



**DEPARTMENT OF COMMERCE**

**Billing Code 3510-07-P**

**Census Bureau**

**Agency Information Collection Activities; Submission to the Office of Management and Budget (OMB) for Review and Approval; Comment Request; Business and Professional Classification Report**

**AGENCY:** Census Bureau, Commerce.

**ACTION:** Notice of information collection, request for comment.

**SUMMARY:** The Department of Commerce, in accordance with the Paperwork Reduction Act (PRA) of 1995, invites the general public and other Federal agencies to comment on proposed, and continuing information collections, which helps us assess the impact of our information collection requirements and minimize the public's reporting burden. The purpose of this notice is to allow for 60 days of public comment on the proposed extension of the Business and Professional Classification Report prior to the submission of the information collection request (ICR) to OMB for approval.

**DATES:** To ensure consideration, comments regarding this proposed information collection must be received on or before **[INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER]**.

**ADDRESSES:** Interested persons are invited to submit written comments by email to [Thomas.J.Smith@census.gov](mailto:Thomas.J.Smith@census.gov). Please reference Business and Professional Classification Report in the subject line of your comments. You may also submit comments, identified by Docket Number USBC-2021-0007, to the Federal e-Rulemaking Portal: <https://www.regulations.gov>. All comments received are part of the public record. No comments will be posted to <https://www.regulations.gov> for public viewing until after the comment period has closed. Comments will generally be posted without change. All Personally Identifiable Information (for example, name and address) voluntarily submitted by the commenter may be publicly accessible.

Do not submit Confidential Business Information or otherwise sensitive or protected information. You may submit attachments to electronic comments in Microsoft Word, Excel, or Adobe PDF file formats.

**FOR FURTHER INFORMATION CONTACT:** Requests for additional information or specific questions related to collection activities should be directed to Scott Handmaker, Branch Chief, Classification Processing Branch, Economic Statistical Methods Division, (301) 763-7107, and [Scott.P.Handmaker@census.gov](mailto:Scott.P.Handmaker@census.gov)

**SUPPLEMENTARY INFORMATION:**

*I. Abstract*

The Census Bureau conducts the Business and Professional Classification Report to collect information from new businesses to obtain proper industry classification for use in economic surveys and the Economic Census. The survey, conducted quarterly, samples businesses with newly assigned Employer Identification Numbers (EINs) from the Internal Revenue Service (IRS). Businesses can only be selected once for the survey. The survey collects data about a business in such areas as: primary business activity, company structure, size, and business operations. This information is used to update the sampling frame for current business surveys, which ensures high quality economic estimates. Additionally, by ensuring proper industry classification, this survey reduces burden for the businesses in the five-year Economic Census, as the questions in the census are tailored to the industry in which the business operates.

Respondents will choose the economic sector of their business and then select from a list of business activities. If the respondent does not see their business activity listed, then they will provide a brief description of their business activity. This is the same methodology that the Census Bureau uses in the Economic Census to assign industry classification.

Minimal changes will be made to the wording and organization of existing questions and instructions.

*II. Method of Collection*

The Business and Professional Classification Report is primarily collected via the

Internet and telephone follow-up. Those selected for the survey receive an initial letter informing the respondents of their requirement to complete the survey as well as instructions on accessing the survey. Responses will be due approximately 30 days from initial mailing. Respondents will also receive a due date reminder approximately one week before responses are due. After the due date, an overdue notice is sent to nonrespondents. Lastly, the Census Bureau will conduct telephone and email follow-up operations for nonresponse. Throughout the survey, telephone assistance is available for respondents with questions and for those that cannot report over the Internet.

### *III. Data*

*OMB Control Number:* 0607-0189.

*Form Number(s):* SQ-CLASS.

*Type of Review:* Regular submission, Request for an Extension, without Change, of Currently Approved Collection.

*Affected Public:* Business or other for profit and not-for-profit institutions.

*Estimated Number of Respondents:* 52,000.

*Estimated Time Per Response:* 13 minutes.

*Estimated Total Annual Burden Hours:* 11,267.

*Estimated Total Annual Cost to Public:* \$0. (This is not the cost of respondents' time, but the indirect costs respondents may incur for such things as purchases of specialized software or hardware needed to report, or expenditures for accounting or records maintenance services required specifically by the collection.)

*Respondent's Obligation:* Mandatory.

*Legal Authority:* Title 13, United States Code, Sections 131, 182, 193, 224, and 225.

### *IV. Request for Comments*

We are soliciting public comments to permit the Department/Bureau to: (a) Evaluate whether the proposed information collection is necessary for the proper functions of the

Department, including whether the information will have practical utility; (b) Evaluate the accuracy of our estimate of the time and cost burden for this proposed collection, including the validity of the methodology and assumptions used; (c) Evaluate ways to enhance the quality, utility, and clarity of the information to be collected; and (d) Minimize the reporting burden on those who are to respond, including the use of automated collection techniques or other forms of information technology.

Comments that you submit in response to this notice are a matter of public record. We will include, or summarize, each comment in our request to OMB to approve this ICR. Before including your address, phone number, email address, or other personal identifying information in your comment, you should be aware that your entire comment—including your personal identifying information—may be made publicly available at any time. While you may ask us in your comment to withhold your personal identifying information from public review, we cannot guarantee that we will be able to do so.

**Sheleen Dumas,**

*Department PRA Clearance Officer,*

*Office of the Chief Information Officer,*

*Commerce Department.*

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