

unless it displays a currently valid OMB control number. The OMB control numbers for EPA's regulations are listed in 40 CFR Part 9 and 48 CFR Chapter 15.

The EPA would like to solicit comments:

(i) to evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;

(ii) to evaluate the accuracy of the Agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;

(iii) to enhance the quality, utility, and clarity of the information to be collected; and

(iv) to minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

**Burden Statement:** The annual burden for this collection is estimated to average 516 hours for each Agency contract. This represents an average of 43 hours for each monthly progress report. Since EPA currently has 398 contracts requiring monthly progress reports, the total annual burden for all respondents is estimated at 205,368 hours (398 contracts x 516 hours per contract). The total number of responses is estimated at 4,776 (398 contracts x 12 months). The annual cost of this collection for each contract is estimated at \$34,308 (\$2,859 per report x 12 months). The annual costs for all respondents is estimated at \$13,654,584 (\$34,308 per contract x 398 contracts).

**Burden means** the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; to develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; to adjust the existing ways to comply with any previously applicable instructions and requirements; to train personnel to be able to respond to a collection of information; to search data sources; to complete and review the collection of information; and to transmit or otherwise disclose the information.

Dated: May 31, 1996.

Susan Kantrowitz,

*Acting Director, Policy, Training and Oversight Division.*

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[FRL-5516-1]

**Agency Information Collection Activities Up for Renewal; Oral and Written Purchase Orders**

**AGENCY:** Environmental Protection Agency (EPA).

**ACTION:** Notice.

**SUMMARY:** In compliance with the Paperwork Reduction Act (44 U.S.C. 3501 *et seq.*), this notice announces that EPA is planning to submit the following continuing Information Collection Request (ICR) to the Office of Management and Budget (OMB): Oral and Written Purchase Orders, OMB Control No. 2030-0007. Before submitting the ICR to OMB for review and approval, EPA is soliciting comments on specific aspects of the proposed information collection as described below.

**DATES:** Comments must be submitted on or before August 6, 1996.

**ADDRESSES:** Environmental Protection Agency Office of Acquisition Management (3802F) 401 M. Street S.W., Washington, D.C. 20460. Attention: Edward N. Chambers.

**FOR FURTHER INFORMATION CONTACT:** Edward N. Chambers. (202) 260-6028/ FAX: (202) 260-1203/ CHAMBERS.ED@EPAMAIL.EPA.GOV

**SUPPLEMENTARY INFORMATION:**

**Affected entities:** Entities potentially affected by this action are vendors responding to oral requests for quotations.

**Title:** Oral and Written Purchase Orders, OMB Control No. 2030-0007, expiration date 11-30-96.

**Abstract:** Vendors responding to an oral request for quotation will report item title, unit cost, delivery destination, delivery time, company name, small business status, address, phone number, and a point of contact. They will submit this information by telephone when an Agency need for their products or services arises. EPA will use this information to award a purchase order.

An agency 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. The OMB control numbers for EPA's regulations are listed

in 40 CFR Part 9 and 48 CFR Chapter 15.

The EPA would like to solicit comments:

(i) to evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;

(ii) to evaluate the accuracy of the Agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;

(iii) to enhance the quality, utility, and clarity of the information to be collected; and

(iv) to minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

**Burden Statement:** The annual burden for this collection on respondents is 3,823 hours. This represents an average of 15 minutes for each of the 15,292 oral purchase orders issued in fiscal year 1995. The total number of responses is estimated at 15,292 (1 response per order x 15,292 oral purchase orders). The annual cost of this collection for respondents is estimated at \$54,134 (\$3.54 per order x 15,292 oral purchase orders).

**Burden means** the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; to develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; to adjust the existing ways to comply with any previously applicable instructions and requirements; to train personnel to be able to respond to a collection of information; to search data sources; to complete and review the collection of information; and to transmit or otherwise disclose the information.

Dated: May 31, 1996.

Susan Kantrowitz,

*Acting Director, Policy Training and Oversight Division.*

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