

## Questionnaire for Feedback on the Overall Effectiveness of a FACA Committee Process *EPA/Contractor Assessment*

### Background

This questionnaire is designed to obtain an EPA/contractor perspective on the overall effectiveness of a FACA committee process. Agency staff will use this information to better understand what is working well and what improvements could make this FACA process more successful. Thanks in advance for taking time to fill out the questionnaire. We value your input!

### Directions

Rate the following statements on a scale from 1-7 and write your own opinion to questions in the space provided. If you have no opinion, circle the number representing "Don't know." Please return your questionnaire to an EPA official before you leave.

Strongly disagree  
 Disagree  
 Somewhat  
 Somewhat agree  
 Agree  
 Strongly agree  
 Don't know

The mission of the committee was clearly defined.	1	2	3	4	5	6	7
Committee procedures were clearly defined.	1	2	3	4	5	6	7
All points of view relevant to the subject and function of the committee were represented.	1	2	3	4	5	6	7
Committee membership had necessary expertise.	1	2	3	4	5	6	7
The overall process was:	1	2	3	4	5	6	7
a) well organized	1	2	3	4	5	6	7
b) efficient	1	2	3	4	5	6	7
c) productive	1	2	3	4	5	6	7
d) participatory	1	2	3	4	5	6	7
Members influenced:	1	2	3	4	5	6	7
a) the meeting logistics and meeting process	1	2	3	4	5	6	7
b) schedule for completing mission/producing product	1	2	3	4	5	6	7
c) the group's report or recommendations	1	2	3	4	5	6	7
Members had access to necessary information.	1	2	3	4	5	6	7

	Strongly disagree	Disagree	Somewhat disagree	Somewhat agree	Agree	Strongly agree	Don't know
Committee fulfilled its original mandate.	1	2	3	4	5	6	7
Committee produced carefully considered recommendations.	1	2	3	4	5	6	7
Committee had sufficient feedback from Agency as it developed its recommendations.	1	2	3	4	5	6	7
The overall process resulted in:	1	2	3	4	5	6	7
a) more trust in EPA processes	1	2	3	4	5	6	7
b) enhanced understanding of different viewpoints	1	2	3	4	5	6	7
c) increased ability to work together	1	2	3	4	5	6	7
EPA appreciated the committee's work.	1	2	3	4	5	6	7
The FACA process, thus far, has been a success.	1	2	3	4	5	6	7

Please explain your ranking of the previous statement about success: \_\_\_\_\_

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Please provide any additional comments or suggestions for improving future FACA meetings:\_\_\_

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**Please return your completed questionnaire to an EPA official before you leave.**

**Thank you for helping EPA improve its public involvement practices.**

**Burden Statement:** The annual public reporting and recordkeeping burden for this collection of information is estimated to average 0.158 hours 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. 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.