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United States  
Environmental Protection  
Agency

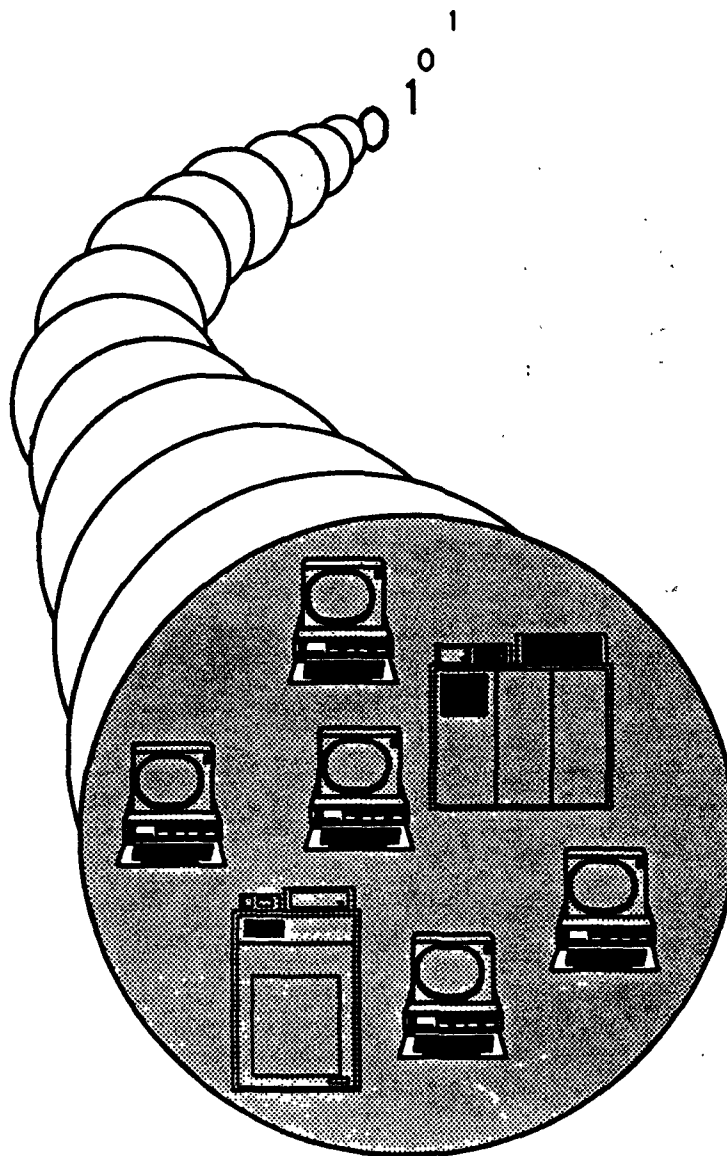
Administration And  
Resources Management  
(PM-211D)

21M-1014  
May 1991

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# Information Systems Inventory (ISI) User's Guide Macintosh Version



# Preface

We welcome your comments on this User Guide and on the ISI Macintosh Prototype system itself. Please send your suggestions to:

ISI Manager  
Information Management and Services Division (PM-211D)  
Office of Information Resources Management  
U. S. Environmental Protection Agency  
401 M Street, S. W.  
Washington, DC 20460

If you know of an EPA-owned or EPA-developed information system that should be in the ISI but is not, please fill out the form in Appendix B to the best of your ability and send it to the address above. Thank you.

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**Appendix A The EPA Information Systems Inventory Record**

**Appendix B ISI New System Form**

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## Section 1

# What is the ISI?

The U. S. Environmental Protection Agency's *Information Systems Inventory* (ISI) contains information on over 500 of EPA's current information systems, automated models, and data bases and is the definitive source of summary information about EPA systems. The ISI was originally developed in 1984 to enhance the Agency's ability to track major information systems and share information across media and program boundaries.

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## ISI Objectives

Maintaining an inventory of Agency systems is required by federal regulations and oversight agencies. In addition to meeting this requirement, the ISI's purpose is to:

- Increase awareness of existing Agency information systems;
  - Reduce duplicative information system development and data collection efforts;
  - Improve EPA's oversight of information system development; and
  - Enable EPA to respond effectively to requests for information about Agency systems.
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## OIRM's Role: Maintenance and Updates

The ISI data base is updated annually by EPA's Office of Information Resources Management (OIRM).

