

## SUPPORTING STATEMENT

30 CFR 50.10, 50.11, 50.20, 50.30: Mine Accident, Injury, and Illness Report and Quarterly Mine Employment and Coal Production Report (MSHA Forms 7000-1 and 7000-2).

### A. JUSTIFICATION

#### **1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection.**

The reporting and recordkeeping provisions in 30 CFR 50, Notification, Investigation, Reports and Records of Accidents, Injuries and Illnesses, Employment and Coal Production in Mines, are essential elements in MSHA's Congressional mandate to reduce work-related injuries and illnesses among the nation's miners.

Section 50.10 requires mine operators and mining contractors to immediately notify MSHA in the event of an accident. This immediate notification is critical to MSHA's timely investigation and assessment of the probable cause of the accident.

Section 50.11 requires that the operator or contractor investigate each accident and occupational injury and prepare a report. The operator or contractor may not use MSHA Form 7000-1 as a report, unless the mine employs fewer than 20 miners and the occurrence involves an occupational injury not related to an accident.

Section 50.20(a) requires mine operators and mining contractors to report each accident, injury, or illness to MSHA on Form 7000-1 within 10 working days after an accident or injury has occurred or an occupational illness has been diagnosed. The use of MSHA Form 7000-1 provides for uniform information gathering across the mining industry.

Section 50.30(a) requires mine operators and independent contractors working on mine property to report quarterly employment and coal production to MSHA on Form 7000-2. MSHA tabulates and analyzes the information from this form along with data from MSHA Form 7000-1, Mine Accident, Injury, and Illness Report, to compute incidence and severity rates for various injury types. These rates are used to analyze trends and to assess the degree of success of the health and safety efforts of MSHA and the mining industry.

MSHA tabulates and analyzes the information from MSHA Form 7000-1, along with data from MSHA Form 7000-2, Quarterly Mine Employment and Coal Production Report to compute incidence and severity rates for various injury types. These rates are used to analyze trends and to assess the degree of success of the health and safety efforts of MSHA and the mining industry.

Accident, injury, and illness data, when correlated with employment and production data, provide information that allows MSHA to improve its safety and health enforcement programs, focus its education and training efforts, and establish priorities for its technical assistance activities in mine safety

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and health. Maintaining a current database allows MSHA to identify and direct increased attention to those mines, industry segments, and geographical areas where hazardous trends are developing. This could not be done effectively utilizing historical data. The information collected under Part 50 is the most comprehensive and reliable occupational data available concerning the mining industry.

Section 103(d) of the Federal Mine Safety and Health Act of 1977 (Mine Act) mandates that each accident be investigated by the operator to determine the cause and means of preventing a recurrence. Records of such accidents and investigations shall be kept and made available to the Secretary or his authorized representative and the appropriate State agency. Section 103(h) requires operators to keep any records and make any reports that are reasonably necessary for MSHA to perform its duties under the Mine Act. Section 103(j) of the Mine Act requires operators to notify MSHA of the occurrence of an accident and to take appropriate measures to preserve any evidence which would assist in the investigation into the cause or causes of the accident.

**2. Indicate how, by whom, how frequently, and for what purpose the information is to be used. For revisions, extensions, and reinstatements of a currently approved collection, indicate the actual use the agency has made of the information received from the current collection.**

Data collected through MSHA Form 7000-1 and MSHA Form 7000-2 enable MSHA to publish timely quarterly and annual statistics, reflecting current safety and health conditions in the mining industry. The data gathered from this collection provides MSHA with the figures upon which to base its incidence rate calculations and trend analyses. These data are used not only by MSHA, but also by other Federal and State agencies, health and safety researchers, and the mining community to assist in measuring and comparing the results of health and safety efforts both in the United States and internationally.

MSHA tabulates and analyzes information from MSHA Form 7000-1, along with that from MSHA Form 7000-2, Quarterly Mine Employment and Coal Production Report, to derive quarterly evaluations of normalized injury and illness experience at the nation's mines. These data allow MSHA to detect accident, injury, and illness trends ascribable to specific mine sites, types of mining, work locations, or tasks.

