as Part of an MSHA-Approved State Program
OMB Control Number: 1219-0001
OMB Expiration Date: 12/31/2025

**Supporting Statement for
Certificate of Electrical Training and Applications for
MSHA Approved Tests and State Tests Administered as
Part of an MSHA-Approved State Program
Paperwork Reduction Act Submission**

This information collection request (ICR) seeks to extend, without change, a currently approved information collection.

OMB Control Number: 1219-0001

Information Collection Request Title: Certificate of Electrical Training and Applications for MSHA Approved Tests and State Tests Administered as Part of an MSHA-Approved State Program

Type of OMB Review: Extension

Authority:

Part 75 - Mandatory Safety Standards—Underground Coal Mines

Subpart B - Qualified and Certified Persons

30 CFR 75.153 - Electrical work; qualified person.

Part 77 - Mandatory Safety Standards, Surface Coal Mines and Surface Work Areas of Underground Coal Mines

Subpart B - Qualified and Certified Persons

30 CFR 77.103 - Electrical work; qualified person.

Collection Instrument(s): MSHA Form 5000-1, Certificate of Electrical Training

A. Justification

1. Explain the 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.

Section 103(h) of the Federal Mine Safety and Health Act of 1977 (Mine Act), as amended, 30 U.S.C. 813(h), authorizes the Mine Safety and Health Administration (MSHA) to collect information necessary to carry out its duty in protecting the safety and health of miners. Further, section 101(a) of the Mine Act, 30 U.S.C. 811(a), authorizes the Secretary of Labor (Secretary) to develop, promulgate, and revise as may be appropriate, improved mandatory health or safety standards for the protection of life and prevention of injuries in coal, metal, and nonmetal mines.

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The Paperwork Reduction Act of 1995 (PRA) governs paperwork burdens imposed on the public by Federal agencies using identical questions to collect information from 10 or more persons. The PRA defines paperwork burden in 44 U.S.C. 3502(2) as time, effort, or financial resources expended to generate, maintain, or provide information to or for a Federal agency. Under 44 U.S.C. 3507, the PRA also establishes policies and procedures of information collection for controlling paperwork burdens imposed by Federal agencies on the public, including evaluating public comments.

To fulfill its statutory mandate to promote miners' health and safety, MSHA requires information under the information collection request (ICR) titled "Certificate of Electrical Training and Applications for MSHA Approved Tests and State Tests Administered as Part of an MSHA-Approved State Program." The information collection is intended to monitor coal miners' qualifications to perform electrical work and to ensure mine operators' compliance with MSHA-approved safety training programs.

Burden costs associated with this ICR include:

- I. Instructors submitting MSHA Form 5000-1 to establish that a person is qualified to perform electrical work, or so that an already qualified person may retain their qualification; and
- II. New applicants submitting their evidence of eligibility, at least 1 year of relevant electrical work experience.

Authorization and the associated rule text are described below.

Under section 305(g) of the Mine Act, 30 U.S.C. 865(g), all electric equipment must be frequently examined, tested, and properly maintained by a qualified person to ensure safe operating conditions.

Under 30 CFR 75.153(a) and 77.103(a), an individual is a person qualified to perform electrical work on equipment such as low-, medium-, or high-voltage distribution circuits or equipment or electric equipment (other than work on energized surface high-voltage lines) if:

- (1) They have been qualified as a coal mine electrician by a State that has a coal mine electrical qualification program approved by the Secretary; or
- (2) They have at least 1 year of experience performing electrical work underground in a coal mine, in the surface work area of an underground coal mine, in a surface coal mine, in a non-coal mine, in the mine equipment manufacturing industry, or in any other industry using or manufacturing similar equipment and has satisfactorily completed a coal mine electrical training program approved by the Secretary; or,
- (3) They have at least 1 year of experience prior to the date of application, in performing electrical work underground in a coal mine, in the surface work area of an

underground coal mine, in a surface coal mine, in a non-coal mine, in the mine equipment manufacturing industry, or in any other industry using or manufacturing similar equipment, and they attain a satisfactory grade on each of five written tests approved by the Secretary and prescribed in 30 CFR 75.153(b) and 77.103(b).

