

US EPA ARCHIVE DOCUMENT

Questionnaire for Feedback on the Effectiveness of a Public meeting *Participant Assessment*

Background

This questionnaire is designed to help Agency staff better understand what worked well and what improvements to consider implementing before holding future Public Meetings. Once the data are summarized, Agency staff can assess whether goals for success were met, make modifications if necessary, and compare progress over time. 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.

1a. Pre-meeting publicity availability

Please indicate how you heard about the public meeting (check all that apply):

- radio announcements
 television announcements
 newspapers ads
 flyers in store windows/bulletin boards
 website information
 Other (please specify) _____

Was the information about the public meeting made available in locally used languages?

Yes No

If you received a pre-meeting notice via regular or electronic mail, how much in advance did the notice arrive? a few days one week 2 weeks 2-4 weeks more than 1 month other (please specify)

Please suggest any additional ways you think EPA should publicize future public meetings: _____

Please explain what you learned about the public meeting or issue that made you decide to attend: _____

1b. Pre-meeting background information

Was anything missing from the pre-meeting background information?

Yes No If yes, please specify:

Did you call to ask for specific information? ___Yes___No
If yes, what did you ask for?

2. Meeting logistics

	Strongly disagree	Disagree	Somewhat disagree	Somewhat agree	Agree	Strongly agree	Don't know
Pre-meeting invitation arrived early enough for me	1	2	3	4	5	6	7
Location was convenient.	1	2	3	4	5	6	7
Public transportation was close by.	1	2	3	4	5	6	7
Facility was comfortable for participants.	1	2	3	4	5	6	7
Time during which meeting was held was	1	2	3	4	5	6	7
The length of the meeting was about right.	1	2	3	4	5	6	7
Translators were available (if needed).	1	2	3	4	5	6	7
Signers for hearing impaired were available (if	1	2	3	4	5	6	7
Provisions were made for handicap access.	1	2	3	4	5	6	7
Facility was well equipped for all planned activities (tables, work space, break-outs, supplies, etc).	1	2	3	4	5	6	7
Refreshments are important for a successful	1	2	3	4	5	6	7

(Please continue responding on next page)

3. Conduct of meeting

	Strongly disagree	Disagree	Somewhat disagree	Somewhat agree	Agree	Strongly agree	Don't know
Greeters made participants feel welcome.	1	2	3	4	5	6	7
The registration process was efficient.	1	2	3	4	5	6	7
I understood the purpose of the meeting.	1	2	3	4	5	6	7
I understood how the meeting would be conducted.	1	2	3	4	5	6	7
Meeting planners focused on the right questions.	1	2	3	4	5	6	7
I was comfortable with the meeting format.	1	2	3	4	5	6	7
The format gave all ample opportunity to be heard.	1	2	3	4	5	6	7
My ideas were heard.	1	2	3	4	5	6	7
There was good interaction among participants.	1	2	3	4	5	6	7
It was easy to sign up for follow-up information.	1	2	3	4	5	6	7
There was a good mix of viewpoints.	1	2	3	4	5	6	7
I understand the "next steps" in the process.	1	2	3	4	5	6	7
Action items were documented (flip charts).	1	2	3	4	5	6	7
Time-frames and accountable persons were listed	1	2	3	4	5	6	7
Participants' input will make a difference.	1	2	3	4	5	6	7

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

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 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.