

PRA: Affected Public Worksheet Instructions

For OMB’s new on-line submission, we are required to separate burden for each type of information collection by segment of affected public (as specified on the 83i, # 11: business, nonprofit, government, individuals or households, farms). We are also required, for each type of information, to state , where businesses are affected, how many are SMALL BUSINESSES).

Example:

1. For a certain type of permit application, we expect 500 respondents, 300 of them businesses (100 of these small businesses), 100 individuals and 100 nonprofits, when the NOAA PRA Clearance Officer submits the request, there would be three separate burdens calculated.

2. For another type of application, or a report, that is part of this PRA collection, there might be a different type of breakdown, e.g., of 300 estimated respondents, 150 would be businesses (75 of these small businesses), and 150 individuals, thus necessitating two separate calculations.

The resulting worksheet would be as follows:

Information collection/form title (list each type of information collection in the PRA request)	A. Businesses or other for-profit	B. Number of SMALL businesses included in the first column total	C. Individuals or households	D. Not-for-profit institutions	E. State, Local or Tribal Government	F. Federal Government	G. Farms	Totals (do not include B. – covered already under A.’s total)
<i>Example: Permit Family of Forms</i>								
Experimental/research permit	300	100	100	100	0	0	0	500
Limited entry permit	150	75	150	0	0	0	0	300

Note that in classifying respondents for this purpose, if a respondent is operating for profit, even though he/she may not represent a registered business, he/she should still be counted under “business”.

See blank worksheet for your use on second page

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Please include the PRA: Affected Public worksheet with your other draft documents for review by your line office PRA contact and NOAA. This worksheet will not be included in the submission by NOAA.