Under 30 CFR 75.153(b) and 77.103(b), the five written tests approved by the Secretary must include the following categories:

- (1) Direct current theory and application;
- (2) Alternating current theory and application;
- (3) Electric equipment and circuits;
- (4) Permissibility of electric equipment; and,
- (5) Requirements of electrical equipment including general electrical equipment, trailing cables, grounding, high-voltage distribution, low- and medium-voltage alternating current circuits, and trolley wires and trolley feeder wires.

Under 30 CFR 75.153(c) and 30 CFR 77.103(c), to take the series of five written tests approved by the Secretary, an individual must apply to the District Manager and must certify that they meet the requirements of at least 1 year of relevant electrical work experience prior to the date of application. The tests will be administered in the Districts at regular intervals, or as demand requires.

Under 30 CFR 75.153(g) and 30 CFR 77.103(g), to retain their qualification in accordance with this section, an individual must certify annually to the District Manager that they have satisfactorily completed a coal mine electrical retraining program approved by the Secretary.

2. 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.

Coal Mine Electrical Training Program

MSHA Form 5000-1, Certificate of Electrical Training, is used by instructors to report to MSHA those miners who have satisfactorily completed a coal mine electrical training program, including those miners seeking their initial qualifications and those miners who are looking to retain their qualifications. Based on the information submitted, MSHA issues certification cards that identify individuals as qualified to perform certain tasks at the mine. States that have a coal mine electrical qualification program approved by MSHA also use the form (Alabama, Colorado, Illinois, Kentucky, Ohio, Tennessee, Utah, Virginia, and West Virginia).

MSHA Form 5000-1 is used for four MSHA-approved training courses:

- Electrical Qualification Initial Training (Underground);
- Electrical Qualification Retraining (Underground);

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- Electrical Qualification Initial Training (Surface); and
- Electrical Qualification Retraining (Surface).

Participating miners may have both underground and surface qualifications and the training covers both surface and underground coal mines.

Evidence of Eligibility

MSHA requires an applicant who takes the initial electrical qualification training to submit evidence of at least 1 year of experience in performing electrical work, including, but not limited to, dates of work, work performed, types of equipment used, and names of supervisors.

Certification Cards

Based on the information submitted on MSHA Form 5000-1 and the evidence of experience provided by the applicant, MSHA issues certification cards that identify an individual as qualified to perform certain electrical work at the mine. Although the standards do not specify the use of MSHA Form 5000-1, the form is widely used and has been an efficient way for reporting individuals who have completed the required training.

Mine operators use certification cards to determine a person's qualifications to perform certain tasks. During routine inspections, MSHA inspectors may ask to see certification cards to determine mine operators' compliance with approved training plans, to monitor safety-training programs, and to report to Congress. Upon request, MSHA also provides the information to mine operators and representatives of miners to communicate that the training and annual retraining requirements are met.

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, 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.

No improved information technology has been identified that would reduce the burden of this collection. To comply with the Government Paperwork Elimination Act, mine operators may retain records in whatever method they choose, which may include using computers to store records electronically.

Mine operators wishing to submit MSHA Form 5000-1 electronically can find the form on MSHA's website. The public may view the electronic form at <https://www.msha.gov/support-resources/forms-online-filing/2015/04/15/certificate-electricalnoise-training>. Approximately 77 percent of the forms are submitted electronically.

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.

No similar information is available or submitted to MSHA.

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

The information collection provisions apply to all mine operators, both large and small. Congress intended that the Secretary enforce the law at all mining operations within the Agency's jurisdiction regardless of size and that information collection and recordkeeping requirements be consistent with efficient and effective enforcement of the Mine Act. [S. Rep. No. 95-181 (1977)]. Section 103(e) of the Mine Act, 30 U.S.C. 813(e), directs the Secretary not to impose an unreasonable burden on small businesses when obtaining any information under the Mine Act. MSHA considered the burden on small mines when developing the collection and believes that these information collection requirements do not have a significant impact on a substantial number of small businesses or other small entities.

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.

This collection is used to identify those miners who have completed the training requirements to become qualified or to maintain their qualifications to perform electrical work at coal mines. Less frequent information collection would be a violation of the Mine Act and Federal regulations requiring that persons be qualified and certified to perform important safety and health functions at mines and thus would negatively affect coal miners' safety.