OIRM maintains the master data base and documentation and coordinates the update process with EPA Headquarters, Regional Office, and laboratory staff.

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## Three ISI Versions

The ISI is available in three versions. The hardcopy version contains only a subset of the information for each system. The original automated ISI is a menu-driven, PC-compatible-based application written in Clipper. The third version runs on Apple Macintoshes and was developed in HyperCard.

The Macintosh version—the subject of this User Guide—is a prototype and is still under development. Consequently, some features will need further refinement. *Users are encouraged to document any problems they experience or any suggestions they have and send them to the ISI System Manager at the address below.*

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## Obtaining Copies of the ISI

EPA staff may receive copies of the data base and software by submitting a written request to:

ISI System Manager  
Information Management and Services Division (PM-211D)  
U. S. Environmental Protection Agency  
401 M Street, S. W.  
Washington, DC 20460

Contractors and other parties interested in purchasing a hardcopy ISI, the PC version, or the Macintosh prototype may contact the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161 or call (800) 336-4700, or in Virginia (703) 487-4650. The publication numbers and prices for these items are:

- Hardcopy of ISI (PB 91-172940) — \$31.00
- Macintosh Prototype Version with User Guide (PB 91-507566) — \$130.00
- PC Version with User Guide (PB 91-507558) — \$130.00
- Macintosh Prototype Version User Guide (PB 91-175950) — \$15.00
- PC Version User Guide (PB 91-172957) — \$17.00

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## Section 2

# Installing and Opening the ISI



To use the Macintosh ISI Prototype you need any Macintosh model with at least 1 megabyte (1000K) of internal memory (RAM), a hard disk drive with at least 1 megabyte of space available, one "floppy disk drive," and a copy of Apple Computer's HyperCard software, Version 1.2.1 or higher.

The ISI can be accessed directly from the floppy disk, but its performance will be slowed considerably. Run it from your hard disk if you have one.

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### Installing the ISI



- Insert the floppy disk containing the ISI into your diskette drive.
- Double-click on the disk icon titled "ISI."
- Drag the "ISI Folder" icon into the hard disk's main desktop window. It will automatically copy itself from the floppy disk onto your hard disk.
- Close the floppy disk window and eject the disk if you wish.

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### Opening the ISI



- Double-click on the "ISI Folder" icon on your hard disk's desktop.
- Double-click on the "Home" icon in the new window that opens.

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## Home, Sweet Home



The HyperCard program requires a file named "Home" in order to operate. Many experienced users of HyperCard-based applications have a "Home Card" somewhere in their system that meets HyperCard's need for a Home file and also serves as a main menu for all or many of the HyperCard applications on the computer. The ISI Prototype temporarily replaces any existing Home Cards when you open it directly by clicking on the "Home" icon.

The Macintosh ISI Prototype is intended for use by people who have no knowledge of HyperCard or Home Cards. The ISI Home file simply interposes itself between HyperCard and any other Home files on the system for as long as you are using it. You don't have to worry about what folder the Home Card is in on your system—the ISI is its own Home Card.

This means, though, that the ISI Prototype may not work properly if you open it—via the "Open Stack" menu command—from your existing Home Card or from any other HyperCard "stack" on your system. For best results, exit from all HyperCard applications and then open the ISI by clicking on its Home icon.

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## Diving Right In

Reading the remainder of this manual will give you a thorough introduction to the ISI and its functions. If you want to get going right away, though, here are two ways to get "help" information within the ISI itself.

- Hold down the *Shift* key while you click on any button to display a brief note about that button's function.
- Click on the *User Guide* button on any screen to display the on-line version of this manual. The first "page" you will see contains some quick pointers to help you get your bearings fast.





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## Section 3 Finding a System



The first screen you encounter when you open the ISI is the ISI Index. You can reach the index at any time from any system entry by clicking on the black *Index* button at the bottom of the screen.

The ISI Index lists the ISI entries. The names and acronyms in these lists appear exactly as they do in the ISI entry they refer to.

