

ICIS  
Compliance Monitoring  
Data Entry  
Instructions

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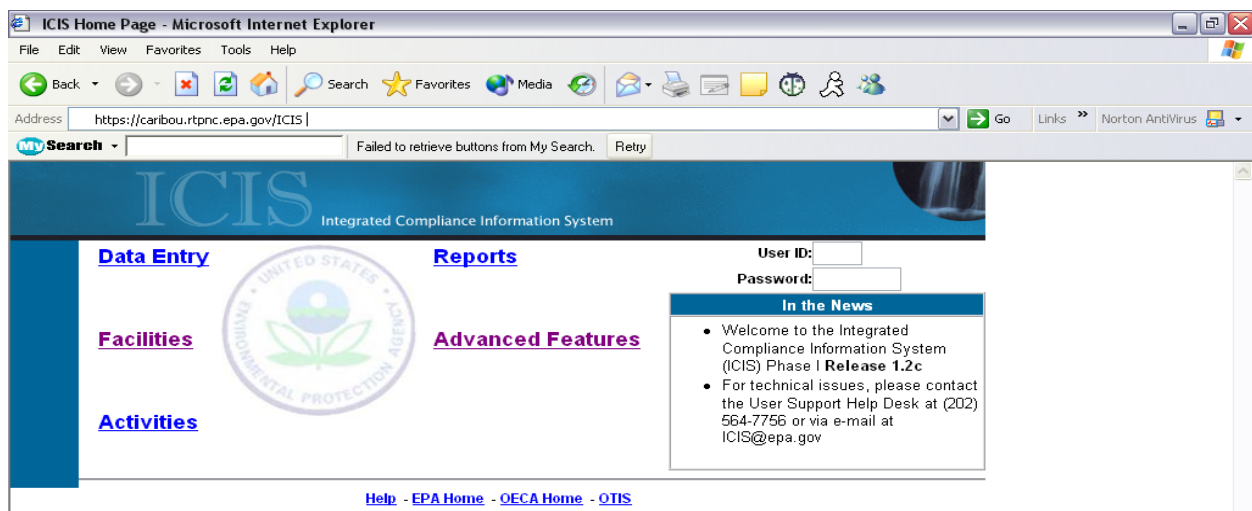
## I. INTEGRATED COMPLIANCE INFORMATION SYSTEM (ICIS) -- BACKGROUND

The Integrated Compliance Information System (ICIS) is modernizing information management at EPA and integrating state and federal compliance and enforcement data in a single data system. Presently, EPA stores enforcement and compliance information in more than a dozen data systems that use different, aging, and often incompatible hardware and software, as well as different data definitions. ICIS is a user-friendly system which will enable individuals from states, communities, facilities, and EPA to access integrated enforcement and compliance data from any desktop connected to the Internet. OECA is using cutting-edge technologies to incorporate analytical tools and reporting capabilities into ICIS featuring real-time entry and retrieval of data.

