

INSTITUTIONAL CONTROLS TRACKING SYSTEMS AND COSTS SURVEY

INTRODUCTION

This survey is being conducted by the U.S. Environmental Protection Agency, Office of Emergency and Remedial Response (OERR), to assist it in determining how to track the use of institutional controls at sites on the Superfund program's National Priorities List. Institutional controls are non-engineered site measures such as administrative or legal controls that minimize the potential for exposure to contamination by limiting land or resource use. Institutional controls exclude physical controls such as fences or signs. Institutional controls are employed at sites where remedies leave contaminant residuals on site that do not allow for unlimited use and unrestricted exposure. Institutional controls reduce the potential for unacceptable exposure to residual contamination and can also be used to protect the integrity of a remedy. Proper implementation, monitoring, and enforcement of institutional controls at these sites is critical to EPA's core mission of protecting human health and the environment. EPA is actively seeking input from agencies with experience in the development, implementation, and management of institutional controls tracking systems.

You have been chosen to receive this questionnaire because your agency may have responsibilities for implementing, monitoring, and/or enforcing institutional controls on contaminated sites. Your agency was selected by EPA through a screening process that included telephone calls, interviews, and general knowledge of the types of agencies that may have institutional control responsibilities.

INSTRUCTIONS

The questions below are intended to elicit information from state, tribal, and local environmental and planning authorities about how institutional controls established under federal, state, or local authority, or by private parties, are tracked by existing non-federal databases and information systems. The questions are not limited to institutional controls established under the Superfund program. EPA is concerned only about current activities and practices and has designed the questionnaire to be completed using available information. If you cannot answer a question using the available response options, specify "other" in your reply and provide a brief explanation in the space provided. If your agency does not currently have any responsibilities for implementing, monitoring, and/or enforcing institutional controls, you may indicate that fact by writing so across the top of the questionnaire, and signing, dating, and returning it to the address provided. **EPA is requesting assistance in developing an institutional controls database and all responses are entirely voluntary.**

Please provide complete and thorough answers to each question that pertains to your institutional controls tracking or information system or institutional controls responsibilities. If necessary, use additional sheets, indicating clearly which questions they supplement. You may be contacted in the future by an EPA representative for follow-up information. The official in charge of responding to the survey should sign, date, and return it along with any additional sheets to:

KRISTEN BURKE
DYNCORP
6101 STEVENSON AVENUE
ALEXANDRIA, VA 22304
FAX: (703) 461-2101

The public reporting burden for this collection of information is estimated to be 10 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

If you have questions or need help completing this questionnaire, please telephone Michael E. Bellot at (703) 603-8905 or e-mail him at bellot.michael@epa.gov. EPA requests that you complete and return the questionnaire within 60 days of receipt.

Thank you for taking the time to respond to this survey.

Burden Statement

Chapter 6 of the Supporting Statement of the Information Collection Request for Institutional Controls Tracking Systems and Costs Survey provides an estimate on the burden and cost of the collection. The respondent burden for this collection of information is estimated to be 10 hours per response, including time required to review instructions, review operations, gather information, complete and submit the questionnaire, and respond to follow-up questions. 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.

Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, 725 17th Street, NW, Washington, D.C. 20503, Attention: Desk Officer for EPA. Include the EPA ICR number and OMB control number in any correspondence.

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CONTACT INFORMATION

PLEASE IDENTIFY THE OFFICIAL IN CHARGE OF RESPONDING TO THE SURVEY QUESTIONS BELOW.

_____ NAME (PLEASE PRINT)	_____ TELEPHONE NUMBER
_____ SIGNATURE	_____ FAX NUMBER
_____ TITLE	_____ E-MAIL ADDRESS
_____ DATE	_____ AGENCY/ORGANIZATION

Questions	Answers
SECTION 1. BASIC INFORMATION	
1.1 Do you maintain a database or information system that records and/or tracks the use of institutional controls (ICs)?	<input type="checkbox"/> Yes <input type="checkbox"/> No (GO TO QUESTION 6.1)
1.2 If yes to question 1.1, what is the name of the database or information system?	