MSHA uses this information to target its inspection and assistance activities toward those mines, industry segments, and geographical areas which the current data demonstrate as having particular problems. Injury rates must be computed at least quarterly for MSHA to target its enforcement and assistance resources. Less frequent data collection would neither be timely nor statistically valid for this purpose.

The mining industry also uses this quarterly injury incidence data in its efforts to reduce injuries and illnesses. MSHA's compilations are the only source of information which permits a particular mining operation to compare its record with that of similar mines.

Coal production data are used in various analyses that range from a comparative nature to complex modeling--such as the Cost of Injury Model developed through research. Additionally, this information impacts the evaluation and review of MSHA's regulations, the development of new safety and health standards, and the evaluation of MSHA's programs.

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Quarterly employment and work time information provide control figures on which MSHA can base its incidence rate calculations and trend analyses. The employment data are used to normalize injury experience so that mines of different sizes can be compared and also to compare experience for different time periods.

MSHA tabulates and analyzes the information from MSHA Form 7000-2, along with that from MSHA Form 7000-1, Mine Accident, Injury, and Illness Report, to compute incidence and severity rates for various injury types. The following calculations are made:

Incidence Rate. Incidence rate is defined as the number of injuries per 200,000 employee-hours. The following is the standard incidence rate formula:

$$IR = \frac{\text{Number of injuries} \times 200,000}{\text{Number of employee-hours}}$$

Severity Measure. Severity measure is the number of lost workdays per 200,000 employee-hours. The following is the standard severity measure formula:

$$SM = \frac{\text{Number of lost workdays} \times 200,000}{\text{Number of employee-hours}}$$

Average Severity. Average severity is the average number of lost workdays per fatality or lost time injury. The following is the standard average severity formula:

$$AS = \frac{\text{Number of lost workdays}}{\text{Number of injuries contributing to the lost workdays}}$$

MSHA uses this information to direct its inspection and assistance activities to those mines, industry segments, and geographical areas which the current data demonstrate as having particular problems. Injury rates must be computed at least quarterly for MSHA to target its enforcement and assistance resources. Less frequent data collection would neither be timely nor statistically valid for this purpose.

Coal production data are used in various analyses that range from a comparative nature to complex modeling--such as the Cost of Injury Model developed through research. Additionally, this information impacts the evaluation and review of MSHA's regulations, the development of new safety and health standards, and the evaluation of MSHA's programs.

**3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.**

Forms 7000-1 and 7000-2 can be submitted by mine operators and contractors via the internet. In order to better serve the mining community, and to reduce the paperwork burden, MSHA provides for and encourages mine operators and mining contractors to submit Forms 7000-1 and 7000-2 electronically.

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MSHA has established the capability to allow mine operators and mining contractors to fax completed 7000-1 and 7000-2 forms in lieu of sending the forms by mail. MSHA also has developed procedures for transmitting the required data via the Internet. Electronic submittal of the 7000-2 form can reduce response time up to 50%. Of the 86,158 Responses in 2002; 7,698 or 9% were submitted electronically. Of the 84,894 7000-2 Responses in 2003, 10,493 or 12% were submitted electronically. Of the 10,593 White 7000-1 forms submitted from October 1, 2003 through June 30, 2004, 1,691 or 16% were submitted electronically. Of the 5,017 return to work forms submitted for the same period 395 or less than 1% were submitted electronically.

MSHA considered the wide range of resource availability among mine operators in preparing the burden estimates. The burden will be minimized to the extent that mine operators incorporate advances in information processing technology into all facets of their business.

**4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purpose(s) described in Item 2 above.**

MSHA has Federal jurisdiction over safety and health at the nation's mines. The information collected pertains to specific accidents, injuries, and occupational illnesses. There is no similar information that could be used.

Although the Department of Health and Human Services may require reporting of some health and safety information from mines, it does so in concert with MSHA, and its information requests have not duplicated information collected by MSHA under 30 CFR 50.

