

**Request for Approval under the “Generic Clearance for Requests
Meetings, Registrations for Events and Miscellaneous Forms”
(OMB Control Number: 0690-0038)**

TITLE OF INFORMATION COLLECTION: Application Form for the 2026 - 2028 Charter Term of the Environmental Technologies Trade Advisory Committee

PURPOSE:

This form is to collect applications for the 2026 - 2028 Charter Term of the Environmental Technologies Trade Advisory Committee (ETTAC). The ETTAC is a statutory committee established by Congress under the Jobs through Trade Expansion Act of 1988 and serves as an advisory body reporting to the Secretary of Commerce. The ETTAC is comprised of senior industry executives who provide recommendations to enhance U.S. manufacturing and exports of technologies, equipment and services related to the water and wastewater treatment, waste management, and air quality monitoring and control industries, which export over \$60 billion annually and support 1.9 million U.S. jobs. In his April 2025 letter to ETTAC members, Secretary Lutnick highlights the role of ETTAC industries in advancing the President's America First Trade Policy agenda and requests the Committee to continue to work on actionable recommendations to support these goals.

The Department of Commerce will use the information provided via this application form to consider applicants who meet the eligibility criteria to carry out the objectives of the Committee as set forth in the Charter and Federal Register Notice and in a manner that ensures that the Committee is balanced in terms of points of view, industry subsector, geography, and company size. The instrument is designed to streamline the application submission and vetting process for the 2026-2028 ETTAC term and will facilitate efficient review by ITA and DOC leadership

DESCRIPTION OF RESPONDENTS:

Members of the public who are interested in being members of the Environmental Technologies Trade Advisory Committee.

TYPE OF COLLECTION: (Check one)

- | | |
|--|---|
| ☐ Customer Comment Card/Complaint Form | ☐ Customer Satisfaction Survey |
| ☐ Usability Testing (e.g., Website or Software) | ☐ Small Discussion Group |
| ☐ Focus Group | ☒ Other: <u>Application</u> |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is a low burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: Evelina Scott

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? ☒ Yes ☐ No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? ☒ Yes ☐ No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? ☒ Yes ☐ No

Gifts or Payments: Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? ☐ Yes ☒ No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden Hours
Public members interested in being committee members	60	45 min	45 hours
Totals	60	45 min	45 hours

FEDERAL COST: The estimated annual cost to the Federal government is \$0.

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe? ☐ Yes ☒ No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select the respondents.

A Federal Register Notice is being published to recruit new applicants who are interested and qualified in relevant international trade issues and policy. OEEI will review the applications based on qualifications, as detailed in the Federal Register Notice, and then select the appropriate candidates.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
☒ Web-based or other forms of Social Media
☐ Telephone
☐ In-person
☐ Mail
☐ Other, Explain
2. Will interviewers or facilitators be used? ☐ Yes ☒ No

Required Additional Information

1. Line of Business: International Affairs and Commerce
2. Subfunction: Global Trade
3. Privacy Act System of Records: N/A
4. Federal Registration citation information: N/A
5. Number of respondents for small entities: N/A
6. Percentage of respondents reporting electronically: 100%

Please submit all instruments, instructions, correspondences (emails, letters, etc.) to respondents, and scripts as separate documents along with this request document. Every instrument must have the following displayed – OMB Control No. 0690-0038 and Expiration Date: 07/31/2026.