

STATE WORKLOAD ASSUMPTIONS FOR OPERATOR CERTIFICATION					
<u>Operator Certification Program</u>					
			Time per State		
	Percent of States	in hours	in FTEs*	Total FTEs	FTEs per State
<i>Initial Burden</i>					
Submittal to EPA	100%	44	0.021	1.08	0.02
AGs certification		8	0.004		
Complete program checklist/crosswalk		16	0.008		
Prepare program summary		8	0.004		
Develop implementation schedule		8	0.004		
Gather materials		4	0.002		
<i>Annual Burden</i>					
Submittal to EPA	100%	16	0.008	0.39	0.008
Report on status of implementation	100%	16	0.008		
Document any changes to the program	0%	0			
AGs certification	0%	0			
<u>Expense Reimbursement Grants Program</u>					
			Time per State		
	Percent of States	in hours	in FTEs*	Total FTEs	FTEs per State
<i>Initial Burden</i>					
Submittal to EPA	100%	56	0.027	1.37	0.03
Prepare grant application/describe proposed uses of allotment		56	0.027		
<i>Annual Burden</i>					
Submittal to EPA	100%	40	0.019	0.98	0.02
Amend workplan/describe proposed uses of next allotment		32	0.015		
Document actual uses of previous FY's allotment		8	0.004		
*Number of hours in 1 FTE					
	2,080	hours per year			

Average Annual Burden and Cost to States for the Operator Certification and Expense Reimbursement Grant Programs									
Line Item FTE Activities	Annual FTE Estimates			Total Estimated Burden			Average Annual Estimate		
	FY 01	FY 02	FY 03	FTEs	Hours	Dollars*	FTEs	Hours	Dollars
Operator Certification									
<i>Initial Burden</i>									
Submittal to EPA	1.08			1.08	2,244	\$77,687	0.36	748	\$25,896
<i>Initial Burden Subtotal</i>	1.08	0.00	0.00	1.08	2,244	\$77,687	0.36	748	\$25,896
<i>Annual Burden</i>									
Submittal to EPA	0.04	0.39	0.39	0.82	1,714	\$59,325	0.27	571	\$19,775
<i>Annual Burden Subtotal</i>	0.04	0.39	0.39	0.82	1,714	\$59,325	0.27	571	\$19,775
Operator Certification Subtotal	1.12	0.39	0.39	1.90	3,958	\$137,012	0.63	1,319	\$45,671
Expense Reimbursement Grants									
<i>Initial Burden</i>									
Submittal to EPA (i.e., grant app)	0.69	0.69		1.37	2,856	\$98,875	0.46	952	\$32,958
<i>Initial Burden Subtotal</i>	0.69	0.69	0.00	1.37	2,856	\$98,875	0.46	952	\$32,958
<i>Annual Burden</i>									
Submittal to EPA (i.e., work plan)	0.49	0.98	0.98	2.45	5,100	\$176,562	0.82	1,700	\$58,854
<i>Annual Burden Subtotal</i>	0.49	0.98	0.98	2.45	5,100	\$176,562	0.82	1,700	\$58,854
Expense Reimbursement Grants Subtotal	1.18	1.67	0.98	3.83	7,956	\$275,437	1.28	2,652	\$91,812
Total Estimated Burden	2.30	2.06	1.37	5.73	11,914	\$412,449	1.91	3,971	\$137,483
			<i>Burden per State</i>	0.11	234	\$8,087	0.04	78	\$2,696
*Number of hours in 1 FTE	2080 hours per year								
*Average annual salary of State employee (including overhead & benefits)	\$72,010								
Average hourly rate	\$34.62								

SYSTEM WORKLOAD ASSUMPTIONS FOR OPERATOR CERTIFICATION														
System Activities	Systems Serving ≤3,300					Systems Serving >3,301					Total Burden		Avg Burden/System	
	Time per Operator (hours)	Number of Operators	Total FTEs	Other Costs (per operator)	Total Cost	Time per System (hours)	Number of Operators	Total FTEs	Other Costs (per operator)	Total Cost	Total FTEs	Total Cost	FTEs	Cost
Initial burden														
Acquire certified operator	1.04	45,604	22.80	\$0	\$397,518	0.24	15,984	1.84	\$3	\$155,364	24.65	\$552,882	0.00	\$8
Already has a certified operator	n/a	22,802	0.00	n/a	\$0	n/a	14,386	0.00	\$0	\$0	0.00	\$0	0.00	\$0
Apply for grandparenting	n/a	11,401	0.00	n/a	\$0	n/a	639	0.00	\$0	\$0	0.00	\$0	0.00	\$0
Train and Certify	n/a	5,928	22.80	\$0	\$397,518	8.00	480	1.84	\$100	\$107,412	24.65	\$504,930	0.00	\$7
Fees (including application & exam)	n/a	0	n/a	\$100	\$0	n/a	480	n/a	\$100	\$47,952	n/a	\$47,952	n/a	\$1
Initial Burden Subtotal		45,604	22.80		\$397,518			1.84		\$155,364	24.65	\$552,882	0.00	\$8
Annual burden														
Maintain/renew certification	n/a	14,609	28.09	\$25	\$492,471	4.00	5,328	10.25	\$100	\$596,736	38.34	\$1,089,207	0.00	\$15
Fees (renewal)	n/a	3,652	n/a	\$100	\$365,231	n/a	5,328	n/a	\$100	\$532,800		\$898,031	n/a	\$12
Annual Burden Subtotal			28.09		\$857,702			10.25		\$1,129,536	38.34	\$1,987,238		
*Number of hours in 1 FTE 2080 hours per year														
Avg hourly rate ≤ 3,300 (including benefits & overhead) \$14.50 per hour														
Avg hourly rate > 3,300 (including benefits & overhead) \$28.00 per hour														
Avg annual salary ≤ 3,300 (including benefits & overhead) \$30,160 per year														
Avg annual salary > 3,300 (including benefits & overhead) \$58,240 per year														

