

Appendix 3
FAX-BACK FORM ON COST INFORMATION

**** May make insignificant revisions to format/wording based on experiences with baseline ****

OMB Control Number 2020-0023

Expiration date xx/xx/xxxx

We would like to identify the costs associated with the various aspects of your PrintSTEP notification/agreement process or your standard environmental permit. We are interested in labor hours you and your staff spent, and other costs such as the cost of consultants, buying advertising or printing informational materials, and so forth. Please respond by saying how much staff time was spent (in hours or days) on the following activities. Also specify what other expenses you incurred (type and amount). *Record TOTAL hours and costs, from start to completion of the specified activity.*

Wave 3

ACTIVITY	STAFF LABOR HOURS	OTHER COSTS	
		TYPE	AMOUNT
preparation of regulatory applications/filings (i.e., PrintSTEP application for participants and permit applications for non-participants)			
follow-up with regulatory agency regarding status, approval, etc. of application/permit			
notification (e.g., creating and running an advertisement, sending out a mailing about an event, having a sign made, etc.)			
completing the environmental regulatory forms required when modifying your process (e.g., adding a new press)			
reviewing and responding to comments			
preparing for and attending public meetings			

follow-up from public meetings (e.g. developing a CIP)			
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The public reporting and recordkeeping burden for this collection of information is estimated to average 2.5 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.