

US EPA ARCHIVE DOCUMENT

## Questionnaire for Feedback on the Effectiveness of Small Discussion Group Session Follow-Up *Participant Assessment*

### Background

This questionnaire is designed to help Agency staff better understand what worked well and what improvements to consider before implementing future Small Discussion Group sessions. 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

I received session 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 small discussion group session you may have thought about what could have made it a better experience. Please suggest how you think EPA can improve small discussion group 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.**