

US EPA ARCHIVE DOCUMENT

## Questionnaire for Feedback on the Effectiveness of Public Meeting Follow-Up *Participants' Assessment*

Background

This questionnaire is designed to help Agency staff better understand what worked well and what improvements to consider before implementing future Public Meetings. 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

I received meeting notes.	1	2	3	4	5	6	7
Notes were clearly written.	1	2	3	4	5	6	7
Action items I remember were documented.	1	2	3	4	5	6	7
Actions, due dates and accountable persons were noted.	1	2	3	4	5	6	7
Issues discussed and decisions made were accurately recorded.	1	2	3	4	5	6	7
I received the information I requested in a timely manner (in _____ days).	1	2	3	4	5	6	7
The packet I received was complete.	1	2	3	4	5	6	7

Now that some time has passed since the public meeting you may have thought about what could have made it a better experience. Please suggest how you think EPA can improve public meetings and follow-up actions.

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Please indicate which group you represent:

- \_\_\_\_\_ neighborhood group
- \_\_\_\_\_ local non-profit organization (not including local neighborhood non-profit groups)
- \_\_\_\_\_ national environmental organization

\_\_\_\_\_ business or industry or trade association

\_\_\_\_\_ state or tribal or local government

\_\_\_\_\_ federal government

\_\_\_\_\_ other (please specify) \_\_\_\_\_

\_\_\_\_\_ no organizational affiliation (e.g., interested local resident)

**Please return the completed questionnaire  
in the pre-addressed, stamped envelope provided.  
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.