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Questions	Answers
1.3 If yes to question 1.1, which division of your agency/organization is responsible for the database or information system?	
1.4 Who is the point of contact for the database or information system?	Name: _____ Title: _____ Telephone No.: ___ - ___ - ___ (Ext. ___) E-mail Address: _____
1.5 May EPA Headquarters contact him or her directly to learn more about your database or information system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.6 Is your database or information system accessible via the Internet?	<input type="checkbox"/> Yes <input type="checkbox"/> No (GO TO QUESTION 2.1)
1.7 If yes to question 1.6, what is the URL?	

SECTION 2. PURPOSE AND SCOPE

2.1 What purposes does your database or information system serve?	<p>CHECK ALL THAT APPLY.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Monitoring Implementation of ICs <input type="checkbox"/> Evaluating Effectiveness of ICs <input type="checkbox"/> Tracking Cost of Maintaining ICs <input type="checkbox"/> Monitoring ICs for Enforcement Purposes <input type="checkbox"/> Tracking Enforcement Activity <input type="checkbox"/> Informing the Public About ICs <input type="checkbox"/> Facilitating Site Reuse or Redevelopment <input type="checkbox"/> Other (SPECIFY) <p>_____</p>
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Questions	Answers
<p>2.2 At what types of sites does your database or information system track the use of ICs?</p>	<p>CHECK ALL THAT APPLY.</p> <p><u>Regulatory Program</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Base Realignment and Closure (BRAC) <input type="checkbox"/> RCRA <input type="checkbox"/> Superfund (CERCLA) <input type="checkbox"/> Underground Storage Tanks (USTs) <input type="checkbox"/> Voluntary Cleanup Sites/Brownfields <input type="checkbox"/> State Regulatory Program (SPECIFY) _____ <input type="checkbox"/> Tribal Regulatory Program (SPECIFY) _____ <input type="checkbox"/> Local Regulatory Program (SPECIFY) _____ <input type="checkbox"/> Other (SPECIFY) _____ <p><u>Site Ownership</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Federal Facility (SPECIFY AGENCY) _____ <input type="checkbox"/> Formerly Used Defense Sites (FUDS) <input type="checkbox"/> Local Government Owned <input type="checkbox"/> Privately Owned <input type="checkbox"/> State Government Owned <input type="checkbox"/> Tribal Sites <input type="checkbox"/> Other (SPECIFY) _____
<p>2.3 Does your database or information system track only ICs for which you have enforcement responsibility or does it track other ICs as well?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Limited to Enforcement Responsibility <input type="checkbox"/> Not limited to Enforcement Responsibility
<p>2.4 If your answer to 2.3 depends on differing circumstances, please explain what they are and how they affect whether you track an IC.</p>	

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Questions	Answers
2.5 Does your database or information system track ICs according to the media (e.g., soil, water) they affect?	<input type="checkbox"/> Yes <input type="checkbox"/> No (GO TO QUESTION 3.1)
2.6 If yes to question 2.5, what are the media tracked by your database or information system?	<p>CHECK ALL THAT APPLY.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Air <input type="checkbox"/> Debris <input type="checkbox"/> Groundwater <input type="checkbox"/> Leachate <input type="checkbox"/> Liquid Waste <input type="checkbox"/> Residuals <input type="checkbox"/> Sediment <input type="checkbox"/> Sludge <input type="checkbox"/> Soil <ul style="list-style-type: none"> <input type="checkbox"/> Subsurface Soil <input type="checkbox"/> Surface Soil <input type="checkbox"/> Solid Waste <input type="checkbox"/> Surface Water <input type="checkbox"/> Other (SPECIFY) <hr style="width: 30%; margin-left: 0;"/>