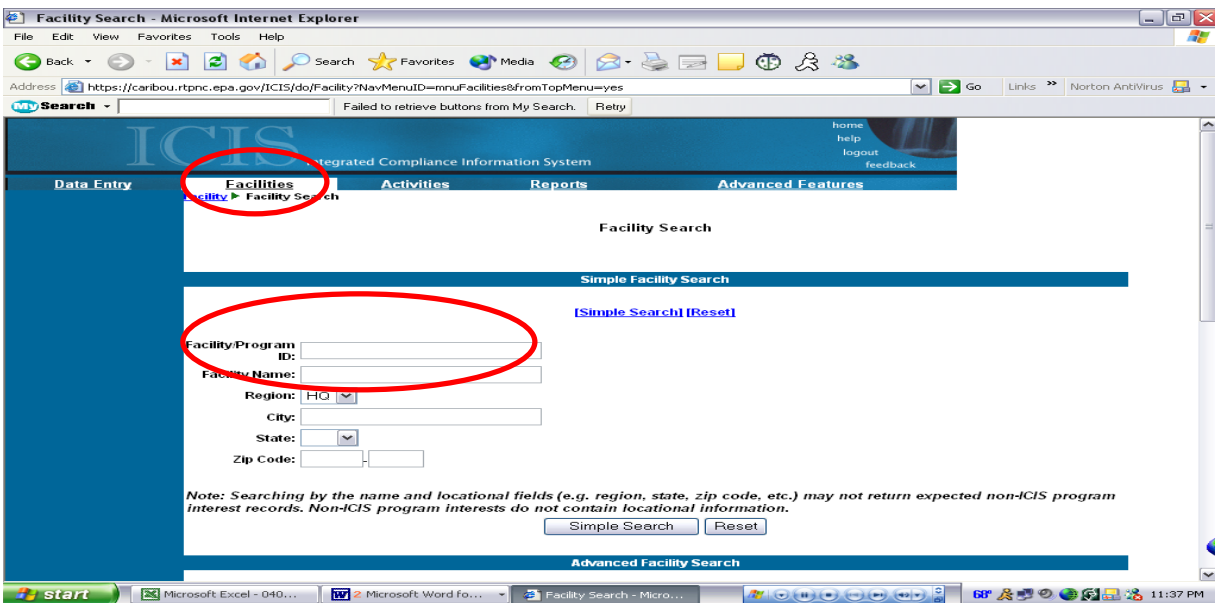
## II. ENTERING INSPECTIONS INTO ICIS

### A. Add an inspection into ICIS

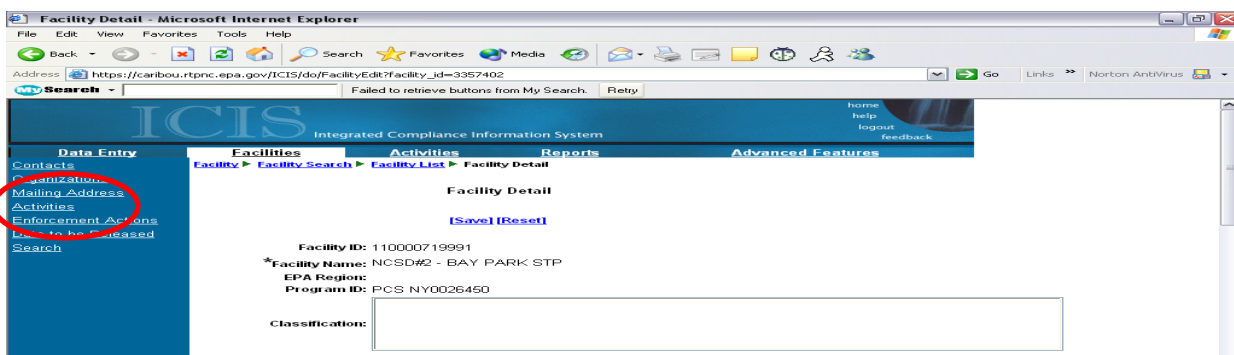
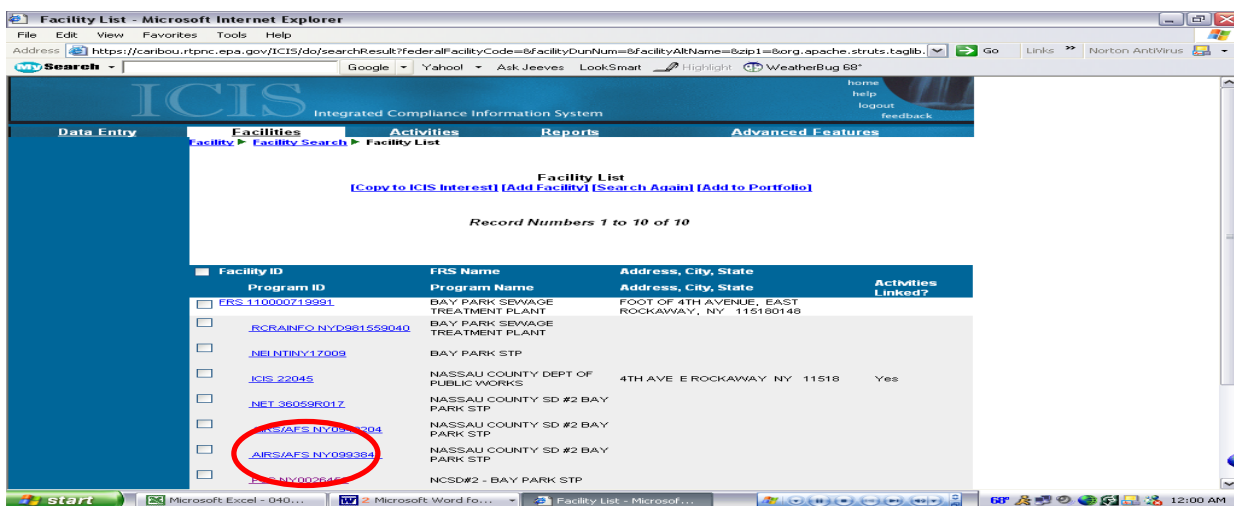
1. To access ICIS, go to the ICIS Home page by entering the following into your Internet Browser, <https://caribou.rtpnc.epa.gov/ICIS>. Don't forget the "s" after http. An easy way to remember is to go to the Intranet and add "ICIS" in all Caps (<http://intranet.epa.gov/ICIS>) which will take you to the same location. The ICIS Home page is shown below



2. To find a facility in ICIS: ICIS links all information to a "Facility" as found in the FRS database. Therefore, to enter an inspection, you must either find a "facility" in ICIS, or have a facility created if it's not already there.
  - a. Click on **Facilities**
  - b. In **Facility Name**, type in the name of the facility and state you are looking for and click on **Simple Search**. If you are not sure of the name, type in % before the name to include all facilities that would contain that word. Do not include punctuation marks.



