

# PAPERWORK REDUCTION ACT SUBMISSION

Please read the instructions before completing this form. For additional forms or assistance in completing this form, contact your agency's Paperwork Clearance Officer. Send two copies of this form, the collection instrument to be reviewed, the Supporting Statement, and any additional documentation to: **Office of Information and Regulatory Affairs, Office of Management and Budget, Docket Library, Room 10102, 725 17th Street NW, Washington, DC 20503**

1. Agency/Subagency originating request  
U.S. Nuclear Regulatory Commission

2. OMB control number  
☒ a. 3150 - 0181 ☐ b. None

3. Type of information collection (check one)

4. Type of review requested (check one)

- ☐ a. New collection
- ☒ b. Revision of a currently approved collection
- ☐ c. Extension of a currently approved collection
- ☐ d. Reinstatement, **without change**, of a previously approved collection for which approval has expired
- ☐ e. Reinstatement, **with change**, of a previously approved collection for which approval has expired
- ☐ f. Existing collection in use without an OMB control number

- ☒ a. Regular submission ☐ c. Delegated
- ☐ b. Emergency - Approval requested by (date):

5. Will this information collection have a significant economic impact on a substantial number of small entities?  
☐ a. Yes ☒ b. No

6. Requested expiration date  
☒ a. Three years from approval date  
☐ b. Other (Specify):

7. Title

Application/Permit for Use of the Two White Flint North (TWFN) Auditorium, NRC Form 590

8. Agency form number(s) (if applicable)

NRC Form 590

9. Keywords

Permit, auditorium, public access, government property

10. Abstract

NRC Form 590 is used to allow NRC Facility Management and Security branch personnel to approve public access to the Two White Flint North Auditorium. They need the form to allow for administrative and security review, to facilitate scheduling, and to make a determination that there are no anticipated problems with the requester prior to utilization of the facility.

11. Affected public (Mark primary with "P" and all others that apply with "X")

12. Obligation to respond (Mark primary with "P" and all others that apply with "X")

- ☒ a. Individuals or households ☐ d. Farms
- ☐ b. Business or other for-profit ☐ e. Federal Government
- ☒ c. Not-for-profit institutions ☒ f. State, Local, or Tribal Government

- ☐ a. Voluntary
- ☐ b. Required to obtain or retain benefits
- ☒ c. Mandatory

13. Annual reporting and recordkeeping hour burden

14. Annual reporting and recordkeeping cost burden (in thousands of dollars)

a. Number of respondents 5

b. Total annual responses 5

1. Percentage of these responses collected electronically 0 %

c. Total annual hours requested 1

d. Current OMB inventory 12

e. Difference (11)

f. Explanation of difference

1. Program change

2. Adjustment (11)

a. Total annualized capital/startup costs 0

b. Total annual costs (O&M) 0

c. Total annualized cost requested 0

d. Current OMB inventory 0

e. Difference 0

f. Explanation of difference

1. Program change

2. Adjustment

15. Purpose of information collection (Mark primary with "P" and all others that apply with "X")

16. Frequency of recordkeeping or reporting (Check all that apply)

- ☐ a. Application for benefits ☒ e. Program planning or management
- ☐ b. Program evaluation ☐ f. Research
- ☐ c. General purpose statistics ☐ g. Regulatory or compliance
- ☐ d. Audit

- ☐ a. Recordkeeping ☐ b. Third-party disclosure
- ☒ c. Reporting
- ☒ 1. On occasion ☐ 2. Weekly ☐ 3. Monthly
- ☐ 4. Quarterly ☐ 5. Semi-annually ☐ 6. Annually
- ☐ 7. Biennially ☐ 8. Other (describe)

17. Statistical methods

Does this information collection employ statistical methods?

☐ Yes ☒ No

18. Agency contact (person who can best answer questions regarding the content of this submission)

Name: Dennis M. Tarnier

Phone: (301) 415-2283

9705140131 970508  
PDR ORG EUSOMB  
PDR

OMB 53-1



01/1 DPO3  
XBAF-4A

## 19. Certification for Paperwork Reduction Act Submissions

On behalf of this Federal agency, I certify that the collection of information encompassed by this request complies with 5 CFR 1320.9.