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Questions	Answers
SECTION 3. SYSTEM STRUCTURE AND OPERATIONS	
3.1 What database software does your database or information system use to store data?	<p>CHECK ALL THAT APPLY.</p> <ul style="list-style-type: none"> <input type="checkbox"/> DB2 <input type="checkbox"/> Dbase <input type="checkbox"/> FileMaker <input type="checkbox"/> Foxpro <input type="checkbox"/> Informix <input type="checkbox"/> Lotus Notes <input type="checkbox"/> Microsoft Access <input type="checkbox"/> Microsoft Excel <input type="checkbox"/> Microsoft SQL Server <input type="checkbox"/> Oracle <input type="checkbox"/> Paradox <input type="checkbox"/> Sybase <input type="checkbox"/> Other (SPECIFY) <p>_____</p>
3.2 Do you use a separate application to access your data?	<p><input type="checkbox"/> Yes <input type="checkbox"/> No (GO TO QUESTION 3.4)</p>
3.3 If yes to question 3.2, what programming language is the application written in?	<p>CHECK ALL THAT APPLY.</p> <ul style="list-style-type: none"> <input type="checkbox"/> C++ <input type="checkbox"/> Dbase <input type="checkbox"/> Delphi (Visual Pascal) <input type="checkbox"/> Foxpro <input type="checkbox"/> HTML <input type="checkbox"/> Javascript <input type="checkbox"/> Lotus Notes <input type="checkbox"/> Microsoft Access <input type="checkbox"/> Paradox <input type="checkbox"/> Pascal <input type="checkbox"/> Powerbuilder <input type="checkbox"/> SQL <input type="checkbox"/> Visual Basic <input type="checkbox"/> XML <input type="checkbox"/> Other (SPECIFY) <p>_____</p>

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Questions	Answers
<p>3.4 What information specific to ICs does your database or information system track?</p>	<p>CHECK ALL THAT APPLY.</p> <p><u>Site Characteristics</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Changes in Land Ownership <input type="checkbox"/> Cleanup Action Type (e.g., removal, remedial) <input type="checkbox"/> Future Land Use/Changes in Land Use <input type="checkbox"/> Geographic Location <input type="checkbox"/> Landowner <input type="checkbox"/> Legal Description of the Land <input type="checkbox"/> Maps <input type="checkbox"/> Physical Boundaries of Affected Resources (e.g., ground water plumes, areas of contaminated soil) <input type="checkbox"/> Residual Contamination <input type="checkbox"/> Responsible Party <input type="checkbox"/> Other (SPECIFY) <hr/> <p><u>IC Characteristics</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> General Type (e.g., proprietary control, government control, information device, enforceable agreement) <input type="checkbox"/> Specific Type (e.g., easement, covenant, ordinance, permit) <input type="checkbox"/> Objective or Performance Goal <input type="checkbox"/> Affected Area(s) of Site <input type="checkbox"/> Operable Unit(s) Affected <input type="checkbox"/> Activities or Uses Restricted (e.g., excavation restriction, prohibition on installation of drinking water wells) <input type="checkbox"/> Media Restricted <input type="checkbox"/> Duration (e.g., < 10 years) <input type="checkbox"/> Other (SPECIFY) <hr/> <p style="text-align: right;"><i>Continued...</i></p>

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Questions	Answers
<p>3.4 What information specific to ICs does your database or information system track? <i>(Cont'd)</i></p>	<p>CHECK ALL THAT APPLY.</p> <p><u>Selection/Implementation</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Responsible Party <input type="checkbox"/> Start Date <input type="checkbox"/> Completion Date <input type="checkbox"/> Termination Date <input type="checkbox"/> Revisions to Documents Selecting ICs (e.g., Records of Decision, Consent Decrees, Administrative Orders) <input type="checkbox"/> Property Rights Conveyed <input type="checkbox"/> Other (SPECIFY) <hr/> <p><u>Monitoring</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Responsible Party <input type="checkbox"/> Frequency <input type="checkbox"/> Dates <input type="checkbox"/> Type (e.g., site inspection, media sampling, reporting, certifications) <input type="checkbox"/> Media Affected <input type="checkbox"/> Findings <input type="checkbox"/> Violations <input type="checkbox"/> Submission of Required Reports <input type="checkbox"/> Property Transfers <input type="checkbox"/> Other (SPECIFY) <hr/> <p style="text-align: right;"><i>Continued...</i></p>