To go directly to a system's entry, click on the system's name or its acronym in the Index list.

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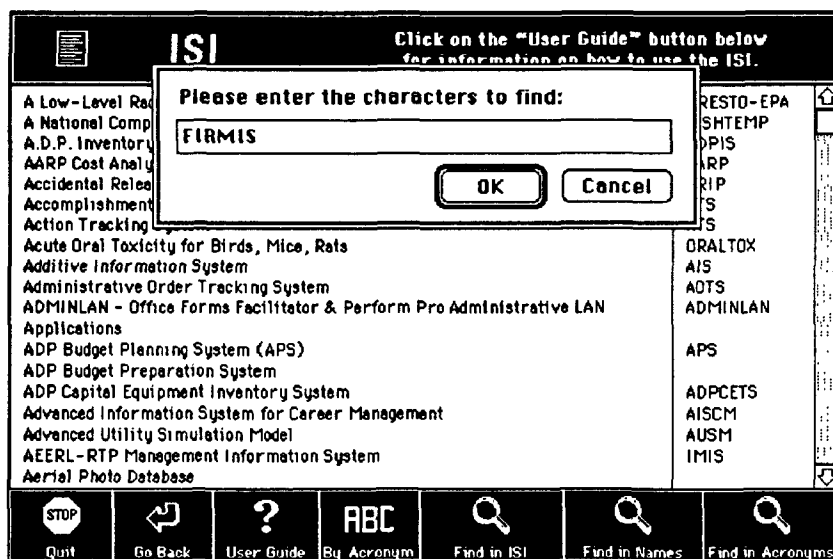
### Searching From the Index



If you know the acronym or name of the system you want to see, it's usually faster to use the *Find in ISI* button instead of scrolling through the index and clicking on the line you want. Click on *Find in ISI* and enter the acronym or one or two words from the name of the system you're looking for (Figure 1). See Section 6 for more information about searching.

Figure 1.

When you first enter the ISI, the fastest way to find the system you're looking for is to click on *Find in ISI*, enter the system's acronym or a portion of its name, and click on *OK*.



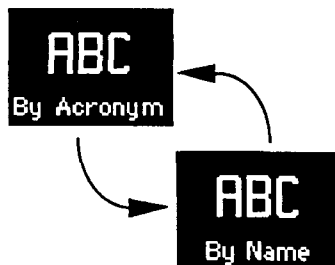
## Indexes By Name or By Acronym

The ISI Index contains two separate lists of the systems. The one you see when you first enter the ISI is alphabetized by system name, with the corresponding acronyms shown to the right of each line (Figure 2). A blank line in the acronym list means that the system has no acronym.

Figure 2.

Click on a system name or the corresponding acronym to go to the system's ISI entry.

ISI Index		Click on the "User Guide" button below for information on how to use the ISI.
MPB Exemptions	MCCEM	
Multi-Chamber Consumer Exposure Model Version 2.1	MULTIMED	
Multimedia Exposure Assessment Model for Evaluating the Land Disposal of Hazardous Wastes		
Municipal Waste Combustion - Ash Disposal Facilities Data Base	ASH DISPOS	
National Air and Radiation Environmental Laboratory	NAREL	
National Air Monitoring Stations Management Information System		
National Air Surveillance Network	NASN	
National Air Toxics Information Clearinghouse	NATICH	
National Asbestos Registry System	NARS	
National Estuary Program Tracking System	NEPTUNE	
National Municipal Policy Inventory and Tracking System	NMP	
National Performance Audit Program	NPAP	
National Phytoplankton Data Base (in Lakes)	NES PHYTO	
National Pollutant Discharge Elimination System (NPDES) Compliance Files	NPDES FILE	
National Water-Use Data System	NWUDS	
Nebraska Pesticide Certification Database	APPLICATOR	
Nebraska Pesticide Dealers	PEST DEAL	
Nebraska Pesticides Dealer Neutral Scheme	DEALERS	



The second index list—alphabetized by acronym—is hidden when you first enter the ISI and only appears when you tell it to. To show the acronym list, click on the *By Acronym* button at the bottom of the screen. The button's name will change to *By Name*, and the alphabetized acronym list will appear, with the corresponding system names to the right. The list does not include systems that have no acronym.