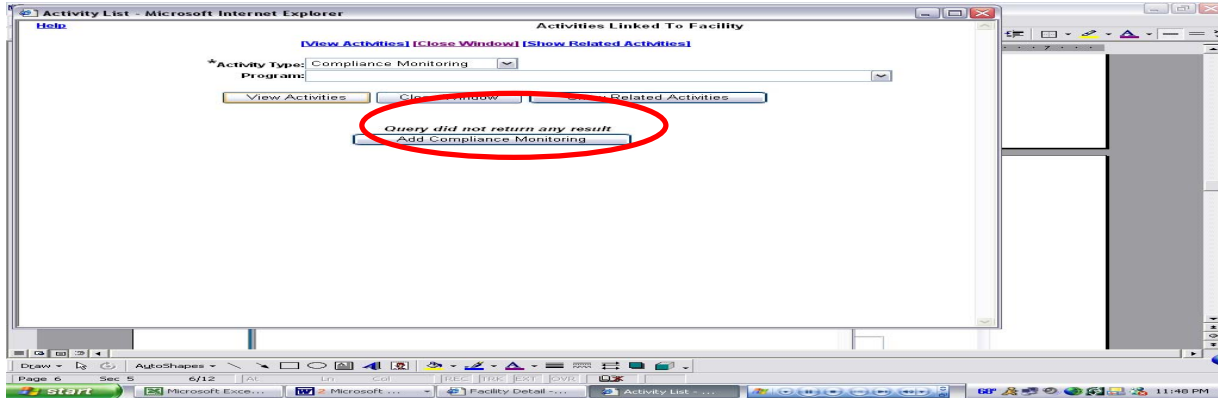
- Click on the program link (i.e., AIRS/AFS NY0942204, PCS NY0026450, etc.) or the ICIS number (i.e., ICIS 265111). You will be taken to a new screen with more information about the facility. Do not make any changes here. On the left hand menu, click on **Activities**. (Note: AIRS users will not see the usual AIRS number listed here. See the ACB contact for a table that will cross-reference the number displayed in ICIS to the familiar AIRS number format.)



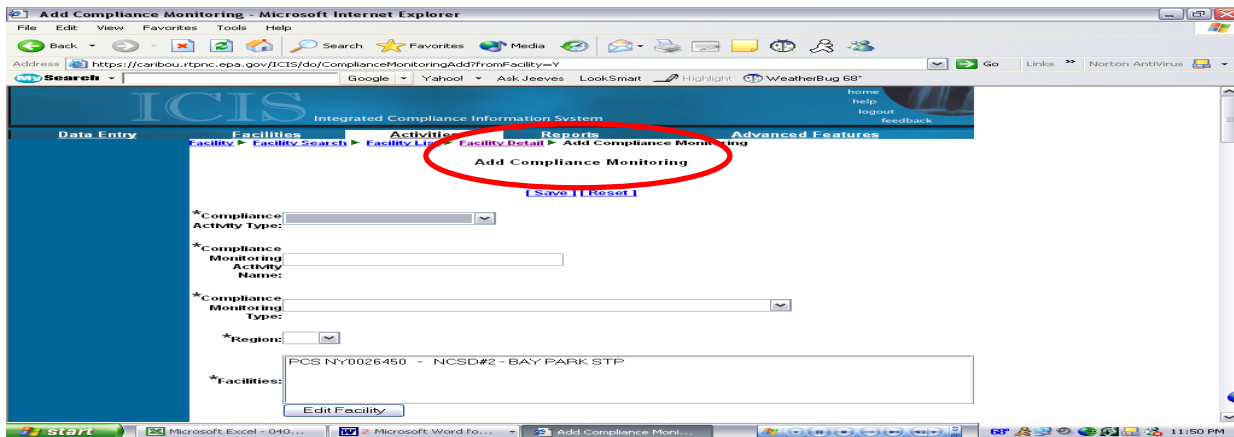
- In **Activity Type**, choose **Compliance Monitoring** in the pull down menu; then click on **View**

**Activities**

- a. If no inspection was entered, **“Query did not return any result”** would appear above the **Add Compliance Monitoring** button.
- b. Click on the **Add Compliance Monitoring** button. This will take you to the **Add Compliance Monitoring** screen.



5. ICIS will display the Compliance Monitoring Data Entry Screen. The following table highlights the critical fields on the screen. There are 9 system required data fields in ICIS to enter an inspection that you must complete (shown with an \* below), the remaining fields primarily address the Inspection Conclusion Data Sheet (ICDS) and priorities. Data entry is quick and completing all these fields in ICIS is the preferred approach.



