

US EPA ARCHIVE DOCUMENT

Questionnaire for Feedback on the Effectiveness of a Public Meeting EPA/Contractor Assessment

Background

This questionnaire is designed to obtain an EPA/contractor perspective on the effectiveness of a Public Meeting. Agency staff will use this information to better understand what is working well and what improvements could make future Public Meetings 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 disagree	Somewhat agree	Agree	Strongly agree	Don't know
The registration process was efficient.	1	2	3	4	5	6	7	
Participants understood the purpose of the meeting.	1	2	3	4	5	6	7	
Participants understood how the meeting would be conducted.	1	2	3	4	5	6	7	
The right topics were addressed during the meeting.	1	2	3	4	5	6	7	
The format gave all ample opportunity to be heard.	1	2	3	4	5	6	7	
There was good interaction among participants.	1	2	3	4	5	6	7	
The number of people that participated was appropriate.	1	2	3	4	5	6	7	
There was a good mix of viewpoints.	1	2	3	4	5	6	7	
EPA gained new, or clarifying, information, that will enable it to more effectively develop, revise, or implement rules or programs.	1	2	3	4	5	6	7	
This public meeting was a success.	1	2	3	4	5	6	7	

Please explain your ranking of the previous statement about success: _____

Please suggest how EPA can improve its next public meeting: _____

**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.