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Questions	Answers
<p>3.4 What information specific to ICs does your database or information system track? (<i>Cont'd</i>)</p>	<p><u>Enforcement</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Legal Authority <input type="checkbox"/> Responsible/Authorized Party <input type="checkbox"/> Notices of Violation <input type="checkbox"/> Remedy (e.g., fine, penalty, corrective action) <input type="checkbox"/> Status of Remedy (e.g., proposed, pending, completed) <input type="checkbox"/> Other (SPECIFY) <hr/> <p><u>Costs</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Implementation <input type="checkbox"/> Monitoring <input type="checkbox"/> Enforcement <input type="checkbox"/> Savings Attributable to IC Use <input type="checkbox"/> Other (SPECIFY) <hr/>
<p>3.5 How many IC data elements does your database or information system track?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> ≥ 1 and ≤ 10 <input type="checkbox"/> >10 and ≤ 25 <input type="checkbox"/> >25 and ≤ 50 <input type="checkbox"/> >50 and ≤ 75 <input type="checkbox"/> >75 and ≤ 100 <input type="checkbox"/> >100 and ≤ 150 <input type="checkbox"/> >150 and ≤ 200 <input type="checkbox"/> >200 and ≤ 250 <input type="checkbox"/> >250 and ≤ 300 <input type="checkbox"/> >300 and ≤ 400 <input type="checkbox"/> >400 and ≤ 500 <input type="checkbox"/> >500

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Questions	Answers
<p>3.6 How do you initially receive information on the existence of ICs?</p>	<p>CHECK ALL THAT APPLY.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notified by Local Government Office <input type="checkbox"/> Notified by State Government Office <input type="checkbox"/> Notified by Party Responsible for IC Implementation <input type="checkbox"/> Notified by Party Responsible for IC Monitoring <input type="checkbox"/> Notified by Party Responsible for IC Enforcement <input type="checkbox"/> Review of Local Government Controls (e.g., ordinances) for Revisions <input type="checkbox"/> Review of State Government Controls (e.g., ground water management zones) for Revisions <input type="checkbox"/> Title Searches at County Recorder of Deeds Office <input type="checkbox"/> Other (SPECIFY) <hr/>

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Questions	Answers
<p>3.7 How is information received to populate your database or information system for new ICs? <i>(Note: In responding to this question, the term ‘obtained from’ refers to information that must be actively obtained by your organization; the term ‘provided by’ refers to information being passively provided to your organization. For example, information on ICs could be obtained from the party responsible for IC implementation based on a request; or the party responsible for IC implementation could provide the information without being prompted.)</i></p>	<p>CHECK ALL THAT APPLY.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtained from Party Responsible for IC Implementation <input type="checkbox"/> Obtained from Party Responsible for IC Monitoring <input type="checkbox"/> Obtained from Party Responsible for IC Enforcement <input type="checkbox"/> Obtained Through Review of Local Government Controls (e.g., ordinances) for Revisions <input type="checkbox"/> Obtained Through Review of State Government Controls (e.g., ground water management zones) for Revisions <input type="checkbox"/> Obtained Through Title Searches at County Recorder of Deeds Office <input type="checkbox"/> Provided by Local Government Office <input type="checkbox"/> Provided by State Government Office <input type="checkbox"/> Provided by Party Responsible for IC Implementation <input type="checkbox"/> Provided by Party Responsible for IC Monitoring <input type="checkbox"/> Provided by Party Responsible for IC Enforcement <input type="checkbox"/> Other (SPECIFY) <hr/>
<p>3.8 Is your database or information system updated when IC conditions change?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No (GO TO QUESTION 3.10)</p>