7. 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;**
- **Requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**
- **Requiring respondents to submit more than an original and two copies of any document;**
- **Requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years;**

- **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;**
- **Requiring the use of a statistical data classification that has not been reviewed and approved by OMB;**
- **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**
- **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.**

This collection of information is consistent with the guidelines in 5 CFR 1320.5.

8. If applicable, provide a copy and identify the data 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.

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.

In accordance with 5 CFR 1320.8(d), MSHA will publish the proposed information collection requirements in the *Federal Register*, notify the public that these information collection requirements are being reviewed in accordance with the PRA, and provide 60 days for the public to submit comments. MSHA published a 60-day Federal Register notice on July 3, 2025 (90 FR 29584). MSHA received no comments.

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

MSHA does not provide payments or gifts to respondents.

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

There is no assurance of confidentiality provided to respondents. However, the records that are submitted to MSHA are covered by the Privacy Act of 1974, as amended, and Systems of Records Notice (SORN), DOL/MSHA-1, Mine Safety and Health Administration Standardized Information System (MSIS) (81 FR 25766) published on April 29, 2016. These records are also subject to the Federal Information Security Management Act (FISMA) of 2002, Title III [Pub. L. 107-347]. The records collected are stored in locked file cabinets and are accessible only to authorized personnel during working hours.

Further, when handling these records, MSHA follows the guidance in OMB Circular No. A-130: Managing Information as a Strategic Resource (81 FR 49689) published on July 28, 2016; the Department of Labor Manual Series (DLMS) 7-800 Network Operations and LAN Management; and DLMS 9-1500 Policy on Data Collection Over DOL Web Sites.

11. 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.

There are no questions of a sensitive nature.

12. 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. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.**

- **If this request for approval covers more than one form, provide separate hour burden estimates for each form and 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 under Item 13.**

Respondents

All information related to quantities and inspection rates are estimated by MSHA's Headquarters Enforcement Division based on field experience with different types of mining operations, sizes of mines, and the frequency of inspections dictated by statute. Mine operators provide MSHA Headquarters Enforcement Division with the number of mines and employment, and from this information MSHA tracks the number of active and inactive mines and mine types throughout the United States.

MSHA anticipates that the electrical qualification programs will be taught throughout the year, and that instructors will complete and submit MSHA Form 5000-1 shortly after program completion. Based on MSHA internal data, in FY 2024 MSHA received 1,471 submissions of MSHA Form 5000-1 from 207 instructors (respondents). The instructors work either directly for the mining companies, as contractors for the mining companies, or as States grantees with an MSHA-approved electrical training program. These 1,471 forms covered 9,891 individual coal miners because one form may represent multiple miners. These miners include both new applicants who have completed the initial training and individuals who have completed the electrical retraining class to maintain the MSHA-electrical qualification.

MSHA currently has agreements with nine States that may also qualify persons as coal mine electricians (Alabama, Colorado, Illinois, Kentucky, Ohio, Tennessee, Utah, Virginia, and West Virginia). Under these agreements, the State has the authority to implement and administer the electrical qualification program under 30 CFR 75.153(b) and 77.103(b). In these cases, the State administers the examinations and submits the forms to MSHA.

Wage Rates Determination¹

MSHA uses data from the May 2023 Occupational Employment and Wage Statistics (OEWS) published by the Bureau of Labor Statistics (BLS) for hourly wage rates² and adjusts the rates for

¹ For all wage rates, including Federal wage rates, MSHA uses the relevant precision throughout the calculation to avoid compound rounding errors and rounds at the final rate value. Displayed intermediate calculation values are presented to explain the calculation and are representative, but the final rate value reflects the correct rounding and final estimate

² To obtain OEWS data, follow BLS's directions in its Frequently Asked Questions: "E. How to get OEWS data. 4. What are the different ways to obtain OEWS estimates from this website?"

benefits,³ wage inflation,⁴ and overhead costs.⁵ The occupations listed below in Table 12-2 are those that were determined to be relevant for the cost calculations.