A review of MSHA's information collection requirements was conducted as a part of the Department of Labor's Information Resource Management (IRM) Review Program. The purpose of the review was to verify the statutory and regulatory justification for MSHA's Quarterly Mine Employment and Coal Production Report (MSHA Form 7000-2), and to examine the practical utility and relevance of the information within the context of MSHA's program objectives.

The Office of Surface Mining – OSM, MSHA, Energy Information Agency – EIA, IRS, and the state of PA are jointly collaborating to review the forms and to begin looking at where we might be able to either develop a nationwide format for the collection of some selected data and information – replacing the multiple requirements with a single reporting requirement (or at least one that is common to all agencies) OR develop a set of agreed upon data collection questions, formats, and protocols that could be used by each agency on their respective forms in an effort to standardize the reporting function for industry.

The Energy Information Administration (EIA) of the Department of Energy collects coal production data from mine operators. To address this current duplicate data collection, MSHA and the EIA have developed a Memorandum of Understanding under which MSHA will provide the EIA with mine-specific coal production and employment data. By standardizing and using data collected by MSHA from coal mine operators, the EIA will be able to reduce the reporting burden for Form EIA-7A, "Coal Production Report," and Form EIA-6, "Coal Distribution Report." The total respondent burden reduction resulting from standardizing and utilizing MSHA data is estimated by the EIA to be approximately 8,500 hours annually.

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**5. If the collection of information impacts small businesses or other small entities (Item 5 of OMB Form 83-I), describe the methods used to minimize burden.**

This information does not have a significant impact on small businesses or other small entities. However, MSHA has made available on our web-site various sources of information, such as "Technical Assistance," "Best Practices," and an "Accident Prevention" site. To assist with compliance, these provide tips and general information on a number of various topics.

**6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.**

Mine operators and mining contractors submit Form 7000-1 to MSHA within 10 working days after an accident or occupational injury occurs or an occupational illness has been diagnosed. Less frequent data collection would seriously jeopardize the Agency's ability to effectively carry out its mandate under the Mine Act.

Mine operators submit Form 7000-2 to MSHA to report quarterly employment, hours worked, and coal production levels. This provides MSHA with timely information for making decisions on improving its safety and health programs, focusing its education and training efforts, and establishing priorities for technical assistance activities in health and safety. Maintaining a current database allows MSHA to effectively direct resources to improve safety and health in the mining industry. Maintaining a current database provides the means for directing increased attention to those mines, industry segments, and geographical areas where hazardous trends are developing.

**7. Explain any special circumstances that would cause an information collection to be conducted in a manner:**

- \* **requiring respondents to report information to the agency more often than quarterly;**
- \* **requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**
- \* **requiring respondents to submit more than an original and two copies of any document;**
- \* **requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years;**
- \* **in connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;**
- \* **requiring the use of a statistical data classification that has not been reviewed and approved by OMB;**
- \* **that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the**

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pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or

- \* requiring respondents to submit proprietary trade secret, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.

This information collection of information complies with 5 CFR 1320.5.

**8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to the comments. Specifically address comments received on cost and hour burden.**

Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years -- even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

In accordance with 5 CFR 1320.8 (d), MSHA will publish the proposed information collection requirements in the Federal Register, notifying the public that these information collection requirements are being reviewed in accordance with the Paperwork Reduction Act of 1995, and giving interested persons 60 days to submit comments.

**9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.**

Not applicable.

**10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.**

There are no records requiring confidentiality.

**11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.**

There are no questions of a sensitive nature.

**12. Provide estimates of the hour burden of the collection of information.**

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The estimates provided in Items 12 through 15 are based on Federal and private sector time expended in furnishing and processing information for MSHA's complete file of data for 2003.

**Estimated Hour Burden for the MSHA Form 7000-1**

For Calendar Year 2003, 3,244 mine operators and 509 independent contracting companies (3,753 respondents) working on mine property filed 14,422 form 7000-1, with 7,055 follow-up filings to add the injured person's return to duty information. MSHA estimates the average time required to complete the initial Form 7000-1 to be 0.5 hours for either electronic or manual submissions. An additional 20 minutes (0.33 hour) is required to complete the Return-to-Duty portion of the form either electronically or manually. Mine operators and contractors submit a separate Form 7000-1 for each occurrence, and if more than one miner is affected, submit a separate form for each miner. If return to duty information on an injured employee is not available within the 10-day reporting period, an additional carbon copy of the form is submitted when this information is known.