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Questions	Answers
<p>3.9 If yes to question 3.8, how is information received to update your database or information system when IC conditions change? <i>(Note: In responding to this question, the term 'obtained from' refers to information that must be actively obtained by your organization; the term 'provided by' refers to information being passively provided to your organization. For example, information on ICs could be obtained from the party responsible for IC implementation based on a request; or the party responsible for IC implementation could provide the information without being prompted.)</i></p>	<p>CHECK ALL THAT APPLY.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtained from Party Responsible for IC Implementation <input type="checkbox"/> Obtained from Party Responsible for IC Monitoring <input type="checkbox"/> Obtained from Party Responsible for IC Enforcement <input type="checkbox"/> Obtained Through Review of Local Government Controls (e.g., ordinances) for Revisions <input type="checkbox"/> Obtained Through Review of State Government Controls (e.g., ground water management zones) for Revisions <input type="checkbox"/> Obtained Through Title Searches at County Recorder of Deeds Office <input type="checkbox"/> Provided by Local Government Office <input type="checkbox"/> Provided by State Government Office <input type="checkbox"/> Provided by Party Responsible for IC Implementation <input type="checkbox"/> Provided by Party Responsible for IC Monitoring <input type="checkbox"/> Provided by Party Responsible for IC Enforcement <input type="checkbox"/> Other (SPECIFY) <hr/>
<p>3.10 Do you have a quality assurance procedure to validate information about ICs before it is entered into your database or information system?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No (GO TO QUESTION 3.13)</p>

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Questions	Answers
3.11 If yes to question 3.10, what is the quality assurance process?	<p>CHECK ALL THAT APPLY.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Require Accuracy Sign-off as Part of Data Submission <input type="checkbox"/> Technical Reviewer Verification <input type="checkbox"/> Verify Against List of Legitimate Responses <input type="checkbox"/> Verify Against Secondary Source of Information (e.g., report, database) <input type="checkbox"/> Other (SPECIFY) <p>_____</p>
3.12 If yes to question 3.10, what are the approximate costs of the quality assurance process?	
3.13 Who is responsible for data entry?	
3.14 How frequently is new data entered into your database or information system?	<ul style="list-style-type: none"> <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Biannually <input type="checkbox"/> Annually <input type="checkbox"/> Other (SPECIFY) <p>_____</p>

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Questions	Answers
3.15 How soon after entry into the database or information system is new data accessible to users?	<input type="checkbox"/> Immediately <input type="checkbox"/> Within One Day <input type="checkbox"/> Within One Week <input type="checkbox"/> Within One Month <input type="checkbox"/> Within Three Months <input type="checkbox"/> Within Six Months <input type="checkbox"/> Within One Year <input type="checkbox"/> Other (SPECIFY) <hr/>
3.16 Do you have a quality assurance procedure for data entry?	<input type="checkbox"/> Yes <input type="checkbox"/> No (GO TO QUESTION 3.19)
3.17 If yes to question 3.16, what is the quality assurance process?	<p>CHECK ALL THAT APPLY.</p> <input type="checkbox"/> Generate Reports to Compare Entered Values to Original Data <input type="checkbox"/> Generate Summary Report of Entered Information <input type="checkbox"/> On-screen Review of Input Data <input type="checkbox"/> Spot Check Quality Assurance <input type="checkbox"/> Technical Reviewer Verification <input type="checkbox"/> Verify Against List of Legitimate Responses <input type="checkbox"/> Other (SPECIFY) <hr/>
3.18 If yes to question 3.16, who is responsible for quality assurance?	
3.19 Does your database or information system generate standard reports?	<input type="checkbox"/> Yes <input type="checkbox"/> No (GO TO QUESTION 3.22)

