

**Office of Trade Adjustment Assistance; Proposed Information Collection Request Submitted for Public Comment and Recommendations; ETA 9014**

**ACTION:** Notice.

**SUMMARY:** The Department of Labor, as part of its continuing effort to reduce paperwork and respondent burden conducts a preclearance consultation program to provide the general public and Federal agencies with an opportunity to comment on proposed and/or continuing collections of information in accordance with the Paperwork Reduction Act of 1995 (PRA95) [44 U.S.C. 3506(c)(2)(A)]. This program helps to ensure that requested data can be provided in the desired format, reporting burden (time and financial resources) is minimized, collection instruments are clearly understood, and the impact of collection requirements on respondents can be properly assessed. Currently, the Office of Trade Adjustment Assistance is soliciting comments concerning the proposed revised collection of the Business Confidential Data Request. A copy of the ICR is attached to this notice.

**DATES:** Written comments must be submitted to the office listed in the addressee section below on or before November 5, 1996. The Department of Labor is particularly interested in comments which:

- \* 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;

- \* 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;

- \* enhance the quality, utility, and clarity of the information to be collected; and

- \* 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 submissions of responses.

**ADDRESSEE:** Russell T. Kile, Office of Trade Adjustment Assistance, Employment and Training Administration, U.S. Department of Labor, Room C-4318, 200 Constitution Avenue, N.W., Washington, D.C. 20210, (202) 219-5555 (This is not a toll free number), FAX (202) 219-5753.

**SUPPLEMENTARY INFORMATION:**

**I. Background**

The Office of Trade Adjustment Assistance is required under the Trade Act of 1974 to conduct investigations to determine whether increased imports have contributed importantly to actual or threatened decreases in employment at firms whose workers have petitioned for trade adjustment assistance benefits. The Business Confidential Data Request is designed to provide information on which determinations are based.

**II. Current Actions**

The Office of Trade Adjustment Assistance has made no substantial revisions to its existing data collection requirements. Various changes in data gathering processes have occurred including increased use of computerized data bases and the use of simplified forms transmitted by fax.

*Type of Review:* Revision.

*Agency:* Employment and Training Administration.

*Title:* Business Confidential Data Request.

*OMB Number:* 1205-0197.

*Agency Number:* ETA 9014.

*Recordkeeping:* None.

*Affected Public:* Businesses.

*Total Respondents:* 1,500 per year.

*Frequency:* On occasion.

*Average Time per Response:* 3 hours.

*Estimated Total Burden Hours:* 4,500 hours.

*Total Burden Cost (capital/startup):* None.

*Total Burden Cost (operating/maintaining):* \$80,415.

Comments submitted in response to this request will be summarized and/or included in the request for Office of Management and Budget approval of the information collection request; they will also become a matter of public record.

Dated: August 29, 1996.

Russell T. Kile,

*Acting Program Manager, Policy and Reemployment Services, Office of Trade Adjustment Assistance.*

**BILLING CODE 4510-30-M**



## BUSINESS CONFIDENTIAL DATA REQUEST U.S. DEPARTMENT OF LABOR

OFFICE OF TRADE ADJUSTMENT ASSISTANCE

OMB Approval No. 1205-0197

Expires:

TA-W-: \_\_\_\_\_  
 Subject firm: \_\_\_\_\_  
 Location: \_\_\_\_\_

1. Organization

Describe the organizational structure of the subject firm, including the parent company and affiliates if applicable. Include any subsidiaries, branches or affiliates that manufacture products similar to those made at the subject plant:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Sales, Production and Employment

Report the firm's sales, production, and employment for the last two full years, the most recent year to date, and the comparable period in the previous year.

List the product(s) manufactured at the subject firm:

\_\_\_\_\_

<u>Period</u>	<u>Sales</u>	<u>Production</u>	<u>Employment</u>
1994	_____	_____	_____
1995	_____	_____	_____

The sales reported above are subject firm ☐ corporate-wide ☐

3. Company Imports (include 807.00)

A. If the subject firm or an affiliate imports products competitive with those made at the subject firm, report the import volume below:

<u>Period</u>	Product: _____	Product: _____
1994	_____	_____
1995	_____	_____

(If quantity is used, what is the unit of measurement? \_\_\_\_\_)

## BUSINESS CONFIDENTIAL DATA REQUEST (Cont.)

B. Have the imports caused layoffs at the subject firm?

Yes [] No []

C. If the subject firm or parent does not import, and there are plans to start importing, when are the imports scheduled to arrive?

\_\_\_\_\_

4. Transfer Of Production

If layoffs were caused by a transfer to another facility, please indicate where.

\_\_\_\_\_

\_\_\_\_\_

5. Customers

Provide below a list of the subject firm's major declining customers. Include the address with zip code, name of the buyer or purchasing agent, telephone and FAX number.

A. Regular Customers

Product: \_\_\_\_\_

Customer and address

1. \_\_\_\_\_

Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
FAX No. \_\_\_\_\_

3. \_\_\_\_\_

Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
FAX No. \_\_\_\_\_

5. \_\_\_\_\_

Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
FAX No. \_\_\_\_\_

2. \_\_\_\_\_

Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
FAX No. \_\_\_\_\_

4. \_\_\_\_\_

Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
FAX No. \_\_\_\_\_

6. \_\_\_\_\_

Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
FAX No. \_\_\_\_\_

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## BUSINESS CONFIDENTIAL DATA REQUEST (Cont.)

B. Competitive bidding

If the subject firm markets its products by a competitive bidding process, complete the following.

Firm or agency  
awarding bid,  
address and contact

Description of  
project

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Contracting agent \_\_\_\_\_  
Phone number \_\_\_\_\_  
Fax No. \_\_\_\_\_

Project I.D.number \_\_\_\_\_  
Amount of subject firm's  
bid \_\_\_\_\_  
Date of award \_\_\_\_\_  
Awardee (if known) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Contracting agent \_\_\_\_\_  
Phone number \_\_\_\_\_  
Fax No. \_\_\_\_\_

Project I.D.number \_\_\_\_\_  
Amount of subject firm's  
bid \_\_\_\_\_  
Date of award \_\_\_\_\_  
Awardee (if known) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Contracting agent \_\_\_\_\_  
Phone number \_\_\_\_\_  
Fax No. \_\_\_\_\_

Project I.D.number \_\_\_\_\_  
Amount of subject firm's  
bid \_\_\_\_\_  
Date of award \_\_\_\_\_  
Awardee (if known) \_\_\_\_\_

6. How many hours were required to complete this form? \_\_\_\_\_

\_\_\_\_\_  
Name of Company Official & Title

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Public reporting burden of this collection of information is estimated to vary from 1 to 10 hours per response, 10 hours for first time respondents, and 1 hour for firms involved in a previous investigation, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Trade Adjustment Assistance, U.S. Department of Labor, Room C-4517, Washington, D.C. 20213 and/or the Office of IRM Policy, Department of Labor, Room N-1301, 200 Constitution Avenue, N.W., Washington, D.C. 20210, Paperwork Reduction Project (1205-0197).

Do not send the completed forms to either of these offices.

ETA-9014  
Apr 1995