**50.10 - Immediate Notification of MSHA:**

|                                  |   |           |
|----------------------------------|---|-----------|
| 56 fatal accidents x 0.5 hour    | = | 28 hours  |
| 1,543 other accidents x 0.5 hour | = | 772 hours |

**50.11(b) - Investigation of Accidents and Occupational Injuries:**

|                                     |   |              |
|-------------------------------------|---|--------------|
| 56 fatal accidents x 80 hours       | = | 4,480 hours  |
| 1,631 nonfatal accidents x 16 hours | = | 26,096 hours |
| 12,735 other occurrences x 1 hour   | = | 12,735 hours |

**50.11(b) - Separate Reports of Investigation (mines with 20 or more employees):**

|                                   |   |              |
|-----------------------------------|---|--------------|
| 36 fatal accidents x 4 hours      | = | 144 hours    |
| 11,424 other occurrences x 1 hour | = | 11,424 hours |

**50.20 - Mine Accident, Injury, and Illness Reports:**

|                                     |   |             |
|-------------------------------------|---|-------------|
| 14,422 initial reports x 0.5 hour   | = | 7,211 hours |
| 7,055 follow-up reports x 0.33 hour | = | 2,328 hours |

**Total Estimated Hour Burden for MSHA Form 7000-1** **65,218 hours**

MSHA believes that the work associated with this information collection will be performed by mine supervisory personnel. In estimating the cost associated with the hour burden, MSHA used a 2002 hourly compensation rate (wages and benefits) of \$53 for mine supervisors.

**50.10 - Immediate Notification of MSHA:**

|                           |   |           |
|---------------------------|---|-----------|
| 800 hours @ \$53 per hour | = | \$ 42,400 |
|---------------------------|---|-----------|

**50.11(b) - Investigation of Accidents and Occupational Injuries:**

|                              |   |             |
|------------------------------|---|-------------|
| 43,311 hours @ \$53 per hour | = | \$2,295,483 |
|------------------------------|---|-------------|

**50.11(b) - Separate Reports of Investigation (mines with 20 or more employees):**

|                            |   |            |
|----------------------------|---|------------|
| 11,568 hours \$53 per hour | = | \$ 613,104 |
|----------------------------|---|------------|

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**50.20 - Mine Accident, Injury, and Illness Reports:**

9,539 hours @ \$53 per hour = \$ 505,567

**Estimated Total Hour Burden for MSHA Form 7000-1 \$3,456,554**

**Summary Table for Form 7000-1-COLLECTION OF DATA**

| <b>Collection</b>  | <b>Avg Time per Response</b> | <b>Responses (Total rpt/accidents/occurrences )</b> | <b>Burden Hours</b>       | <b>Salary (Hourly Cost)</b> | <b>Burden Hour Cost</b> |
|--|------------------------------|---|---------------------------|-----------------------------|-------------------------|
| <b>50.10</b><br>Immediate Notification:<br>Fatals<br>Other Accidents   | 0.5<br>0.5                   | 56<br>1,543   | 28<br>772                 | \$53                        | \$ 42,400               |
| <b>50.11(b)</b><br>Inv. Of Acci &<br>Occupational Injuries:<br>Fatals<br>Non Fatals<br>Other Occurrences                             | 80 hrs<br>16 hrs<br>1 hrs    | 56<br>1,631<br>12,735                               | 4,480<br>26,096<br>12,735 | \$53                        | \$2,295,483             |
| <b>50.11(b)</b><br>Separate Rpts of Inv<br>(mines w/ 20+ emps):<br>Fatals<br>Other Occurrences                                       | 4 hrs<br>1 hrs               | 36<br>11,424  | 144<br>11,424             | \$53                        | \$613,104               |
| <b>50.20</b><br>Mine Accident/<br>Injury/Illness Rpt:<br>Initial (manual or e-<br>responses)<br>Follow-up (manual or<br>e-responses) | 0.5 hrs<br>0.33 hrs          | 14,422<br>7,055                                     | 7,211<br>2,328            | \$53                        | \$505,567               |
| <b>TOTAL</b>   |                              | <b>48,958</b>                                       | <b>65,218</b>             |                             | <b>\$3,456,554</b>      |



