

DRAFT SUPPORTING STATEMENT FOR
NRC FORM 590
APPLICATION/PERMIT FOR USE OF THE
TWO WHITE FLINT NORTH (TWFN) AUDITORIUM
(3150-0181)

EXTENSION

Description of the Information Collection

In accordance with the Public Buildings Act of 1959, an agreement was reached among the Maryland-National Capital Park and Planning Commission (MNCPPC), the General Services Administration (GSA) and the U.S. Nuclear Regulatory Commission (NRC), which states that the NRC Auditorium located in the Two White Flint North building, will be made available for public use. Members of the public who wish to use the Auditorium must complete NRC Form 590, "Application/Permit for Use of Two White Flint North (TWFN) Auditorium" and gain NRC approval prior to their use of the facility.

The form requests identifying information about the applicant, the organization sponsoring, promoting, or conducting the activity, the activity's responsible parties, a description of the proposed activity, and a required certification if the applicant proposes to engage in the solicitation of funds. The form provides a checklist of equipment and service options available to the applicant that the NRC could provide at an appropriate charge. The form also provides space for NRC staff to document time requested, rental charges, administrative review, security review, and final authorization for permission to use the Auditorium.

A. Justification

1. Need For and Practical Utility of the Collection of Information

Each completed NRC Form 590 is reviewed by the Division of Administrative Services and the Division of Facilities and Security in the NRC's Office of Administration (ADM). The information provided on the form by the applicant is needed by ADM for administrative and security review, to facilitate scheduling, and to make a determination whether there are any problems with the request prior to utilization of the facility.

2. Agency Use of Information

The NRC uses the information submitted on each NRC Form 590 to process requests made for use of the Auditorium.

3. Reduction of Burden Through Information Technology

There are no legal obstacles to reducing the burden associated with this information collection. The NRC encourages respondents to use information technology when it would be beneficial to them. The NRC issued a regulation on October 10, 2003 (68 FR 58791), consistent with the Government Paperwork Elimination Act, which allows its licensees, vendors, applicants, and members of the public the option to make submissions electronically via CD-ROM, e-mail, special Web-based interface, or other means. Due to the low number of requests expected to be filed annually, the NRC anticipates that potential responses will not be filed electronically.

4. Effort to Identify Duplication and Use Similar Information

No sources of similar information are available. There is no duplication of requirements. The NRC has in place an ongoing program to examine all information collections with the goal of eliminating all duplication and/or unnecessary information collections.

5. Effort to Reduce Small Business Burden

Information collected on the NRC Form 590 is not normally provided by small businesses. The collection represents the minimum information required to assess and approve a member of the public's request to use a government facility and the burden cannot be further reduced.

6. Consequences to Federal Program or Policy Activities if the Collection is Not Conducted or is Conducted Less Frequently

The frequency of collection is "as the Auditorium is needed by the requester." Therefore, this is the minimum frequency that the information can be requested. If the information is not collected, the public will not have access to the NRC Auditorium. The NRC needs to be able to appropriately determine whether a request to use the Auditorium is justifiable or know how much to charge the requester for its use.

7. Circumstances Which Justify Variation from OMB Guidelines

Not applicable.

8. Consultations Outside the Agency

Opportunity for public comment on the information collection requirements for this clearance package has been published in the Federal Register.

9. Payments or Gifts to Respondents

Not applicable.

10. Confidentiality of the Information

Confidential and proprietary information is protected in accordance with Title 10 of the *Code of Federal Regulations* (10 CFR) 9.19(a) and 10 CFR 2.390(b).

Certain information designated as classified National Security Information is prohibited from public disclosure in accordance with Executive Order 12958.

11. Justification for Sensitive Questions

Normally sensitive information considered private or personal is not required by NRC Form 590.

12. Estimated Burden and Burden Hour Cost

The total annual public burden for completing NRC Form 590 is 1 hour at a cost of \$279 per hour. The annual burden and cost estimates were derived from experience during the past 3 years with the number of public users' requests to use the facility and the approximate number of hours each requester would have to expend to complete the form (1 response x 1 hour per request = 1 hour x \$279 per hour = \$279).

13. Estimate of Other Additional Costs

There are no estimated additional costs associated with this collection of information.

14. Estimated Annualized Cost to the Federal Government

The cost to the federal government for processing the proposed NRC Form 590 was derived from experience gained during the past 3 years with the Division of Administrative Services and the Division Facilities and Security personnel expending an average of 1 hour to review each request for a total cost to the NRC of \$279. (1 request x 1 hour x \$279 hours = \$279). During this clearance cycle, the number of responses decreased from 5 to 1.

15. Reasons for Changes in Burden or Cost

Based on the experience during the past 3 years with the number of public users' requests to use the Auditorium and the approximate number of hours each requester would have to expend to complete the form, the burden decreased from (5 responses x 1 hour per request = 1.25 hours x \$274 per hour = \$342.50) to (1 response x 1 hour per request = 1 hour x \$279 per hour = \$279). There was a change in cost for the information collection requirement which reflects a fee rate increase from \$274 per hour to \$279 per hour.

16. Publication for Statistical Use

None. The results of this collection of information will not be tabulated or published.

17. Reason for Not Displaying the Expiration Date

There is no exemption requested for displaying the expiration date of the collection of information. The expiration date is displayed on NRC Form 590.

18. Exemptions to the Certification Statement

There are no exemptions.

B. Collection of Information Employing Statistical Methods

Statistical methods are not used in this collection of information.