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Questions	Answers
3.20 If yes to question 3.19, what standard reports does your database or information system generate?	<p>CHECK ALL THAT APPLY.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Breached ICs <input type="checkbox"/> Cost of ICs <input type="checkbox"/> Duration of ICs <input type="checkbox"/> Enforcement Requirements <input type="checkbox"/> Implementation Status of ICs <input type="checkbox"/> List of Media Impacted by ICs <input type="checkbox"/> List of Sites With ICs <input type="checkbox"/> List of Types of ICs <input type="checkbox"/> Monitoring Findings <input type="checkbox"/> Monitoring Requirements <input type="checkbox"/> Sites With Changes in Ownership <input type="checkbox"/> Other (SPECIFY) <p>_____</p>
3.21 If yes to question 3.19, are you willing to make copies of the standard reports generated by your database or information system available to EPA Headquarters?	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
3.22 Does your database or information system permit ad hoc queries of all data elements?	<p><input type="checkbox"/> Yes <input type="checkbox"/> No (EXPLAIN WHY IT DOESN'T)</p> <p>_____</p> <p>_____</p> <p>_____</p>
3.23 Does your database or information system have a GIS component?	<p><input type="checkbox"/> Yes (DESCRIBE) <input type="checkbox"/> No</p> <p>_____</p> <p>_____</p> <p>_____</p>

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Questions	Answers
SECTION 4. USER ACCESS AND INFORMATION SHARING	
4.1 Who are the users of your database or information system?	<p>CHECK ALL THAT APPLY.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Site Managers <input type="checkbox"/> Local Government <input type="checkbox"/> Zoning Officers <input type="checkbox"/> State Government <input type="checkbox"/> Health Officers <input type="checkbox"/> The Public <input type="checkbox"/> Parties Responsible for IC Implementation <input type="checkbox"/> Parties Responsible for IC Monitoring <input type="checkbox"/> Parties Responsible for IC Enforcement <input type="checkbox"/> County Recorder of Deeds Office <input type="checkbox"/> Federal Agencies <input type="checkbox"/> Other (SPECIFY) <p>_____</p>
4.2 Does the public have access to your system?	<p><input type="checkbox"/> Yes <input type="checkbox"/> No (GO TO QUESTION 4.4)</p>
4.3 How does the public access your system?	<p>CHECK ALL THAT APPLY.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Internet <input type="checkbox"/> Telephone <input type="checkbox"/> Public Library <input type="checkbox"/> Mail <input type="checkbox"/> Office Visit <input type="checkbox"/> Other (SPECIFY) <p>_____</p>
4.4 Is data availability limited depending on who is accessing the system?	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
4.5 Have you identified any limitations with your database or information system?	<p><input type="checkbox"/> Yes <input type="checkbox"/> No (GO TO QUESTION 4.8)</p>

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Questions	Answers
4.6 If yes to question 4.5, what are the limitations?	<p>CHECK ALL THAT APPLY.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Access Limitations (e.g., difficult to access information, system only accessible from certain computers) <input type="checkbox"/> Data Availability (e.g., difficult to gather IC information) <input type="checkbox"/> Data Quality (e.g., difficult to keep information current) <input type="checkbox"/> Difficult to Use (e.g., not intuitive, requires expertise to use.) <input type="checkbox"/> Limited Usefulness (e.g., system does not contain necessary information, desired reports are not available through system) <input type="checkbox"/> Performance Limitations (e.g., system is too slow, cannot hold much data) <input type="checkbox"/> Timing Limitations (e.g., data not available in a timely manner, information not available for data entry in a timely matter) <input type="checkbox"/> Other (SPECIFY) _____
4.7 If yes to question 4.5, describe how the limitations could be or have been addressed.	
4.8 Would you recommend your system to other agencies that do not have an ICs database or information system?	<p><input type="checkbox"/> Yes <input type="checkbox"/> No (EXPLAIN WHY)</p> <p>_____</p> <p>_____</p> <p>_____</p>

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Questions	Answers
4.9 Would you be willing to exchange data or system design information with other agencies to coordinate access to information about ICs?	<input type="checkbox"/> Yes <input type="checkbox"/> No (EXPLAIN WHY) _____ _____ _____