<b>ICIS Compliance Monitoring Data Entry</b> * indicates system-required fields	
<b>Field</b>	<b>Description</b>
*Compliance Activity Type	Choose Compliance Inspection
* Compliance Monitoring Activity Name	Type in the name for this inspection in the following format, ABC Co. Inspection
* Compliance Monitoring Type	Select appropriate choice from pull down menu
* Facilities	The facility ID you selected should appear in this field, there is no need to change anything here.

<b>ICIS Compliance Monitoring Data Entry</b> * indicates system-required fields	
<b>Field</b>	<b>Description</b>
* Date Fields: Actual Start, Actual End	These dates must be filled out. For single day inspections, also fill in the Actual End.
* Federal Statutes	Click on edit statute, highlight the statute and click on select.
* Sections	Click on the appropriate statutory sections under which your inspection was conducted. More than one section can be selected by depressing the Control button.
SIC Code	Click on Edit SIC button. Type in SIC code in the top box then Search. Click on the SIC code which appears, more than one section can be selected by depressing the Control button.
NAICS Code	Can be specified in the same fashion as SIC above.
* Compliance Monitoring Action Reason	Select the most appropriate reason describing why you inspected the facility.
* Compliance Monitoring Agency Type	EPA is the default agency. No action is required here.
MOA Priorities	If your inspection was part of the work done under a National Priority, select the appropriate priority from the list.
Regional Priorities	If your inspection was part of the work done under a Regional priority, select the appropriate priority from the list.
Coordinated/Consolidated: Coordinated -- Regions coordinate more than one inspection in a different media program over a period of days or weeks. Example: Region coordinates three separate inspections: Air on January 5, water on January 15, and RCRA on January 30  Consolidated: Regions conduct more than one media inspection during the same time period. Example: Region conducts a multi-media inspection/evaluation over three days using a team of inspectors.	If this was a coordinated (within 90 days after another EPA program inspection) or consolidated (within 14 days after another EPA program inspected) multi-media inspection, click the appropriate box.
Did you observe deficiencies (potential violations) during the onsite inspection?	Click yes or no. If yes, you must identify the deficiency and answer the next 2 questions. If no, skip to the compliance assistance questions.
If you observed deficiencies, did you communicate them to the facility during the inspection?	Click yes or no.
If yes to the question above, Did you observe the facility take any actions during the inspection to address the deficiencies noted?	Click yes or no. If yes, identify the correction taken. If the action taken was "reduce pollution..." you must also identify the water or air pollutant reduced as a result of the action in the next box.

<b>ICIS Compliance Monitoring Data Entry</b> * indicates system-required fields	
<b>Field</b>	<b>Description</b>
Did you provide general compliance assistance in accordance with the policy on the "Role of the EPA Inspector in Providing Compliance Assistance During an Inspection?"	Click yes or no.
Did you provide site specific compliance assistance in accordance with the policy on the "Role of the EPA Inspector in Providing Compliance Assistance During an Inspection?"	Click yes or no
Summary Comments	If you want to add comments, such as a program ID (PCS NY....) enter them into Summary Comments

After the inspection is entered into ICIS, close out by following these steps:

- a. To identify yourself as an inspector/case developer, etc.: Click on contacts in left margin. Under Search for Contacts type your last name and click on Search. Find your name, click on link, and close the window.
- b. Save: Click on Save. You will get a confirming message that says "Information has been saved. DATE, TIME
- c. Log Out: Go to the top portion of the Screen and click Log Out to exit ICIS.

## **B. To modify an inspection**

1. Open ICIS at <https://caribou.rtpnc.epa.gov/ICIS>.
2. Sign in using User ID and ICIS password.
3. Click on **Activities**
4. In **Activity Type** pull down menu, choose Compliance Monitoring.
5. In **Activity Name**, type in the name of the inspection you entered, i.e., %Lopez, if you entered your name as part of the record, or "%French" if you entered the facility's name.
6. Click on **Search**.
7. Click on the link to the inspection you entered and make any additions/corrections.
8. Click on **Save** to save changes.

## ICIS Contact Information

ICIS Helpline:	202/564-7756
Region I (Joan Serra)	617/918-1881
Region II (Janice Dudek)	212/637-3109
Region III (Paul Dressel)	215/814-2154
Region IV (Phillip Barnett)	404/562-9616
Region V (Francene Harris)	312/886-3512
Region VI (Cathy Bius)	214/665-6456
Region VII (Kathy Robinson)	913/551-7567
Region VIII (Brenda Cazier)	303/312-6986
Region IX (Steven Armsey)	415/972-3919
Region X (Jeannine Brown)	206/553-1058