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## Scrolling the Index Lists

The ISI Index lists over 500 systems. To make it possible to show them all on a small computer screen, a special display window called a "scrolling field" is used. You move around in this very long list by making the list move up or down through the white display window in the middle of the screen.

There are three ways to scroll the index:

### Scrolling one line at a time

Place the hand cursor on the white arrow at the top or bottom of the gray bar at the far right of the screen. Hold the mouse button down while you want the scrolling to continue. Release the mouse button when you want to stop scrolling. This method of scrolling is quite slow. You probably will want to use it only for moving short distances in the list.

### Scrolling one windowful at a time

Place the cursor above or below the white box in the gray bar (between the white scroll arrows). Click on the gray bar. The index list will move one windowful each time you click. If you are scrolling down the list, the last line showing before you clicked will become the first line showing. If you are scrolling up the list, the first line will become the last line.

### Scrolling to a general location in the list

Place the cursor on the white box in the gray bar. Hold the mouse button down and drag the white box up or down the gray bar. When you release the mouse button, the list will automatically scroll to a position that corresponds to the white box's distance from the top of the gray bar. For example, to move to the approximate middle of the index list, drag the white box to roughly the mid-point of the gray bar and release the mouse button. The third method of scrolling is by far the fastest way to move to a point in the list that is more than one or two windowfuls away.

### IMPORTANT

*If the left column of the index list does not scroll to align itself with the right column, move the cursor back into the gray bar. The two columns will line up immediately.*

## Searching the Index Itself

Scrolling the index can be a little tedious at times. A faster way to find a system in the index is to perform an automated search for either its name (or several characters from it) or its acronym.

To do this, click on one of the two black buttons in the lower right corner of the screen—*Find in Names* or *Find in Acronyms*. In either case, a box will appear on the screen inviting you to enter your search term (Figure 3). Enter the characters you wish to search for and click on the *OK* button in the box (or just press the *Return* key). You do not have to use capital letters, even for acronyms.

All index searches are conducted in the list that is alphabetized by system name. If your search term appears in the list, it will be scrolled automatically to the top of the list and a small box will appear around it to attract your eye.

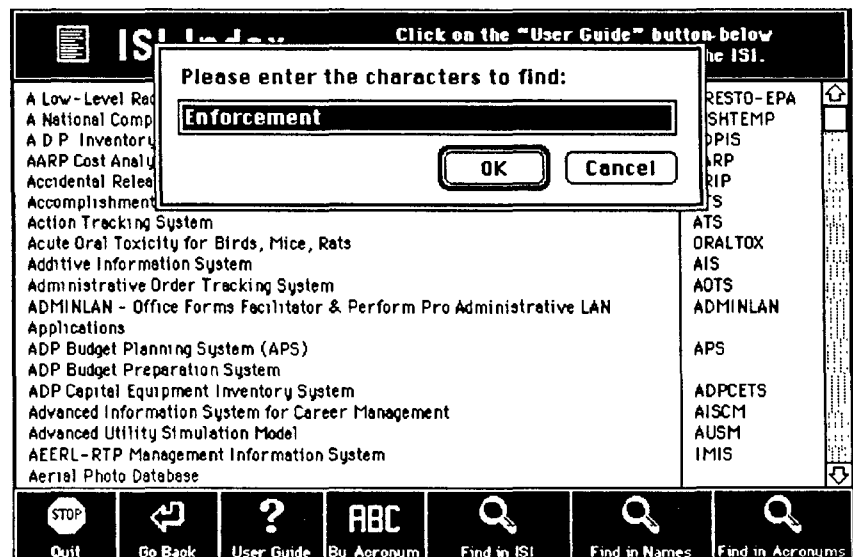
Press the *Return* key or the *Enter* key to find the next occurrence of your term in the same list. You may keep pressing *Return* as often as you wish in order to find all occurrences of your term in the index. However, after the last occurrence has been found in the index list you are searching, pressing the *Return* key again will change the cursor into a spinning beachball, indicating that the search is starting over. After several seconds, you'll again find the first occurrence in the index you searched.

To stop the search while the beachball is spinning, hold down the *Command* key (also called the Apple key—the one next to the space bar) and type a period at the same time.