**Estimated Hour Burden for MSHA Form 7000-2**

In 2003, mine operators reported mine production and employment information for 14,390 mines whereas 8,107 independent contracting companies reported employment for mines (22,497 Respondents). MSHA received 84,894 responses on MSHA Form 7000-2, and estimates that the average time required to complete the form to be between 0.25 (electronically) and 0.5 hours (manually). All operators maintain the information required on Form 7000-2 as a fundamental business requirement. They routinely record the number of employees, the number of hours worked, and in the case of coal mines, the number of tons of coal mined.

**Prepare and Submit MSHA Form 7000-2:**

$$74,401 \text{ responses} \times 0.5 \text{ hour} = 37,201 \text{ hours}$$

$$10,493 \text{ e-responses} \times 0.25 \text{ hour} = 2,623 \text{ hours}$$

$$\text{Estimated Total Hour Burden for MSHA Form 7000-2} = 39,824 \text{ hours}$$

**Estimated Hour Burden Cost for MSHA Form 7000-2**

MSHA believes that the work of preparing and submitting MSHA Form 7000-2 will be performed by clerical personnel. In estimating the cost associated with the hour burden, MSHA used an hourly compensation rate (wages and benefits) of \$21 for mining industry clerical personnel.

**Prepare and Submit MSHA Form 7000-2:**

$$39,824 \text{ hours} @ \$21 \text{ per hour} = \$836,304$$

$$\text{Estimated Total Hour Burden Cost for MSHA Form 7000-2} = \$836,304$$

**Summary Table for Form 7000-2**

| Collection           | Avg Time per Response | Total Annual Responses | Burden Hours  | Salary Burden Hour Cost | Burden Hour Cost |
|----------------------|-----------------------|------------------------|---------------|-------------------------|------------------|
| 7000-2 mailed/ faxed | 30 mins               | 74,401                 | 37,201        | \$21                    | \$781,221        |
| 7000-2 electronic    | 15 mins               | 10,493                 | 2,623         | \$21                    | \$55,083         |
| <b>TOTALS</b>        |                       | <b>84,894</b>          | <b>39,824</b> |                         | <b>\$836,304</b> |

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|  |             |
|--|-------------|
| ESTIMATED TOTAL ANNUAL RESPONSES FOR 7000-1 AND 7000-2 | 133,852     |
| ESTIMATED TOTAL HOUR BURDEN FOR 7000-1 AND 7000-2      | 105,042     |
| ESTIMATED TOTAL HOUR BURDEN COST FOR 7000-1 AND 7000-2 | \$4,292,858 |

13. Provide an estimate of the total annual cost burden to respondents or recordkeepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14).

**Estimated Cost Burden for MSHA Form 7000-1**

**Postage for 7000-1 Forms (OIEI Copy):**

12,219 (14,422 initial reports - 1,731 faxed reports - 472 e-responses) x \$0.37 = \$ 4,521

6,070 (7,055 follow-up reports - 841 faxed reports - 144 e-responses) x \$0.37 = \$2,246

**Postage for 7000-1 Forms (District Copy):**

12,219 (14,422 initial reports - 1,731 faxed reports - 472 e-responses) x \$0.37 = \$ 4,521

**Estimated Total Cost Burden for MSHA Form 7000-1 = \$ 11,288**

**Estimated Cost Burden for MSHA Form 7000-2**

**Postage for submission of MSHA Form 7000-2 :**

61,667 (84,894 responses - 12,734 faxed responses - 10,493 e-responses) x \$ 0.37 = \$ 22,817

**Estimated Total Cost Burden for MSHA Form 7000-2: = \$22, 817**

**TOTAL COST BURDEN FOR FORM 7000-1 AND 7000-2 \$34,105**

14. Provide estimates of annualized cost to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information. Agencies also may aggregate cost estimates from Items 12, 13, and 14 in a single table.

