

**Supporting Statement  
Vessel Entrance or Clearance Statement  
1651-0019**

**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.**

CBP Form 1300, *Vessel Entrance or Clearance Statement*, was developed through agreement by the United Nations Intergovernmental Maritime Consultative Organization (IMCO) in conjunction with the United States and various other countries. The form was developed as a single form to replace the numerous other forms used by various countries for the entrance and clearance of vessels. CBP Form 1300 is authorized by 19 U.S.C. 1431, 1433, and 1434, and provided for by 19 CFR 4.7-4.9. This form is accessible at [http://forms.cbp.gov/pdf/CBP\\_Form\\_1300.pdf](http://forms.cbp.gov/pdf/CBP_Form_1300.pdf)

- 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 .**

CBP Form 1300 is used to collect essential commercial vessel data at time of formal entrance and clearance in U.S. ports. The form allows the master to attest to the truthfulness of all CBP forms associated with the manifest package, and collects detailed information on the vessel, cargo, purpose of entrance, certificate numbers and expiration for various certificates. It also serves as a record of fees and tonnage tax payments in order to prevent overpayments.

- 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 .**

Currently this form can be filled out on-line, printed, and submitted on paper at the port. However automated submission of this form is planned for CBP's Automated Commercial Environment (ACE) and the future release of the Conveyance Management System by late 2015 or early 2016.

- 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.**

This information is not collected in any form, and therefore is not duplicated elsewhere.

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

This information collection does not have an impact on small businesses or other small entities.

- 6. Describe consequences 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.**

If this information collection was conducted less frequently CBP could not fulfill its regulatory requirements to verify vessel manifest documents and the master of the vessel could receive a fine.

- 7. Explain any special circumstances.**

This information is collected in a manner consistent with the guidelines of 5 CFR 1320.6.

- 8. If applicable, provide a copy and identify the date 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.**

Public comments were solicited through two Federal Register notices published on October 29, 2013 (Volume 78, Page 64523) on which no comments were received, and on January 10, 2014 (Volume 79, Page 1883) on which one comment was received.

A comment was received from James H.I. Weakley, President of the Lake Carrier's Association. This commenter stated that CBP Form 1300 should be retired because eNOAD collects most of the same data.

CBP reviewed this comment and has determined that retiring Form 1300 would require significant CBP systems modifications. It would also require substantial revisions to current CBP policies and procedures in the maritime environment, and revision of the regulations. CBP will discuss this internally to determine if it is feasible and the impact it would have on CBP operations and on the private sector.

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

There is no offer of a monetary or material value for this information collection.

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

A PIA for the Automated Commercial System (ACS) and the Automated Commercial Environment (ACE), dated December 2, 2008, and a SORN for ACS, dated December 19, 2008 (Vol. 73, Page 77759) will be included in this ICR. There are no assurances of confidentiality provided to the respondents of this information collection.

**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.**

| FORM | TOTAL BURDEN HOURS | NO. OF RESPONDENTS | NO. OF RESPONSES PER RESPONDENT | TOTAL ANNUAL RESPONSES | TIME PER RESPONSE        |
|------|--------------------|--------------------|---------------------------------|------------------------|--------------------------|
| 1300 | 132,000            | 12,000             | 22                              | 264,000                | 30 minutes or (.5) hours |

**Public Cost**

The estimated cost to the respondents is \$5,953,200. This is based on the estimated burden hours (132,000) multiplied (x) the estimated average hourly rate (\$45.10).

**13. Provide an estimate of the total annual cost burden to respondents or recordkeepers resulting from the collection of information.**

There are no recordkeeping, capitalization or start-up costs associated with this collection.

- 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.**

The estimated cost associated with collecting the information is \$2,047,380. This is based on an estimated time per response (8 minutes or .133 hours) x total responses (264,000) = 35,112 hours expended multiplied (x) by the estimated average hourly rate of \$58.31 = \$2,047,380.

- 15. Explain the reasons for any program changes or adjustments reported in Items 12 or 13 of this Statement.**

There has been no increase or decrease in the estimated annual burden hours previously reported for this information collection and there is no change to the information being collected.

- 16. For collection of information whose results will be published, outline plans for tabulation, and publication.**

This information collection will not be published for statistical purposes.

- 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.**

CBP will display the expiration date for OMB approval of this information collection.

- 18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions".**

CBP does not request an exception to the certification of this information collection.

**B. Collection of Information Employing Statistical Methods**

No statistical methods were employed.