

Changes in the Estimates: There is a decrease of 36,105 hours in the total estimated burden currently identified in the OMB Inventory of Approved ICR Burdens. This is due to a reduction in the total number of active contracts and corresponding responses than previously reported.

Title: Oral and Written Purchase Orders, (OMB Control No. 2030-0007, EPA ICR No. 1037.07). This is a request to renew an existing approved collection that is scheduled to expire on 02/28/03. Under the OMB regulations, the Agency may continue to conduct or sponsor the collection of information while this submission is pending at OMB.

Abstract: When EPA has a requirement for supplies or services and the value of same is under the simplified acquisition threshold, the Agency solicits verbal or written quotes from potential vendors. Vendor responses are voluntary and generally consist of item name, unit cost, delivery terms, company name, small business status, address, phone number, and point of contact. The Agency uses the collected information to make award decisions and obtain needed supplies and services.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control numbers for EPA's regulations are listed in 40 CFR part 9 and 48 CFR chapter 15, and are identified on the form and/or instrument, if applicable.

Burden Statement: The annual public reporting and recordkeeping burden for this collection of information is estimated to average 15 minutes per response. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information.

Respondents/Affected Entities: Contractors who seek to provide supplies and services to the EPA under simplified acquisition procedures.

Estimated Number of Respondents: 28,462.

Frequency of Response: 1 per year.
Estimated Total Annual Hour Burden: 7,116 hours.

Estimated Total Annual Cost: \$136,618.

Changes in the Estimates: There is a decrease of 2,257 hours in the total estimated burden currently identified in the OMB Inventory of Approved ICR Burdens. This decrease is solely due to the drop in the number of purchase orders awarded over \$25,000. In addition, the number of purchase orders awarded with a value less than \$2,500 have decreased slightly due to the use of the Government-wide commercial purchase cards.

Title: Contractor Cumulative Claim and Reconciliation, (OMB Control No. 2030-0016, EPA ICR No. 0246.08). This is a request to renew an existing approved collection that is scheduled to expire on 02/28/03. Under the OMB regulations, the Agency may continue to conduct or sponsor the collection of information while this submission is pending at OMB.

Abstract: At the completion of a cost reimbursement contract, contractors will report final costs, incurred, including direct labor, materials, supplies, equipment, and other direct charges, subcontracting, consultant fees, indirect costs, and fixed fee. Contractors will report this information on EPA Form 1900-10. This form will be used to reconcile the contractor's costs. Establishment of the final costs and fixed fee is necessary to close-out the contract, and is required to receive final payment. Information submitted is protected from public release in accordance with the Agency's confidentiality regulation, 40 CFR 2.201 *et seq.*

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Burden Statement: The annual public reporting and recordkeeping burden for this collection of information is estimated to average 40 minutes per response. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying

information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information.

Respondents/Affected Entities: Contractors holding cost reimbursable contracts with the Agency.

Estimated Number of Respondents: 247.

Frequency of Response: Completion of contract.

Estimated Total Annual Hour Burden: 163 hours.

Estimated Total Annual Cost: \$6,819 of which \$2,470 is Operational and Maintenance.

Changes in the Estimates: There is an increase of 98 hours in the total estimated burden currently identified in the OMB Inventory of Approved ICR Burdens. The increase is solely due to the estimated number of information collected based on a large quantity of contracts closed out during FY 2002. EPA expects to continue to close out contracts at a high volume.

Dated: February 4, 2003.

Doreen Sterling,

Acting Director,

Collection Strategies Division.

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ENVIRONMENTAL PROTECTION AGENCY

[FRL-7454-6]

Gulf of Mexico Program Management Committee Meeting

AGENCY: Environmental Protection Agency (EPA).

ACTION: Notice of meeting.

SUMMARY: Under the Federal Advisory Committee Act (Pub. L. 92-463), EPA gives notice of a meeting of the Gulf of Mexico Program (GMP) Management Committee (MC).

DATES: The meeting will be held on Wednesday, March 12, 2003, from 10 a.m. to 5:30 p.m., and on Thursday, March 13, 2003, from 8:30 a.m. to 1 p.m.

ADDRESSES: The meeting will be held at the Double Tree Hotel, 300 Canal Street, New Orleans, Louisiana. (1-888-874-9074)

FOR FURTHER INFORMATION CONTACT: Gloria D. Car, Designated Federal