Average Annual Burden and Cost to Systems for the Operator Certification Program																	
Line Item FTE Activities	Fiscal Year 2001			Fiscal Year 2002			Fiscal Year 2003			Total Estimated Burden				Average Annual Estimate			
	Net Burden (FTEs)	Other Costs	Annual Net Cost	Net Burden (FTEs)	Other Costs	Annual Net Cost	Net Burden (FTEs)	Other Costs	Annual Net Cost	Hours	Net Burden (FTEs)	Net Other Costs	Net Cost	Hours	Net Burden (FTEs)	Net Other Costs	Net Cost
<i>Initial burden</i>																	
Acquire certified operator	2.46	\$4,795	\$55,288	7.39	\$14,386	\$165,865	14.79	\$28,771	\$331,729	51,264	24.65	\$47,952	\$552,882	17,088	8.22	\$15,984	\$184,294
<i>Initial Burden Subtotal</i>	2.46	\$4,795	\$55,288	7.39	\$14,386	\$165,865	14.79	\$28,771	\$331,729	51,264	24.65	\$47,952	\$552,882	17,088	8.22	\$15,984	\$184,294
<i>Annual burden</i>																	
Maintain/renew certification	38.34	\$898,031	\$1,987,238	38.34	\$898,031	\$1,987,238	38.34	\$898,031	\$1,987,238	239,247	115.02	\$2,694,092	\$5,961,714	79,749	38.34	\$898,031	\$1,987,238
<i>Annual Burden Subtotal</i>	38.34	\$898,031	\$1,987,238	38.34	\$898,031	\$1,987,238	38.34	\$898,031	\$1,987,238	239,247	115.02	\$2,694,092	\$5,961,714	79,749	38.34	\$898,031	\$1,987,238
Total Estimated Burden	40.81	\$902,826	\$2,042,526	45.73	\$912,416	\$2,153,103	53.13	\$926,802	\$2,318,967	290,511	139.67	\$2,742,044	\$6,514,596	96,837	46.56	\$914,015	\$2,171,532

AGENCY WORKLOAD ASSUMPTIONS FOR OPERATOR CERTIFICATION											
Activities	Time per State		EPA Regions*			EPA Headquarters**			Total Agency Burden		
			Total Time		Total Cost	Total Time		Total Cost	Total Time		Total Cost
	Hours	FTEs	Hours	FTEs		Hours	FTEs		Hours	FTEs	
Operator Certification											
1 Review and Comment on Initial Submittal	14	0.007	714.00	0.343	\$30,016.01	120	0.058	\$5,044.71	834	0.4010	\$35,060.72
Respond to questions from States	1.5	0.001	76.5	0.037	\$3,216.00	0	0	\$0.00			
Review final submitted program, statute, and regulations	10	0.005	510	0.245	\$21,440.01	100	0.048	\$4,203.92			
Request additional information	0.5	0.000	25.5	0.012	\$1,072.00	0	0	\$0.00			
Notification to States with recommendations	2	0.001	102	0.049	\$4,288.00	20	0.010	\$840.78			
2 Final review and notification of withholding determination	5	0.002	105	0.050	\$4,414.12	50	0.0240	\$2,101.96	155	0.0745	\$6,516.08
3 Annual program review	10	0.005	510	0.245	\$21,440.01				510	0.2452	\$21,440.01
Expense Reimbursement Grants Program											
1 Review initial State workplan	13	0.006	663	0.319	\$27,872.01				663	0.3188	\$27,872.01
Respond to questions from States	5	0.002	255	0.123	\$10,720.00				255	0.1226	\$10,720.00
Review submitted information	7	0.003	357	0.172	\$15,008.01				357	0.1716	\$15,008.01
Request additional information	0.5	0.000	25.5	0.012	\$1,072.00				25.5	0.0123	\$1,072.00
Notification to States with recommendations	0.5	0.000	25.5	0.012	\$1,072.00				25.5	0.0123	\$1,072.00
2 Annual workplan review	10	0.005	510	0.245	\$21,440.01				510	0.2452	\$21,440.01
1 FTE	2,080		hours per year								
GS-12 Step 5	\$87,442		salary (source: 2001 GS pay schedule)								
	\$42.04		hourly								

AVERAGE ANNUAL AGENCY BURDEN -- Operator Certification and Expense Reimbursement Grants									
Activities	Annual FTE Estimates			Total Estimated Burden			Average Annual Estimate		
	FY 01	FY 02	FY 03	FTEs	Hours	Dollars	FTEs	Hours	Dollars
Operator Certification									
1 Review and Comment on Initial Submittal	0.40			0.40	832	\$34,977	0.13	277	\$11,659
2 Final review and notification of withholding determination	0.07			0.07	155	\$6,516	0.02	52	\$2,172
3 Annual program review	0.02	0.25	0.25	0.51	1,071	\$45,024	0.17	357	\$15,008
Operator Certification Subtotal	0.50	0.25	0.25	0.99	2,058	\$86,517	0.33	686	\$28,839
Expense Reimbursement Grants									
1 Review initial State work plan	0.32			0.32	663	\$27,872	0.11	221	\$9,291
2 Annual work plan review		0.25	0.25	0.49	1,020	\$42,880	0.16	340	\$14,293
Expense Reimbursement Grants Subtotal	0.32	0.25	0.25	0.81	1,683	\$70,752	0.27	561	\$23,584
Total Estimated Burden	0.82	0.49	0.49	1.80	3,741	\$157,269	0.60	1,247.00	\$52,423