



Instructions for Entering Post Inspection Stormwater Fact Sheets into the Compliance Assistance Module of ICIS

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<http://www.epa.gov/compliance/assistance/postinspection/index.html>

Instructions for Entering Post Inspection Stormwater Fact Sheets into the Compliance Assistance Module of ICIS

Guidance Objective: To assist Compliance Assistance Coordinators (CACs) in entering mid-year and end-of-year records into the “Actual Compliance Assistance” area of the Compliance Assistance Module of ICIS. Specifically, the following is a step-by-step listing of key data entry features needed to record distribution by the regions of the Post Inspection Construction Storm Water Fact Sheets and the associated follow-up measurement performed by Headquarters:

1. Enter CAC contact information (or the contact information of the project lead if not the CAC).
2. The “Compliance Assistance Name” must begin with “Post Inspection Construction Fact Sheet –” then the title of your activity (e.g. Post Inspection Construction Fact Sheet – Region 5 Midyear 2007).
3. The Activity Type is “Outreach Distributed – Targeted”
4. Activity Quantity should be 1. Remember, this ICIS field is referring to the individual activity. There was only one activity – the post inspection fact sheet was distributed. Note: Distribution of the fact sheet during the inspection and distribution of the fact sheet via mailing after the inspection constitute one distribution activity because only one item was distributed. If you distributed both the English and Spanish version, then the Activity Quantity would be 2.

The screenshot shows a web-based data entry form for the ICIS Compliance Assistance Module. The form is divided into several sections:

- *Compliance Assistance Name:** A text input field containing "Inspection Construction Fact Sheet – Region 5 Midyear 2007".
- *Compliance Assistance Activity Type:** A dropdown menu with "Outreach Distributed - Targeted" selected.
- *Activity Quantity:** A text input field containing the number "1".
- Additional Purpose of Activity:** A list box with options: "Audit", "Conduct Baseline / Data Collection", "Economically Significant Regulations", "Environmental Management Review (Fed Facilities)", and "Environmental Management Systems Review". "Environmental Management Review (Fed Facilities)" is selected.
- *Location(s):** A list box with options: "Region 10", "Region 2", "Region 3", "Region 4", and "Region 5". "Region 5" is selected.
- *Region:** A dropdown menu with "Region 5" selected.
- *Project/Initiative Description:** A text area containing the text: "During storm water construction inspections, if the responsible official was not present, the fact sheet was mailed after the inspection. This ICIS compliance assistance record takes into consideration both forms of outreach – hand delivered and mailed fact sheets. Follow up outcome measurement was derived by conducting phone surveys to the responsible official within 60 days of inspection."
- If your activity is financed by the EPA through a grant, cooperative agreement, please identify the category that best describes the recipient:** A dropdown menu with a blank selection.

5. **Project/Initiative Description:** Distributed Post Inspection Construction Storm Water fact sheet in English (and Spanish if needed) to the responsible official during storm water construction inspections. If the responsible official was not present, the fact sheet was mailed after the inspection. This ICIS compliance assistance record takes into consideration both forms of outreach – hand delivered and mailed fact sheets. Follow up outcome measurement was derived by conducting phone surveys to the responsible official within 60 days of inspection.
6. Select the appropriate statute (CWA) and section (CWA : 308 [A][B] : Records and Reports; Inspections: NPDES – Stormwater – Construction) as shown below:

Federal Statutes:	CWA - Clean Water Act	
Law Sections:	CWA : 308[A][B] : Records and Reports; Inspections	Programs: NPDES - Stormwater - Construction

7. Select Sector “Commercial and Institutional Building Construction” NAICS code 236220.
8. Select the “2007 Wet Weather – Stormwater - Industrial Construction” National Priority

e: *Either 'National MOA Priority', 'Regional Priority', 'Core Program' or 'Media Program