Figure 3.

Click on the *Find in Names* or *Find in Acronyms* button and then enter the characters you want to find.



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## Other Buttons in the ISI Index

The ISI Index displays the following buttons in addition to the ones already discussed in this section.



Click on this button to begin a search of all ISI entries from the index. See Section 6 for more information on searching the ISI.



Use this button to display the on-line version of this User Guide while you are using the ISI. See Section 5 for more information on the on-line User Guide and other quick-help features.



This button will take you straight back to the ISI entry you were viewing just before you came to the ISI Index. (See Section 7.)



Click on this button when you want to exit the ISI. (See Section 10.)

## Section 4

# Displaying Information About a System

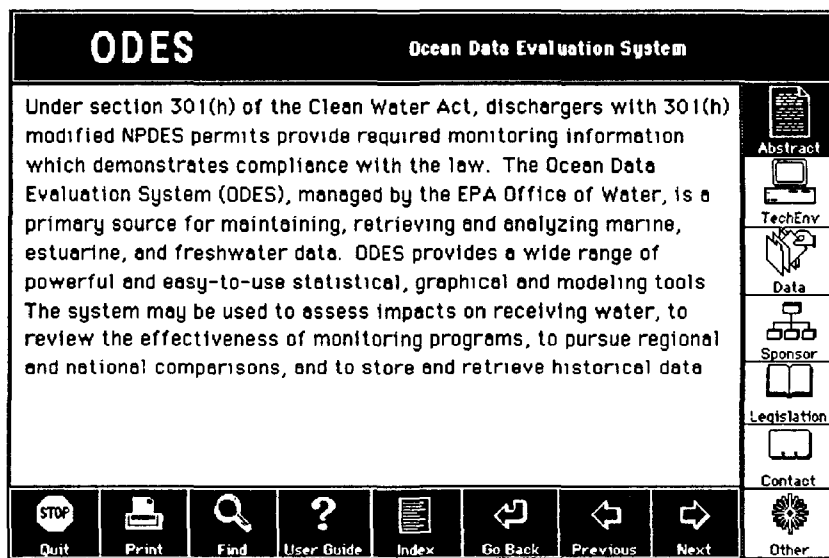
Each entry in the ISI has the layout shown in Figure 4.

The system's acronym and full name are displayed at the top of the screen. (The acronym area at the upper left will be blank if the system has no acronym).

Along the right edge of the screen are a set of white "topic buttons" used to control the type of information about the system that is displayed in the rectangular white window in the center of the screen. The black buttons along the bottom edge of the screen perform navigation and utility functions described on the last page of this section.

Figure 4.

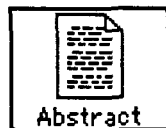
Each system entry provides a window for viewing information on various topics. Click on a topic button along the right edge to change the display to that topic.



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## Topic Buttons

When you're viewing a system's ISI entry, you can display information on seven topics—one at a time. To display each topic's set of information, click on one of the white buttons along the right edge of the screen. The topics, and their corresponding buttons, are:



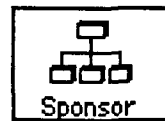
A narrative description of the system's purpose and main functions.



Information on the system's technical environment—its hardware, software, and access mode(s).



Information on the data in the system, including purpose for data collection, general data source, update cycle, and confidentiality.



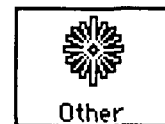
Information on the EPA organization that developed and/or operates the system, including the manager, the RPIO, the allowance holder, and the ICR number.



A citation for the principal statutes or regulations supported by the system.



A "Rolodex card" with the name, address, and telephone number of the main contact person for the system.



Additional information on the system, including status, keywords, subjects, and related systems.

When you click one of the topic buttons, it displays its set of information and turns from white to black to provide a visual reminder of which topic is now showing.

