

**Supporting Statement Attachment: OMB Control Number – 1910 NEW
Information Collection Burden Hour Reporting Summary**

Summary of Annual Burden Hours for Facilities for SEP Collection					
200 participants are registering annually (will fill out SEP Enrollment form)					
100 participants are certified annually (will fill out SEP Application)					
75 participants annually will fill out SEP Voluntary Cost/Benefit Forms					
Description	Number of responses per year	Number of people to complete each response	Hours per person response	Total hours per year per response	Total hours per year for all responses
SEP Enrollment Form					
Non-recurring initial submission (once every three years for any given facility). See attached form.	200	1	0.5	0.5	100
SEP Application Form					
Non-recurring submission prior to certification (once every three years for any given facility). See attached form.	100	1	1	1	100
SEP Voluntary Cost Benefit Forms 1, 2, or 3 AND 4					
Non-recurring submission post certification. SEP certification is not contingent upon completion. See attached form.	75	1	4	4	300
Total annual burden hours for all facilities =					500
Total number of responses annually from all facilities =					375
Reports filed per facility =					1 at registration 1 at certification 1 voluntary after certification
Average burden hours per response =					1 hr 20 min (500 annual burden hrs / 375 responses)
Average annual burden hours per facility (total burden to fill out all three forms averaged over three year certification cycle) =					1 hr 50 min per year per facility (5.5 hours over 3 years)

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Summary of Annual Burden Hours for Verification Body for SEP Collection					
100 participants are certified annually (will fill out SEP Energy Performance Improvement Report)					
Description	Number of responses per year	Number of people to complete each response	Hours per person per response	Total hours per year per response	Total hours per year for all responses
SEP Energy Performance Improvement Report					
Non-recurring submission after facility receives certification (once every three years for any given facility). See attached form.	100	2	0.75	1.5	150
Total annual burden hours for all Verification Bodies = 150 hrs					
Total number of responses annually from all Verification Bodies = 100					
Responses filed by Verification Body per facility = 1					
Average burden hours per response =1.5 hr					
Average annual burden hours per Verification Body per facility (total burden to fill out form averaged over three year certification cycle) =					0.5 hrs per year per facility (1.5 hours over 3 years)

Summary of Annual Burden Hours for SEP Information Collection for facilities and verification bodies	
Total burden hours =	650
Total number of responses =	475
Total Cost =	\$31,295