SECTION 5. LESSONS LEARNED

5.1 Is there any crucial information related to ICs that your database or information system does not track?	<input type="checkbox"/> Yes (SPECIFY) <input type="checkbox"/> No _____ _____ _____
5.2 What kinds of information about ICs have proved to be most valuable to your program?	
5.3 What kinds of information about ICs have proved to be least valuable to your program?	
5.4 What advice can you give to other agencies/organizations that intend to track the use of ICs?	
5.5 Would you be willing to participate in a broader, standardized ICs tracking effort sponsored by U.S. EPA?	<input type="checkbox"/> Yes (SPECIFY) <input type="checkbox"/> No _____ _____ _____

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Questions	Answers
5.6 What are the particular needs or issues associated with tracking ICs for your agency/organization?	
5.7 Do you have any additional comments?	

SECTION 6. RESPONSIBILITIES AND COSTS

<p>6.1 What kinds of ICs does your agency/organization have any responsibility for selecting, planning, designing, implementing, overseeing, monitoring, and/or enforcing?</p>	<p>CHECK ALL THAT APPLY.</p> <p><u>Enforceable Agreements</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Administrative Consent Orders <input type="checkbox"/> Consent Decrees <input type="checkbox"/> Contracts <input type="checkbox"/> Unilateral Administrative Orders <input type="checkbox"/> Other (SPECIFY) <hr/> <p><u>Governmental Controls</u></p> <p>Administrative Permit Programs</p> <ul style="list-style-type: none"> <input type="checkbox"/> Alteration <input type="checkbox"/> Building <input type="checkbox"/> Demolition <input type="checkbox"/> Development <input type="checkbox"/> Excavation <input type="checkbox"/> Ground Water Management <input type="checkbox"/> Well Drilling <input type="checkbox"/> Other (SPECIFY) <hr/> <ul style="list-style-type: none"> <input type="checkbox"/> Base Use Plans <input type="checkbox"/> Local Ordinances <input type="checkbox"/> State Legislation <p style="text-align: right;"><i>Continued...</i></p>
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INSTITUTIONAL CONTROLS TRACKING SYSTEMS AND COSTS SURVEY (CONT'D)

EPA ICR No: 2043.01
 OMB Control No: 2050-0185
 Expiration Date: 05/31/2005

Questions	Answers
<p>6.1 What kinds of ICs does your agency/organization have any responsibility for selecting, planning, designing, implementing, overseeing, monitoring, and/or enforcing? (Cont'd)</p>	<p>CHECK ALL THAT APPLY. <u>Governmental Controls</u> (Cont'd)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Subdivision Regulations <input type="checkbox"/> Zoning Ordinances <input type="checkbox"/> Zoning Amendments <input type="checkbox"/> Zoning Variances <input type="checkbox"/> Overlay Zoning <input type="checkbox"/> Other Zoning Restrictions (SPECIFY) <hr/> <ul style="list-style-type: none"> <input type="checkbox"/> Ground Water Protection Zone <input type="checkbox"/> Other (SPECIFY) <hr/> <p><u>Informational Devices</u></p> <p>Advisories</p> <ul style="list-style-type: none"> <input type="checkbox"/> Drinking Water <input type="checkbox"/> Fishing <input type="checkbox"/> Food <input type="checkbox"/> Health <input type="checkbox"/> Swimming <input type="checkbox"/> Other (SPECIFY) <hr/> <p>Announcements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Radio <input type="checkbox"/> Television <input type="checkbox"/> Other (SPECIFY) <hr/> <p>Listings</p> <ul style="list-style-type: none"> <input type="checkbox"/> Local Hazardous Waste Registry <input type="checkbox"/> Military Hazardous Waste Registry <input type="checkbox"/> State Hazardous Waste Registry <input type="checkbox"/> Other (SPECIFY) <hr/> <p>Notices</p> <ul style="list-style-type: none"> <input type="checkbox"/> Deed Notices <input type="checkbox"/> Notices to State Regulators Before Changes in Land Ownership <input type="checkbox"/> Notices to State Regulators Before Changes in Land Use <input type="checkbox"/> Other (SPECIFY) <hr/> <p style="text-align: right;"><i>Continued...</i></p>