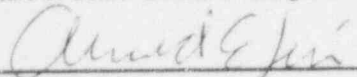
NOTE: The text of 5 CFR 1320.9, and the related provisions of 5 CFR 1320.8(b)(3), appear at the end of the instructions. *The certification is to be made with reference to those regulatory provisions as set forth in the instructions.*

The following is a summary of the topics, regarding the proposed collection of information, that the certification covers:

- (a) It is necessary for the proper performance of agency functions;
- (b) It avoids unnecessary duplication;
- (c) It reduces burden on small entities;
- (d) It uses plain, coherent, and unambiguous terminology that is understandable to respondents;
- (e) Its implementation will be consistent and compatible with current reporting and recordkeeping practices;
- (f) It indicates the retention periods for recordkeeping requirements;
- (g) It informs respondents of the information called for under 5 CFR 1320.8(b)(3):
  - (i) Why the information is being collected;
  - (ii) Use of information;
  - (iii) Burden estimate;
  - (iv) Nature of response (voluntary, required for a benefit, or mandatory);
  - (v) Nature and extent of confidentiality; and
  - (vi) Need to display currently valid OMB control number;
- (h) It was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected (see note in Item 19 of the instructions).
- (i) It uses effective and efficient statistical survey methodology; and
- (j) It makes appropriate use of information technology.

If you are unable to certify compliance with any of these provisions, identify the item below and explain the reason in Item 18 of the Supporting Statement.

Signature of Senior Official or designee



Date

5/8/97

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

Description of the Information Collection

The U. S. Nuclear Regulatory Commission (NRC) has an auditorium that is available for public use. In accordance with the Public Buildings Act of 1959, an agreement was reached between the Maryland-National Capital Park and Planning Commission (MPPC), the General Services Administration (GSA), and the NRC, which states that the auditorium 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," which must be approved prior to public use of the facility.

The form requests identifying information about the requesting applicant/ organization, purpose of use, certification for solicitation of funds, documentation of authority to represent an organization, acknowledgement of liability for damages, and a checklist of service needs and allows for administrative and security reviews and final approval for use of the facility.

A. JUSTIFICATION

1. Need for and Practical Utility of the Collection of Information. The NRC Form 590, "Application/Permit for Use of Two White Flint North (TWFN) Auditorium," is reviewed by the Facility Management personnel and by the Division of Security. The information is needed to allow for administrative and security review, facilitate scheduling, and to make a determination that there are no anticipated problems with the requester prior to utilization of the facility.
2. Agency Use of Information. The NRC uses the information to evaluate requests to use the auditorium.
3. Reduction of Burden through Information Technology. There are no legal obstacles to reducing the burden associated with this information collection.
4. Effort to Identify Duplication and Use Similar Information. The NRC Form 590 is unique to NRC in that it supports an agreement between the NRC, GSA and MPPC that the auditorium will be made available for public use. The Information Requirements Control Automated System (IRCAS) was searched and no duplication was found. Information to be provided by the public-user is not otherwise available.
5. Effort to Reduce Small Business Burden. The collection represents the minimum information required to assess and approve a member of the public's request to use a government facility. 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 facility 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.
7. Circumstances Which Justify Variation from OMB Guidelines. Not applicable.

8. Consultations Outside the NRC. A notice requesting comments on the information collection was published in the Federal Register on December 20, 1996 (61 FR 67351). NRC received no comments.
9. Payment or Gift to Respondents. Not applicable.
10. Confidentiality of the Information. NRC provides no pledge of confidentiality for this collection of information. To the extent information is business confidential, procedures are in place to protect the information from improper disclosure.
11. Justification for Sensitive Questions. Normally sensitive information considered private or personal is not required or requested.
12. Estimated Burden and Burden Hour Cost. The total annual public burden for completing NRC Form 590 is 1.25 hours at a cost of \$156.25. The annual burden and cost estimates were derived from experience during the past three 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 (5 requesters x .25/hr. per request = 1.25 hours x \$125/hour = \$156.25).
13. Estimate of Other Additional Costs. None.
14. Estimated Annualized Cost to the Federal Government. The cost to the agency for processing the NRC Form 590 was derived from experience during the past three years with facility management and security personnel evaluating and approving public user requests. Facility management and security personnel would expend an average of 1 hour to review each request for a total cost to the agency of 625 (5 requests X 1 hour X \$125/hr). The cost is recovered by the facility rental fee.
15. Reason for Changes in Burden or Cost. The annual burden estimate is being reduced from 48 to 1.25 hours annually based upon the number of forms received during the past three years.
16. Publication for Statistical Use. Results will not be tabulated or published.
17. Reason for Not Displaying the Expiration Date. The expiration date is displayed.
18. Exceptions to the Certification Statement. N/A.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

N/A.

