

**SUPPORTING STATEMENT - PART A and
OMB Control Number 0579-0322**

Pale Cyst Nematode

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GWCC, 3-WS-1308

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TERM OF CLEARANCE: “Before this ICR is renewed, USDA should consider converting PPQ Form 519, 530, and 540 to common forms and establishing a single OMB control number for it.” APHIS has moved the PPQ Forms 519, 530, and 540 to a new PPQ Permit Common Forms information collection.

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.

This is a request for renewal and revision of a currently approved information collection request. The Animal and Plant Health Inspection Service (APHIS) is asking the Office of Management and Budget (OMB) to approve, for an additional 3 years, the use of these information collection activities in connection with efforts to prevent the spread of pale cyst nematode (PCN) within the United States.

The United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS) is responsible for preventing plant diseases or insect pests from entering the United States, preventing the spread of pests and noxious weeds not widely distributed in the United States, and eradicating those imported pests when eradication is feasible.

The Plant Protection Act (7 United States Code (U.S.C.) 7701 *et seq.*) authorizes the Secretary of Agriculture to restrict the importation, entry, or interstate movement of plants, plant products, and other articles to prevent the introduction of plant pests into the United States or their dissemination within the United States.

In accordance with the regulations in “Subpart-Pale Cyst Nematode” (7 Code of Federal Regulations (CFR) 301.86-301.86-9), the USDA-APHIS regulates the interstate movement of certain articles via potatoes, soil, and other host material to help prevent the spread of PCN, a major pest of potato crops to non-infested areas of the United States.

Allowing the restrictions on the interstate movement of regulated articles necessitates the completion of certain forms, such as Federal Certificates, Federal Limited Permits, Compliance Agreements, Self-Certification, Packing Facility Process Approval, Appeal of Withdrawn Certificate or Limited Permit, Appeal of Withdrawn Compliance Agreement, Labeling, and Cyst Nematode Survey.

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.

As requested Under the Notice of Action, Terms of Clearance, APHIS-PPQ has converted PPQ Forms 519, 530, and 540 to common forms. The forms are still required but no longer used as burden for this collection.

APHIS uses the following information collection activities to help prevent the spread of PCN within the United States.

Self-Certification: (7 CFR 301.86-5-8); (farms).

APHIS offers farmers the opportunity to receive training from APHIS to certify their own regulated articles, such as potatoes, for the absence of disease and pests. These respondents notify APHIS of their interest in participating in the Self-Certification program.

Packing Facility Process Approval; 7 CFR 301-86-5(b)(2)(ii); (business).

An inspector may issue a Limited Permit to allow the interstate movement of potatoes from the quarantined area for processing or packing only if the potatoes are processed or packed at facilities that handle potatoes, waste, and wastewater in a manner approved by APHIS to prevent the spread of PCN.

Appeal of Withdrawn Certificate or Limited Permit; (7 CFR 301.86-5(d); (business; farms).

Any Certificate or Limited Permit that has been issued may be withdrawn, either orally or in writing, by an inspector if he or she determines that the holder of the Certificate or Limited Permit has not complied with all provisions in this subpart for the use of the Certificate or Limited Permit or has not complied with all the conditions contained in the Certificate or Limited Permit. If the withdrawal is oral, the withdrawal and the reasons for the withdrawal will be confirmed in writing as promptly as circumstances allow. Any person whose Certificate or Limited permit has been withdrawn may appeal the decision in writing to the Administrator within 10 days after receiving the written notification of the withdrawal. The appeal must state all the facts and reasons the person uses to demonstrate that the Certificate or Limited Permit was wrongfully withdrawn. As promptly as circumstances allow, the Administrator will grant or deny the appeal, in writing, stating the reasons for the decision. The Administrator will utilize rules of practice for the hearing and resolve all conflicts regarding any material fact.

Appeal of Withdrawn Compliance Agreement; (7 CFR 301.86-6(b); (business; farms).