INSTITUTIONAL CONTROLS TRACKING SYSTEMS AND COSTS SURVEY (CONT'D)

EPA ICR No: 2043.01
 OMB Control No: 2050-0185
 Expiration Date: 05/31/2005

Questions	Answers
<p>6.1 What kinds of ICs does your agency/organization have any responsibility for selecting, planning, designing, implementing, overseeing, monitoring, and/or enforcing? (Cont'd)</p>	<p>CHECK ALL THAT APPLY. <u>Informational Devices</u> (Cont'd)</p> <p>One Call Systems</p> <ul style="list-style-type: none"> <input type="checkbox"/> Local <input type="checkbox"/> State <input type="checkbox"/> Other (SPECIFY) <hr/> <p>Publications</p> <ul style="list-style-type: none"> <input type="checkbox"/> Federal Register <input type="checkbox"/> Newspaper <input type="checkbox"/> State Register <input type="checkbox"/> Other (SPECIFY) <hr/> <p>Public Education</p> <ul style="list-style-type: none"> <input type="checkbox"/> (SPECIFY) <hr/> <p><u>Proprietary Controls</u></p> <p>Easements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Affirmative <input type="checkbox"/> Appurtenant <input type="checkbox"/> Conservation <input type="checkbox"/> In Gross <input type="checkbox"/> Negative <input type="checkbox"/> Other (SPECIFY) <hr/> <ul style="list-style-type: none"> <input type="checkbox"/> Equitable Servitudes <input type="checkbox"/> Restrictive Covenants <input type="checkbox"/> Reversionary Interests <input type="checkbox"/> Deed Restriction of Unspecified Type <input type="checkbox"/> Other (SPECIFY) <hr/> <p><u>Other</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Other (SPECIFY) <hr/>

INSTITUTIONAL CONTROLS TRACKING SYSTEMS AND COSTS SURVEY (CONT'D)

EPA ICR No: 2043.01
 OMB Control No: 2050-0185
 Expiration Date: 05/31/2005

Questions	Answers
6.2 Estimate the full time equivalent (FTE) personnel required by your agency/organization for IC selection, planning, design, implementation, oversight, monitoring, and/or enforcement.	
6.3 Estimate the annual personnel costs incurred by your agency/ organization for IC selection, planning, design, implementation, oversight, monitoring, and/or enforcement.	
6.4 Does your agency/organization track personnel costs by staff position and percent of time spent on IC-related tasks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.5 Who is the point of contact for personnel cost information?	Name: _____ Title: _____ Telephone No.: ____ - ____ - ____ (Ext. ____) E-mail Address: _____
6.6 May EPA Headquarters contact him or her directly to learn more about your personnel costs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.7 Estimate the annual capital costs incurred by your agency/ organization for IC selection, planning, design, implementation, oversight, monitoring, and/or enforcement.	

INSTITUTIONAL CONTROLS TRACKING SYSTEMS AND COSTS SURVEY (CONT'D)

EPA ICR No: 2043.01
 OMB Control No: 2050-0185
 Expiration Date: 05/31/2005

Questions	Answers
6.8 Estimate the annual operating costs incurred by your agency/organization for IC selection, planning, design, implementation, oversight, monitoring, and/or enforcement.	
6.9 Does your agency/organization track capital and operating costs by component and percent of cost spent on IC-related tasks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.10 Who is the point of contact for capital and operating cost information?	Name: _____ Title: _____ Telephone No.: ___ - ___ - ____ (Ext. ____) E-mail Address: _____
6.11 May EPA Headquarters contact him or her directly to learn more about your capital and operating costs?	<input type="checkbox"/> Yes <input type="checkbox"/> No