

**U.S. Department of Commerce
National Institute of Standards and Technology
(NIST)**



**Privacy Threshold Analysis
for the
680-01 Physical Measurement Laboratory General Support System**

U.S. Department of Commerce Privacy Threshold Analysis National Institute of Standards and Technology (NIST)

Unique Project Identifier: 680-01

Introduction: This Privacy Threshold Analysis (PTA) is a questionnaire to assist with determining if a Privacy Impact Assessment (PIA) is necessary for this IT system. This PTA is primarily based from the Office of Management and Budget (OMB) privacy guidance and the Department of Commerce (DOC) IT security/privacy policy. If questions arise or further guidance is needed in order to complete this PTA, please contact your Bureau Chief Privacy Officer (BCPO).

Description of the information system and its purpose: *Provide a general description (in a way that a non-technical person can understand) of the information system that addresses the following elements:*

The E-Government Act of 2002 defines “information system” by reference to the definition section of Title 44 of the United States Code. The following is a summary of the definition: “Information system” means a discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information. See: 44. U.S.C. § 3502(8).

- a) *Whether it is a general support system, major application, or other type of system*
- b) *System location*
- c) *Whether it is a standalone system or interconnects with other systems (identifying and describing any other systems to which it interconnects)*
- d) *The purpose that the system is designed to serve*
- e) *The way the system operates to achieve the purpose*
- f) *A general description of the type of information collected, maintained, use, or disseminated by the system*
- g) *Identify individuals who have access to information on the system*
- h) *How information in the system is retrieved by the user*
- i) *How information is transmitted to and from the system*

The NIST Physical Measurement Laboratory (PML) operates a National, shared-use facility for nanoscale fabrication and measurement, and develops innovative nanoscale measurement and fabrication capabilities to support researchers from industry, academia, NIST, and other government agencies in nanoscale technology from discovery to production. The Physical Measurement Laboratory (PML) System supports administration and management of the NanoFab facility and equipment access through the following:

- **Application to use the facility requires submission of a Project. The forms are available for public download, and are required to be mailed, faxed, or emailed.**
- **The NanoFab Billing System (NBS) provides centralized accounting, fund and tool usage fee management for the NanoFab facility.**

- **The NanoFab physical access control system enables access controls on the internal access points within the building, limiting access to the NanoFab. In addition, a camera monitoring system enables remote monitoring of the NanoFab to support detection of unauthorized access.**

a. Whether it is a general support system, major application, or other type of system

The Physical Measurement Laboratory (PML) System is a general support system.

b. System location

The Physical Measurement Laboratory (PML) System is located at the NIST Gaithersburg, Maryland, facility, within the continental United States.

c. Whether it is a standalone system or interconnects with other systems (identifying and describing any other systems to which it interconnects)

The Physical Measurement Laboratory (PML) System is a standalone system.

d. The purpose that the system is designed to serve

The PML System operates a National, shared-use facility for nanoscale fabrication and measurement, and develops innovative nanoscale measurement and fabrication capabilities.

e. The way the system operates to achieve the purpose

Following submission of a project application, time is scheduled for use of the NanoFab facility, and payment made to NIST for hours utilized.

f. A general description of the type of information collected, maintained, use, or disseminated by the system

General personal data (GPD) and work-related data (WRD) necessary to support the administration and management of the NanoFab facility and equipment access. Project applications may contain business proprietary information.

g. Identify individuals who have access to information on the system

Authorized NIST staff have access to the PML System.

h. How information in the system is retrieved by the user

Users are able to request information about their project application by contacting the NanoFab User Office or NanoFab Manager.

i. How information is transmitted to and from the system

Information is transmitted over the NIST internal network.

Questionnaire:

- 1. The status of this information system:

This is an existing information system in which changes do not create new privacy risks, and there is a SAOP approved Privacy Impact Assessment (version 01-2017 or later). (Skip questions and complete certification.)

Changes That Create New Privacy Risks (CTCNPR)
Other changes that create new privacy risks:

- 2. Is the IT system or its information used to support any activity which may raise privacy concerns?

NIST Special Publication 800-53 Revision 4, Appendix J, states “Organizations may also engage in activities that do not involve the collection and use of PII, but may nevertheless raise privacy concerns and associated risk. The privacy controls are equally applicable to those activities and can be used to analyze the privacy risk and mitigate such risk when necessary.” Examples include, but are not limited to, audio recordings, video surveillance, building entry readers, and electronic purchase transactions.

Activities
Other activities which may raise privacy concerns:

- 3. Does the IT system collect, maintain, or disseminate business identifiable information (BII)?

As per DOC Privacy Policy: “For the purpose of this policy, business identifiable information consists of (a) information that is defined in the Freedom of Information Act (FOIA) as "trade secrets and commercial or financial information obtained from a person [that is] privileged or confidential." (5 U.S.C.552(b)(4)). This information is exempt from automatic release under the (b)(4) FOIA exemption. "Commercial" is not confined to records that reveal basic commercial operations" but includes any records [or information] in which the submitter has a commercial interest" and can include information submitted by a nonprofit entity, or (b) commercial or other information that, although it may not be exempt from release under FOIA, is exempt from disclosure by law (e.g., 13 U.S.C.).”

- 4. Personally Identifiable Information (PII)

- 4a. Does the IT system collect, maintain, or disseminate personally identifiable information (PII)?

As per OMB 17-12: “The term PII refers to information that can be used to distinguish or trace an individual’s identity either alone or when combined with other information that is linked or linkable to a specific individual.”

The IT system collects, maintains, or disseminates PII about:

If the answer is “yes” to question 4a, please respond to the following questions.

- 4b. Does the IT system collect, maintain, or disseminate Social Security numbers (SSNs), including truncated form?

Provide an explanation for the business need requiring the collection of SSNs, including truncated form.
Provide the legal authority which permits the collection of SSNs, including truncated form.

4c. Does the IT system collect, maintain, or disseminate PII other than user ID?

4d. Will the purpose for which the PII is collected, stored, used, processed, disclosed, or disseminated (context of use) cause the assignment of a higher PII confidentiality impact level?

Examples of context of use include, but are not limited to, law enforcement investigations, administration of benefits, contagious disease treatments, etc.

If any of the answers to questions 2, 3, 4b, 4c, and/or 4d are “Yes,” a Privacy Impact Assessment (PIA) must be completed for the IT system. This PTA and the approved PIA must be a part of the IT system’s Assessment and Authorization Package.

Is a PIA Required?	Yes
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CERTIFICATION

X I certify the criteria implied by one or more of the questions above **apply** to the 680-01 Physical Measurement Laboratory General Support System and as a consequence of this applicability, I will perform and document a PIA for this IT system.

I certify the criteria implied by the questions above **do not apply** to the 680-01 Physical Measurement Laboratory General Support System and as a consequence of this non-applicability, a PIA for this IT system is not necessary.

Name of System Owner (SO):

Williams, Carl J.

Signature of SO: _____ Date: _____

Name of Co-Authorizing Official (Co-AO):

Kushmerick, James G.

Signature of Co-AO: _____ Date: _____

Name of Information Technology Security Officer (ITSO):

Glenn, K. Robert

Signature of ITSO: _____ Date: _____

Name of Authorizing Official (AO):

Sastry, Chandan

Signature of AO: _____ Date: _____

Name of Privacy Act Officer (PAO):

Fletcher, Catherine

Signature of PAO: _____ Date: _____

Name of Bureau Chief Privacy Officer (BCPO):

Schiller, Susannah

Signature of BCPO: _____ Date: _____