## CHECK LIST OF SERVICE NEEDS FOR PUBLIC-USE SPACE

AUDITORIUM <small>(Check items needed)</small>	CATERING KITCHEN			
MICROPHONE	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">WILL FOOD OR DRINK BE SERVED DURING PROGRAM HOURS?</td> <td style="width: 10%; text-align: center;">YES</td> <td style="width: 10%; text-align: center;">NO</td> </tr> </table>	WILL FOOD OR DRINK BE SERVED DURING PROGRAM HOURS?	YES	NO
WILL FOOD OR DRINK BE SERVED DURING PROGRAM HOURS?	YES	NO		
PODIUM	<p>It is the user's responsibility to assure that the kitchen is clean and in order before leaving the premises.</p>			
DIAS CONFIGURATION				

### NRC USE ONLY BELOW THIS LINE

## SCHEDULE OF HOURLY COSTS FOR SERVICES

All programs are after NRC normal hours of operation. The following is a schedule of hourly costs for services.

FEE SCHEDULE	FEE	FROM	A.M.	P.M.	TO	A.M.	P.M.	COST
1 HOUR OR FRACTION OF 1 HOUR	\$205							
2 HOURS OR 1 HOUR AND FRACTION OF SECOND HOUR	\$315							
3 HOURS OR 2 HOURS AND FRACTION OF THIRD HOUR	\$425							
4 HOURS OR LONGER	\$135 / HOUR							
<b>TOTAL</b>								

## ADMINISTRATIVE REVIEW

<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	
IF DISAPPROVED, REASON FOR DISAPPROVAL		
REVIEWING OFFICIAL <small>(Typed or printed name and title)</small>	SIGNATURE	DATE

## SECURITY REVIEW

<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	
REVIEWING OFFICIAL <small>(Typed or printed name and title)</small>	SIGNATURE	DATE

## PERMIT FOR USE OF THE TWO WHITE FLINT NORTH AUDITORIUM

BASED UPON ADMINISTRATIVE AND SECURITY REVIEWS, THIS APPLICATION IS	<div style="display: flex; flex-direction: column; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; margin-bottom: 5px;"></div>         APPROVED       </div> <div style="display: flex; flex-direction: column; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; margin-bottom: 5px;"></div>         DISAPPROVED       </div>	
APPROVING OFFICIAL <small>(Typed or printed name and title)</small>	SIGNATURE	DATE



**APPLICATION/PERMIT FOR USE OF THE  
TWO WHITE FLINT NORTH (TWFN) AUDITORIUM**

Estimated burden per response to comply with this information collection request: 15 minutes. This information is requested by NRC to determine the acceptability of the user and the scheduling and services needed. Forward comments regarding burden estimate to the Information and Records Management Branch (T-6 F33), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and to the Paperwork Reduction Project (3150-0181), Office of Management and Budget, Washington, DC 20503. NRC may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

**INSTRUCTIONS:** Please submit with this application a copy, sample, or description of any material or item(s) proposed for distribution or display. Complete the check list of service needs for public-use space on the reverse of this form. Failure to complete this form will result in denial of a permit.

**IMPORTANT:** If the applicant proposes to represent an organization, a letter or other documentation that the applicant has authority to represent that organization must be submitted with this form.

1. PROPOSED DATE(S)	FROM (MM/DD/YY)	HOUR	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	TO (MM/DD/YY)	HOUR	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
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2. NAME OF APPLICANT (First, Middle Initial, Last)	TELEPHONE NUMBER (Include Area Code)
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ADDRESS (Street, Suite/Apt. No., City, State, ZIP Code)

3. NAME OF PERSON OR ORGANIZATION SPONSORING, PROMOTING, OR CONDUCTING THE PROPOSED ACTIVITY	TELEPHONE NUMBER (Include Area Code)
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ADDRESS (Street, Suite/Apt. No., City, State, ZIP Code)

4. NAME OF PERSON(S) WHO WILL SUPERVISE/BE RESPONSIBLE FOR THE PROPOSED ACTIVITY	TELEPHONE NUMBER (Include Area Code)
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ADDRESS (Street, Suite/Apt. No., City, State, ZIP Code)