Table 12-1. Hourly Wage Rates

Occupation	NAICS Code	Mean Hourly Wage Rate	Benefit Multiplier	Inflation Multiplier	Overhead Cost Multiplier	Loaded Hourly Wage Rate
		A	B	C	D	A x B x C x D
Instructor [a]	212100	\$52.49	1.456	1.048	1.01	\$80.89
Miner [b]	212100	\$31.57	1.456	1.048	1.01	\$48.65

Notes:

Benefit Multiplier – MSHA uses the latest 4-quarter moving average 2023Q4-2024Q3 to determine that 31.3 percent of total loaded wages are benefits for private industry workers in construction, extraction, farming, fishing, and forestry occupations. The benefit multiplier is $1.456 = 1 + (0.313 / (1 - 0.313))$.

Inflation Multiplier – The inflation multiplier is determined by using the employment price index from the most current quarter, 2024Q3, divided by the base year and quarter of the OEWS employment and wage statistics, 2023Q2, for private industry workers in construction, extraction, farming, fishing, and forestry occupations, current dollar index. The inflation multiplier is $1.048 = 164.8 / 157.3$.

Overhead Multiplier – MSHA uses the overhead multiplier of 1.01.

[a] The Standard Occupation Codes (SOCs) used for this occupation are (47-1011), (49-1011), (51-1011), and (53-1047).

[b] The SOCs used for this occupation are (47-5000), (49-9043), (49-9071), (51-9021), and (53-7000).

I. Instructors Submitting Forms for Qualifications

Under 30 CFR 75.153 and 77.103, a person must satisfactorily complete a coal mine electrical training program approved by the Secretary to receive an MSHA qualification. To retain an MSHA qualification, an individual is required to satisfactorily complete a coal mine electrical retraining program approved by the Secretary. Instructors complete and submit the MSHA Form 5000-1 to MSHA.

at https://www.bls.gov/oes/oes_ques.htm. The average wage rate is calculated as the employment-weighted average of hourly mean wages for the occupation.

3 The benefit multiplier comes from BLS Employer Costs for Employee Compensation accessed by menu at <http://data.bls.gov/cgi-bin/srgate> or directly at <http://download.bls.gov/pub/time.series/cm/cm.data.0.Current>. Insert the data series CMU2030000405000D and CMU2030000405000P, Private Industry Total benefits for Construction, extraction, farming, fishing, and forestry occupations, which is divided by 100 to convert to a decimal value. MSHA uses the latest 4-quarter moving average to determine what percent of total loaded wages are benefits. MSHA computes the benefit multiplier with a number of detailed calculations, but it may be approximated with the formula $1 + (\text{benefit percentage} / (1 - \text{benefit percentage}))$.

4 Wage inflation is the change in Series ID: CIS2020000405000I; Seasonally adjusted; Series Title: Wages and salaries for Private industry workers in Construction, extraction, farming, fishing, and forestry occupations, Index. (<https://data.bls.gov/cgi-bin/srgate>; Inflation Multiplier = (Current Quarter Cost Index Value / OEWS Wage Base Quarter Index Value).

5 MSHA uses an overhead rate of 1 percent. The mining environment generally involves very little overhead, especially costs associated with workers engaged in administrative or clerical tasks.

MSHA estimates that on average it receives 1,471 submissions of MSHA Form 5000-1 from 207 instructors each year.

MSHA estimates that an underground or surface coal mine instructor, typically a first-line supervisor, is responsible for completing MSHA Form 5000-1. MSHA also assumes that mine contractors and State employees have a wage rate similar to these first-line supervisors. MSHA estimates that it takes an average of 25 minutes for an instructor, earning \$80.89 per hour, to complete and submit a form.

Table 12-2. Estimated Annual Respondent Hour and Cost Burden, Completing and Submitting MSHA Form 5000-1 (30 CFR 75.153 and 77.103)

Activity (Occupation)	Number of Respondents (Instructors)	Number of Responses per Respondent	Total Responses (Form 5000-1)	Average Burden (Hours)	Total Burden (Hours)	Hourly Wage Rate	Total Burden Cost
Completing and Submitting MSHA Form 5000-1 (Instructors)	207	7.11	1,471	0.42	612.92	\$80.89	\$49,578.83
Subtotal (Rounded)	207		1,471		613		\$49,579

Note: The number of responses per respondent is calculated by dividing the number of responses by the number of respondents and rounded.

