UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

June 13, 2005

MEMORANDUM

SUBJECT: Revised Compliance Assistance Conclusion Data Sheet for
            On-Site Visits

FROM: Michael M. Stahl */s/*
            Director
            Office of Compliance

TO: Regional Enforcement Division Directors
            Regional Enforcement Coordinators
            Headquarters Media Division Directors

The purpose of this memorandum is to provide you with the final version of the Compliance Assistance Conclusion Data Sheet (CACDS) which is a tool to be used for on-site compliance assistance visits. I encourage you to promote its use on a regular, on-going basis in your Region or Office. As you know, it is expected that all activities, including compliance assistance, be recorded in the Integrated Compliance Information System (ICIS) within two weeks of the activity occurring. This form has been specifically designed to assist EPA personnel with inputting the results of on-site compliance assistance visits and re-visits into ICIS. To ensure data quality in ICIS, there must be written documentation that supports the data; this form can help fulfill that need. This form will also facilitate tracking the new compliance assistance core measure for FY 2006, requiring reporting of outcome measurement results for 100% of all compliance assistance workshops/training, onsite visits and revisits which support the OECA national priorities.

Providing information and assistance to the regulated community to help them comply, go beyond compliance, and prevent pollution, is a common element in Goal 5 of the Agency's Strategic Plan. We have specific Government Performance and Results Act (GPRA) targets associated with compliance assistance activities, and ensuring that our data is complete and accurate is crucial to our ability to report on how well we have done in achieving these targets.

There is a tremendous amount of excellent work being done around the country to provide compliance assistance across a range of sectors that touches on all media areas. However, one of

our biggest challenges is accurately reporting environmental outcomes and changes in behavior and facility management practices resulting from our assistance activities. The CACDS is a user-friendly tool that will help in our efforts to continually improve the quality of our data collection and reporting.

The CACDS was originally developed and piloted last year, and we have revised the form to reflect the feedback gathered from the Regions during the pilot stage. Specifically, the changes include modifying the format so the questions from ICIS that also appear on the CACDS follow the same sequence as in ICIS. In addition, mandatory fields in ICIS are marked with an asterisk (*) on the CACDS; note that not all mandatory ICIS fields are on the CACDS. In addition, all of the "picklist" options on the CACDS are now consistent with those in ICIS, and questions on the pilot form that were not captured in ICIS were either removed from the CACDS, or moved to the end of the CACDS. We plan to pursue getting these three questions at the end of the CACDS incorporated into ICIS. I believe you will find this a helpful tool for ensuring your compliance assistance data is accurate and complete.

If you have any questions, please feel free to contact me or talk with Deborah Thomas (202)-564-5041 or Hans Schiefele (202)-564-1459, from the Compliance Assistance and Sectors Program Division.

Attachment

cc: Lisa Lund, Office of Compliance
        OECA Office Directors
        OC Division Directors
        Enforcement Coordinators, Regions I - X
        Compliance Assistance Coordinators, Regions I - X