5. DESCRIPTION OF PROPOSED ACTIVITY

**6. CERTIFICATION**

AN APPLICANT PROPOSING TO ENGAGE IN THE SOLICITATION OF FUNDS MUST CHECK ONE OF THE FOLLOWING STATEMENTS:

I CERTIFY THAT:

- ☐ I represent and will be soliciting funds for the sole benefit of a religion or religious group.
- ☐ My organization has received an official Internal Revenue Service (IRS) ruling or letter of determination stating that the organization or its parent organization qualifies for tax-exempt status under 26 U.S.C. 501(c)(3), (c)(4), or (c)(5).
- ☐ My organization has applied to the IRS for a determination of tax-exempt status under 26 U.S.C. 501(c)(3), (c)(4), or (c)(5), and that the IRS has not yet issued a final administrative ruling or determination of such status.

I certify that I am authorized to sign this application on behalf of the named organization. I have read and fully comprehend all fees, rules, and regulations contained in the policies and procedures associated with the use of the Two White Flint North Auditorium. I fully accept liability for any damages that may occur during the scheduled use or any additional charges that may result from the designated use of the auditorium.

SIGNATURE - APPLICANT	DATE
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[7590-01-P]

U. S. NUCLEAR REGULATORY COMMISSION

Agency Information Collection Activities: Submission for OMB Review; Comment Request

AGENCY: U. S. Nuclear Regulatory Commission (NRC)

ACTION: Notice of the OMB review of information collection and solicitation of public comment.

SUMMARY: The NRC has recently submitted to OMB for review the following proposal for the collection of information under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. Chapter 35). The NRC hereby informs potential respondents that an agency may not conduct or sponsor, and that a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Type of submission, new, revision, extension: Revision
2. The title of the information collection: Application/Permit for Use of the Two White Flint (TWFN) Auditorium

3. The form number if applicable: NRC Form 590
4. How often the collection is required: Each time public use of the auditorium is requested.
5. Who will be required or asked to report: Member of the public requesting use of the NRC Auditorium.
6. An estimate of the number of annual responses: 5
7. The estimate of the number of annual respondents: 5
8. An estimate of the total number of hours needed annually to complete the requirement or request: 1.25 hours (15 minutes per request).
9. An indication of whether Section 3507(d), Pub. L. 104-13 applies: N/A.
10. Abstract: In accordance with the Public Buildings Act of 1959, an agreement was reached between the Maryland-National Capital Park and Planning Commission (MPPC), the General Services Administration (GSA) and the Nuclear Regulatory Commission, the NRC auditorium will be made available for public use. Public users of the auditorium will be required to complete NRC Form 590, Application/Permit for Use of Two White Flint North (TWFN) Auditorium. The information is needed to allow for administrative and security review, scheduling, and to make a determination that there are no



anticipated problems with the requester prior to utilization of the facility.

A copy of the submittal may be viewed free of charge at the NRC Public Document Room, 2120 L Street, NW, (Lower Level), Washington, DC. Members of the public who are in the Washington, DC, area can access the submittal via modem on the Public Document Room Bulletin Board (NRC's Advanced Copy Document Library), NRC subsystem at FedWorld, 703-321-3339. Members of the public who are located outside of the Washington, DC, area can dial FedWorld, 1-800-303-9672, or use the FedWorld Internet address: [fedworld.gov](http://fedworld.gov)(Telnet). The document will be available on the bulletin board for 30 days after the signature date of this notice. If assistance is needed in accessing the document, please contact the FedWorld help desk at 703-487-4608. Additional assistance in locating the document is available from the NRC Public Document Room, nationally at 1-800-397-4209, or within the Washington, D.C. Area at 202-634-3273.

Comments and questions should be directed to the OMB reviewer by (insert date 30 days after publication in the Federal Register):

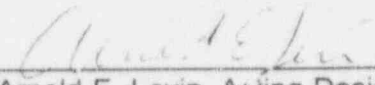
Edward Michlovich  
Office of Information and Regulatory Affairs (3150-0181)  
NEOB-10202  
Office of Management and Budget  
Washington, DC 20503

Comments can also be submitted by telephone at (202) 395-3084.

The NRC Clearance Officer is Brenda Jo. Shelton, (301) 415-7233.

Dated at Rockville, Maryland, this 8<sup>th</sup> day of May, 1997.

For the Nuclear Regulatory Commission.

  
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Arnold E. Levin, Acting Designated Senior Official  
for Information Resources Management

Paula