II. New Applicant Submitting Evidence of Eligibility

MSHA issues electrical qualification cards to new applicants based on evidence that they have 1 year experience in performing electrical work and they successfully completed the required exams. To be eligible to take the State- or MSHA-approved electrical qualification exam, new applicants must submit evidence of at least 1 year of experience in performing electrical work in a coal mine, a noncoal mine, in the mine equipment manufacturing industry, or in any other industry using or manufacturing similar equipment, as stated in 30 CFR 75.153(c) and 77.103(c).

MSHA estimates that approximately 41 new applicants submit evidence of eligibility each year. In addition, MSHA estimates that, on average, it takes 2 hours for an underground or surface coal miner earning \$48.65 per hour, to compile and send the information to MSHA or to a State with an MSHA-approved qualification program.

Table 12-4. Estimated Annual Respondent Hour and Cost Burden, New Applicants Submitting Evidence of Eligibility (30 CFR 75.153(c) and 30 CFR 77.103(c))

Activity (Occupation)	Number of Respondents (New Applicants)	Number of Responses per Respondent	Total Responses (Applications)	Average Burden (Hours)	Total Burden (Hours)	Hourly Wage Rate	Total Burden Cost
New Applicants Submitting Evidence of Eligibility (Miner)	41	1	41	2.00	82.00	\$48.65	\$3,989.30
Subtotal (Rounded)	41		41		82		\$3,989

Hour Burden Summary

MSHA estimates that the 248 respondents (207 instructors and 41 new applicants) will incur, on average, an annual collection burden of 695 hours with an associated annual cost of \$53,568. The annual respondent hour and cost burden of this information collection is summarized in the table below.

Table 12-5. Estimated Annual Respondent Hour and Cost Burden, Summary

Activity	Number of Respondents	Number of Responses per Respondent	Total Responses	Average Burden (Hours)	Total Burden (Hours)	Hourly Wage Rate	Total Burden Cost
Instructor Completing and Submitting MSHA Form 5000-1	207	7.11	1,471	0.42	612.92	\$80.89	\$49,578.83
New Applicants Submitting Evidence of Eligibility	41	1	41	2.00	82.00	\$48.65	\$3,989.30
Total (Rounded)	248		1,512		695		\$53,568

Note: The number of responses per respondent is calculated by dividing the number of responses by the number of respondents.

13. Provide an estimate 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 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 take into account 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 time 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 collection services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.**
- **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.**

Cost Burden for Mailing MSHA Form 5000-1

MSHA expects to receive 77 percent of the 1,471 MSHA Form 5000-1's electronically, and the remaining 23 percent, or 331 forms, by mail.

MSHA estimates that the cost of mailing the form to MSHA is \$1.00.

Table 13-1. Estimated Annual Respondent or Recordkeeper Cost Burden, Cost to Submit MSHA Form 5000-1 (30 CFR 75.153 and 30 CFR 77.103)

Cost Component	Number of Responses (MSHA Form 5000-1)	Unit Cost per Response	Cost to Recordkeepers
Mail MSHA Form 5000-1	331	1	\$331
Total (Rounded)	331		\$331

Almost every applicant submits their evidence of eligibility electronically; hence, the mailing cost of evidence of eligibility is de minimis.

14. Provide estimates of annualized cost 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. Agencies also may aggregate cost estimates from Items 12, 13, and 14 in a single table.

MSHA uses data from the FedScope published by the Office of Personnel Management (OPM) for hourly wage rates of Federal employees and adjusts the rates for benefits and overhead. The occupations listed below in Table 14-1 are those that were determined to be relevant for the Federal Government cost calculations.

Table 14-1. Federal Hourly Wage Rates

Occupation	Occupation Code	Mean Hourly Wage Rate	Benefit & Overhead Multiplier [a]	Loaded Hourly Wage Rate
		A	B	A x B
GS-7 Clerk [b]	0303	\$27.13	1.586	\$43.03

Notes: Hourly wage rates are developed from Office of Personnel Management (OPM) September 2023 FedScope Employment Cube, <http://www.fedscope.opm.gov/>.