The Accident Data Interpretation Branch's (ADIB) function is to collect, correct, and process mine industry survey data/receive and process mine operator reporting forms (both 7000-2 & 7000-1). The Federal costs for the 7000-1 and the 7000-2 forms are shown as overall cost for both forms.

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|   |                     |
|---|---------------------|
| Costs associated with the operation of the Branch               | = \$ 408,956        |
| Costs associated with the use of the Sungard<br>Computer system | = \$ 56,067         |
| <b>Total Cost to the Federal Government (7000-1 and 7000-2)</b> | <b>= \$ 465,023</b> |

**15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I.**

There is a slight decrease in the number of responses and respondents due to fewer mines.

MSHA is requesting an increase in the number of hours. An error was made in the last renewal process in calculating the figure for the Nonfatal Accident Investigation hours included in 50.11(b). The figure was lower than should have been provided. The 7000-2 forms are being submitted in larger numbers via e-mail and it has been determined that these documents can be prepared in approximately half the time that it would take to make a manual submission. The hours involved in the investigation process for the 7000-1 form should decrease as should the total preparation time for the 7000-1 form as the numbers of forms submitted decreases. It is not anticipated that the preparation time will decrease for individual respondents as it not predicted that the time involved in an electronic submission will be significantly shorter than a manual submission. The number of hours requested should probably decrease slightly after the Nonfatal Accident Investigation hours, which were previously undercounted, are taken into account.

An increase in the number of electronic and faxed Form 7000-2 resulted in a decrease in costs. The decrease in postage costs could be a cost burden savings to respondents submitting forms via e-mail. The electronic submission of form 7000-1 has been possible only since October of 2003 so the numbers of respondents will likely increase.

**16. For collections of information whose results are planned to be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.**

MSHA publishes its data tabulations and statistical analyses in quarterly news releases and other reports, in five Informational Reports, and in an Annual Report to Congress.

**17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.**

Not applicable. MSHA publishes the expiration dates for OMB approval on all forms.

**18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.**

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**B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS**

**1. Describe (including numerical estimate) the potential respondent universe and any sampling or other respondent selection method to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.**

This information collection does not employ statistical methods.

**2. Describe the procedures for the collection of information including:**

- . **Statistical methodology for stratification and sample selection,**
- . **Estimation procedure,**
- . **Degree of accuracy needed for the purpose described in the justification,**
- . **Unusual problems requiring specialized sampling procedures, and**
- . **Any use of periodic (less frequent than annual) data collection cycles to reduce burden.**

**3. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.**

**4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of tests may be submitted for approval separately or in combination with the main collection of information.**

**5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.**

As statistical analysis is not required by the regulation, questions 1 through 5 do not apply.

**STATEMENTS TO BE PLACED ON FORM 7000-1 FOR OMB APPROVAL**

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This is a mandatory collection of information as required by 30 CFR 50.20. The information is used to establish injury, accident or illness files used to measure the levels of injury experience and identify those areas most in need of improvement. 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 Program Evaluation and Information Resources, Mine Safety and Health Administration, U.S. Department of Labor, Room 2301, 1100 Wilson Boulevard, Arlington, VA 22209-3939, and to the Office of Management and Budget, Paperwork Reduction Project (1219-0007), Washington, D.C. 20503.

**STATEMENTS TO BE PLACED ON FORM 7000-2 FOR OMB APPROVAL**

Public reporting burden for this collection of information is estimated to average 30 minutes per response (15 minutes for electronic responses), including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This is a mandatory collection of information as required by 30 CFR Part 50.30. The report is used to establish employment and injury data files used to measure the levels of injury experience and identify those areas most in need of improvement. 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 Program Evaluation and Information Resources, Mine Safety and Health Administration, U.S. Department of Labor, Room 2301, 1100 Wilson Boulevard, Arlington, VA 22209-3939, and to the Office of Management and Budget, Paperwork Reduction Project (1219-0007), Washington, D.C. 20503.