Any Compliance Agreement may be canceled, either orally or in writing, by an inspector whenever the inspector determines that the person who entered into the Compliance Agreement failed to comply with any of the provisions of this subpart. If the cancellation is oral, the cancellation and the reasons for the cancellation will be confirmed in writing as promptly as circumstances allow. Any person whose Compliance Agreement has been canceled may appeal the decision to the Administrator, in writing, within 10 days after receiving written notification of the cancellation. The appeal must state all the facts and reasons the person uses to show that the Compliance Agreement was wrongfully canceled. As promptly as circumstances allow, the Administrator will grant or deny the appeal, in writing, stating the reasons for the decision. The Administrator will utilize rules of practice for the hearing and resolve all conflicts regarding any material fact.

Labeling; (7 CFR 301.86-8(a) and (b); (business; farms).

(a) A Certificate or Limited Permit required for the interstate movement of a regulated article must always, during the interstate movement, be:

- (1) Attached to the outside of the container containing the regulated article; or
- (2) Attached to the regulated article itself if not in a container; or
- (3) Attached to the consignee's copy of the accompanying waybill.

If the Certificate or Limited Permit is attached to the consignee's copy of the waybill, the regulated article must be sufficiently described on the Certificate or Limited Permit and on the waybill to identify the regulated article.

(b) The Certificate or Limited Permit for the interstate movement of a regulated article must be furnished by the carrier or the carrier's representative to the consignee listed on the Certificate or Limited Permit upon arrival at the location provided on the Certificate or Limited Permit.

Cyst Nematode Survey; (PPQ 312); (business; farms).

APHIS officials use PPQ Form 312 to document information collected during field surveys for PCN. A map of the inspected property is placed on the reverse side of the form. The map is important for locating and returning to the same field if PCN is found or further survey is needed.

3. Describe use of technological collection technique. 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.

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

Farmers may contact APHIS electronically to become self-certifiers. PPQ Form 312 is not fillable at this time because it is typically used by APHIS officials outdoors during field inspections, and hand-drawn maps may be added to the forms while at the survey location. Other information is written on the form, like the APHIS crew leader or tractor driver; number of sample bags; survey pattern; method of survey; acres surveyed; soil type; status of the field at the time of survey (plowed, cover crop, other (crop name, etc.); and if the field is planted to potatoes.

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.

The information that APHIS collects is not available from any other source, and every effort has been made to avoid duplication. APHIS collects unique and exclusive mission-critical information necessary to prevent the introduction and spread of plant pests and plant diseases into the United States.

5. Describe the impact to small businesses. If the collection of information impacts small businesses or other small entities (Item 5 of OMB Form 83-I), describe any methods used to minimize burden.

APHIS estimates that 100 percent of the business respondents are small entities. The information APHIS collects is the minimum needed to protect the United States from the introduction and spread of PCN.

6. Describe the consequences of not conducting information collection. What happens to the Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

This is an ongoing information collection activity. If APHIS does not collect this information or if APHIS collects information less frequently, the spread of PCN in the United States could result in a loss of U.S. potato production and other PCN-impacted commodities. Information collected by the PCN Program facilitates safe domestic and international trade, thereby preserving foreign markets.

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;**

Some information must be reported more often than quarterly, such as information required to ship articles under a Certificate or Limited Permit. This is because many growers make multiple shipments during the harvest season, and the information is required for the interstate movement of a regulated article.

- **requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**

Some information must be reported in real-time if an inspector and the grower are required to attach documentation to shipments destined for a buyer or a commodity packing house.

- **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 3 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 secrets, 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.**

No other special circumstances exist that would require this collection to be conducted in a manner inconsistent with the general information collection guidelines in 5 CFR 1320.5.

8. Federal Register notice and consultation. 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.

APHIS consulted with 3 people (outside APHIS) for this information collection to obtain their views on the activities. Productive conversations with these individual stakeholders occurred during virtual and in person meetings. The stakeholders indicated that they know the data the PCN program collects plays an important role in working to eradicate and manage the pest, while also maintaining potato markets through active PCN-control and monitoring efforts. The owners/operators have been managing a regulated pest that is on their fields by no action of their own and are sometimes frustrated that they bear the burden of quarantine and records management. At the same time, they are aware that the larger U.S. potato industry has a great deal at stake to do what it takes to maintain domestic and import markets for potatoes.