[a] Benefit and overhead multiplier = $1 + (\text{MSHA personnel benefits, travel and transportation, and rental expenses} / \text{MSHA personnel compensation}) = (1 + ((76,679 + 20 + 5,309 + 5,932 + 17,577 + 71) / 180,071))$ (FY 2024 budget submission, use FY2023 Revised Enacted Budget: <https://www.dol.gov/sites/dolgov/files/general/budget/2024/CBJ-2024-V2-13.pdf>).

[b] Data search qualifiers are: Agency = DLMS, Occupation = 0303 (Miscellaneous Clerk and Assistant), Work Schedule = Full-Time, Salary Grade = GS-07, Measure = Average Salary. The hourly wage is the annual salary divided by 2,087. In order to include the cost of benefits and overhead, MSHA multiplies the average annual salary by a Federal benefit and overhead multiplier for MSHA of 1.586. Loaded hourly rate is $\$43.03 = ((\$56,622 / 2,087) \times 1.586)$.

I. Updating MSHA's Database (MSIS)

MSHA estimates that one clerical person (GS-7) earning \$43.03 per hour will allocate 35 percent of their time (730.45 hours) to and process MSHA Form 5000-1s, and to update MSHA's MSIS each year.

Table 14-2. Estimated Federal Hour and Cost Burden, Maintenance of Database (MSIS)

Federal Occupation	Total Burden (Hours)	Hourly Wage Rate	Total Burden Cost
GS-07 MSHA Clerk	730.45	\$42.84	\$31,292.48
Subtotal (Rounded)	730		\$31,292

II. Mailing Certification Cards

Upon receiving evidence of meeting the requirements of 1 year experience and passing the requisite exams, MSHA issues certification cards that identify individuals as qualified to perform electrical work at the mine. The annual costs to the Federal Government include the postage for

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mailing the cards to each of the 9,981 qualified miners. MSHA estimates that the cost to mail a card is \$1.16.

Table 14-3. Estimated Federal Hour and Cost Burden, Mailing Certification Cards to Miners

Activity	Number of Units (Certification Cards)	Cost per Unit (Card)	Total Burden Cost
Mailing Certification Cards	9,891	\$1.16	\$11,473.56
Subtotal (Rounded)	9,891		\$11,474

Cost Summary to the Federal Government

The annual cost burden to the Federal Government is summarized in the summary table below.

Table 14-3. Estimated Federal Hour and Cost Burden, Summary

Cost Component	Total Hour Burden	Total Cost Burden
Maintaining MSIS Database	730.45	\$31,292.48
Mailing Certification Cards		\$11,473.56
Total (Rounded)	730	\$42,766

15. Explain the reasons for any program changes or adjustments reported on the burden worksheet.

Number of Respondents: The estimated number of respondents decreased from 294 to 248 due to a decline in the number of submissions of MSHA Form 5000-1 and evidence of eligibility.

Number of Responses: The estimated number of responses decreased from 1,632 to 1,512 due to a decline in the number of submissions.

Annual Time Burden: The estimated annual time burden decreased from 772 hours to 695 hours due to the decrease in the number of responses.

Annual Burden Costs: The estimated annual burden costs increased from \$52,687 to \$53,568 due to an increase in wages.

Annual Other Burden Costs: The estimated annual other burden cost increased, from \$299 to \$331 due to an increase in the share of forms submitted by mail.

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Federal Hours: The estimated annual Federal hours remained the same at 730 hours as the time to spent maintaining the database remained constant.

Federal Costs: The estimated annual Federal costs increased from \$35,081 to \$42,766 due to an increase in the number of certification cards mailed to miners.

Table 15-1. Summary of Changes

	Currently Approved ICR	Updated ICR	Currently Approved ICR
Number of Respondents	294	248	-46
Number of Responses	1,632	1,512	-120
Annual Time Burden	772	695	-77
Annual Burden Costs	\$52,697	\$53,568	\$871
Annual Other Burden Costs	\$299	\$331	\$32
Federal Hours	730	730	0
Federal Costs	\$35,081	\$42,766	\$7,685

16. 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.

MSHA does not intend to publish the results of this information collection.

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.

MSHA is not seeking approval to not display the expiration date for OMB approval of this information collection.

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

There are no certification exceptions identified with this information collection.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

As statistical analysis is not required by the regulation; questions 1 through 5 do not apply.