

US EPA ARCHIVE DOCUMENT

Questionnaire for Feedback on the Effectiveness of a Small Discussion Group EPA/Contractor Assessment

Background

This questionnaire is designed to obtain an EPA/contractor perspective on the effectiveness of a Small Discussion Group session. Agency staff will use this information to better understand what is working well and what improvements could make future Small Discussion Group sessions 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 occasionally 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

Materials (i.e., agenda and background materials) provided prior to the session were:	1	2	3	4	5	6	7
a) clear	1	2	3	4	5	6	7
b) useful	1	2	3	4	5	6	7
Pre-session materials were delivered early enough for participants to review before the session.	1	2	3	4	5	6	7
Session time was convenient.	1	2	3	4	5	6	7
Session <i>location</i> was convenient.	1	2	3	4	5	6	7
Session location was <i>comfortable</i> .	1	2	3	4	5	6	7
Participants represented a sufficient cross-section of the relevant stakeholder group.	1	2	3	4	5	6	7
Participants had the necessary expertise to fully participate.	1	2	3	4	5	6	7
Participants provided useful information.	1	2	3	4	5	6	7
Session objectives were clear.	1	2	3	4	5	6	7

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

Facilitator ensured that:

- | | | | | | | | |
|---|---|---|---|---|---|---|---|
| a) session ran smoothly | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| b) all participants had a chance to fully participate | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

Contractors (if different from or in addition to facilitator) provided:

- | | | | | | | | |
|--------------------------|---|---|---|---|---|---|---|
| a) knowledgeable support | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| b) courteous support | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

- | | | | | | | | |
|--|---|---|---|---|---|---|---|
| The session was well organized. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Session length was appropriate. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Session fulfilled its stated objectives. | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

Please describe the most important reason for this small discussion group session's success or lack of success:

Please suggest how EPA can improve the next small discussion group session:

**Please return your completed questionnaire to an EPA official before you leave.
Thank you for helping EPA improve its public involvement practices.**

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