National MOA Priority:	2007 - Wet Weather - CAFO 2007 - Wet Weather - Combined Sewer Overflow (CSO) 2007 - Wet Weather - Sanitary Sewer Overflow (SSO) 2007 - Wet Weather - Stormwater - Industrial Construction 2007 - Wet Weather - Stormwater - MS4
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9. The field “Pollutant/Chemicals Addressed” is not mandatory. If you choose to enter this information, please select from the drop down list “Sediment in storm water runoff”.
10. Indicate “yes” to the “Have you planned/conducted measurement for this activity” question.
11. When the record is created initially during mid year use 10/01/06 as the actual start date, leave the actual completion date blank.
12. For the end-of-year data set do not alter the actual start date and use 7/31/07 as the actual end date (this will be the end of this data set as follow up for activities after this date may not occur in the same fiscal year).
13. Enter the number of facilities reached with the fact sheet within the above specified dates.
14. Indicate “yes” to the “Did you provide assistance to a small entity” question if any of the fact sheets were distributed to a site that is operated by a company with \leq 100 employees. If the size of the company is unknown, then indicate “no.”
15. For the “Assistance Provided to Question” select “Regulated Entity” from the drop down list.

Reporting Information

Note: *One Actual Date is Required.

Actual Start Date: 10/01/2006

Actual Completion Date:

Estimated Hours spent on the activity:

Note: If your Compliance Assistance Activity Type is 'Tools Developed' you are required to save the record.

*Number of Entities Reached: 12

*Did you provide assistance to a small entity?: Yes

*Assistance Provided To:

- Regulated Entity
- Regulated Entity - Facility located in EJ Community
- Regulated Entity - Facility on Tribal land
- Regulated Entity - Federal Facility
- Regulated Entity - Local government (>3300 res.)

16. Select "Phone Survey" in the "measurement" drop down list.

Measurement:

- Mail Survey
- On-site Revisit
- On-site Visit
- Phone Survey
- Pre Survey/Post Survey

17. Enter the number of respondents to each individual measurement question and the number of respondents who answered yes to the measurement question in the following field(s). You will see that there are three sets of data. In the first box enter the total number who responded to the question. In the second box enter the number that answered the question "yes." These data will be provided by the Headquarters contractor (see example below).

Number of Respondents answering the Increased Understanding Question:

Of these respondents, number reporting an Increase in Understanding:

Number of Respondents answering the Improved Environmental Management Practices Question:

Of these respondents, number reporting a change in Environmental Management Practices:

Number of Respondents answering the Reduction in Pollution Question:

Of these respondents, number reporting a Reduction in Pollution:

Data will be provided by the contractor in the following format:

Region	Number of Entities Reached	Phone Survey Question #7		Phone Survey Question # 8				Phone Survey Questions #9 and	
		Number of Respondents Answering the Increased Understanding Question	Of these Respondents, Number Reporting an Increase in Understanding	Number of Respondents Answering the Change in Environmental Management Practices Question	Of these Respondents, Number Reporting a Change in Environmental Management Practices	Indication that One or More Respondents Implemented New/Improved Management Practices	Indication that One or More Respondents Requested/ Applied for Permit	Number of Respondents Answering the Reduction in Pollution Question	Of these Respondents Number Report a Reduction in Pollution
1	1	NA	NA	NA	NA	NA	NA	NA	NA
2	NA	NA	NA	NA	NA	NA	NA	NA	NA
3	NA	NA	NA	NA	NA	NA	NA	NA	NA
4	29	4	0	4	0			4	4
5	10	1	0	1	0			1	0
6	NA	NA	NA	NA	NA	NA	NA	NA	NA
7	10	4	4	4	4	✓	✓	4	1
8	5	1	0	1	0			1	0
9	17	1	0	1	1	✓		1	1
10	NA	NA	NA	NA	NA	NA	NA	NA	NA

For Question 8, if a check mark is not provided, do not pick anything from the drop down menu. Leave it blank.