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On Thursday, April 30, 2026, APHIS published in the Federal Register 91FR 23241, pages 23241 – 23241 a 60-day notice seeking public comments on its plan to request a 3-year renewal of this collection of information. APHIS received no comments from the public.

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

This information collection request involves no 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.

No additional assurance of privacy, safeguards, or protections are provided with this information collection. However, the safeguard of information is protected under 5 U.S.C. 552a. APHIS will comply with the Privacy Act of 1974. The Privacy Officer for APHIS, Tonya Woods, reviewed the information requirement in January 2026 and have concurred with the safeguards currently in place.

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

This information collection activity will ask no questions of a personal or sensitive nature.

12. Provide estimates of the hour burden of the collection of information. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated.

A) Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens in Item 13 of OMB Form 83-I.

APHIS is seeking approval for 74 respondents (affected public: 0 Individuals/ Households; 32 Businesses, 42 Farms, and 0 Federal Government, etc.), 72 total annual responses, and 133 total annual burden hours.

Burden estimates breakouts were developed from discussions with U.S. potato producers, packers, processors, and handlers. See APHIS Form 71 update for reporting, recordkeeping and third-party disclosure burden estimates.

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

The total annualized cost to respondents is \$8,610 computed by multiplying the estimated average hourly wage (\$43.36) by the total number of burden hours (139) and then multiplying the product (\$6,027.04) by 1.4286 to capture benefit costs.

APHIS derived the estimated wage by averaging the following figures from the [U.S. Department of Labor; Bureau of Labor Statistics website](#). The average hourly wage used to calculate the estimates includes the following:

Dept of Labor SOCC Code	Average Hourly Wage	Occupation Description
11-9013	\$47.99	Farmers, Ranchers, and Other Agricultural Managers
11-3013	\$56.20	Facility Manager
19-4012	\$25.89	Agricultural Technician
	\$43.36	Average Hourly Salary

APHIS derived the estimated wage by averaging the following figures from the [U.S. Department of Labor; Bureau of Labor Statistics website](#).

According to news release [USDL-25-02335](#), released March 14, 2025, benefits account for 30 percent of employee costs, and wages account for the remaining 70 percent. Mathematically, total costs can be calculated as a function of wages, resulting in a multiplier of 1.4286.

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

No annual cost burden is associated with capital and startup costs, operation and maintenance expenditures, and purchase of services.

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

See APHIS 79. The annualized cost to the Federal government is estimated at \$10,442.

15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-1.

APHIS is seeking approval of a revision to and extension of approval of a currently approved information collection request. The currently approved burden for this request is 488 total annual respondents, 1,751 total annual responses and 488 total annual burden hours. This request for renewal and revision is for 74 respondents, 78 estimated responses and 139 estimated burden hours.

The decrease in number of respondents, responses, and hours is due to removal of the common forms--PPQ 540, PPQ 530, and PPQ 519 .

There are 2 third-party disclosure burden hours.

Total	Program	Program	Change due to	Change Due	Previously
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	Requested	Change Due to New Statute	Change Due to Agency Discretion	Adjustment in Agency Estimate	to Potential Violation of the PRA	Approved
Annual Number of Responses	78	0	-1,647	-26	0	1,751
Annual Time Burden (Hr)	139	0	-375	26	0	488

Program Change(s) in estimate due to Agency discretion include:

There is a program change decrease of -133 respondents and -1,647 respondents resulting in a decrease of -375 total burden hours. This program change is due to APHIS removing the PPQ Forms 540, 530, and 519 and moving them to the new PPQ Permit Common Forms ICR

Change(s) in estimate due to adjustments in estimate include:

There is an adjustment decrease of -26 respondents however there is an increase of 26 total burden hours.

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

APHIS has no plans to publish information collected in connection with this program.

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

The PPQ 540, PPQ 530, and PPQ 519 have been moved to a new PPQ Permit Common Form information collections; therefore, it is not practical to include an OMB expiration date because of the various expiration dates for each information collection.

APHIS will display the OMB expiration date on PPQ Form 312.

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

APHIS can certify compliance with all provisions of the Act.

B. Collections of Information Employing Statistical Methods

There are no statistical methods associated with the information collection activities used in this program.