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## Topic Headings

The TechEnv, Data, Sponsor, and Other information topics have multiple headings:

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### **TechEnv**

**Manual/Automated**—Whether the system is non-automated (manual), automated, or exists in both forms.

**Software**—The data base management system and/or programming language(s) used.

**Hardware**—The type(s) of computer the system runs on.

**Input**—How data entry is routinely accomplished.

**Output**—How data retrieval is routinely accomplished.

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### **Data**

**Purpose for Data Collection**—The principal EPA functions the system supports.

**General Data Source**—The original sources from which the system's data are obtained.

**Update Cycle**—How often data are entered into the system.

**Confidentiality**—The restrictions, if any, on access to the system or portions of its data.

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**Sponsor**

**Manager**—The EPA organization officially responsible for the system (usually the organization with the information management need the system addresses).

**RPIO**—The Assistant Administrator level organization the system serves ("Regional Administrator" if the system is a Regional Office system only).

**Allowance Holder**—The Office level organization within the Assistant Administrator/Regional Administrator organization

**ICR Number**—An EPA-assigned 4-digit number used by the Office of Policy, Planning, and Evaluation to track information collection requests. (Not assigned to all systems.)

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**Other**

**Status**—The system's operational status (Planned, Under Development, Operational/Active, Archived/Complete, Inactive/On Hold); and the system level (Major Agency Information System, Widely Accessed Information System, Localized Information System, User-Owned System).

**Keywords**—Terms describing the system.

**Subjects**—Additional terms describing the system's contents and purpose.

**Related Systems**—EPA and non-EPA automated systems from which this system obtains data or to which it contributes data.

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## Navigation and Utility Buttons

The black buttons along the bottom edge of the screen have the following functions.



Go to the next entry in the ISI. (See Section 8.)



Go to the previous entry in the ISI. (See Section 8.)



Retrace your steps back through one or more entries you have viewed. (See Section 7.)



Go to the ISI Index. (See Section 3.)



Display the ISI User Guide. (See Section 5.)



Search all ISI entries for a term you specify. (See Section 6.)



Print selected information for the ISI entry you are now viewing. (See Section 9.)



Exit the ISI. (See Section 10.)

## Section 5

# Getting Help Fast

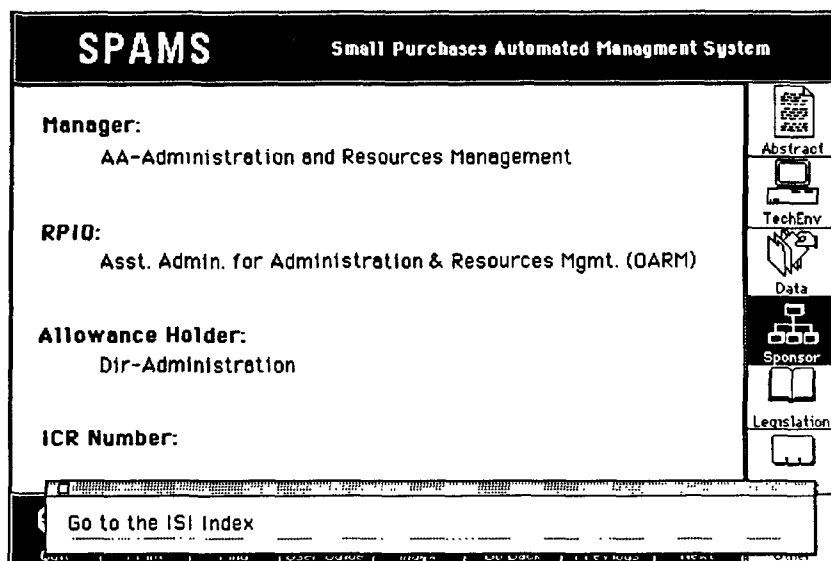
Two features provide information to help you use the ISI: button notes and an on-line user guide. The button note feature is described below, and the on-line user guide is discussed on the following page.

## Button Notes

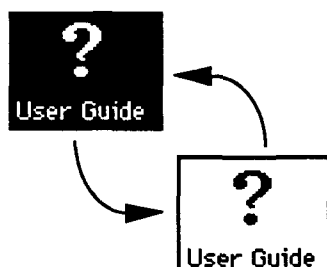
You can get a quick reminder about the function of any button by holding down the *Shift* key while you click on the button. A narrow box will appear on the screen with a brief description of what the button does (Figure 5). The box will disappear automatically after a few seconds.

Figure 5.

Shift-click on a button to display a note about its function.



## The On-Line User Guide

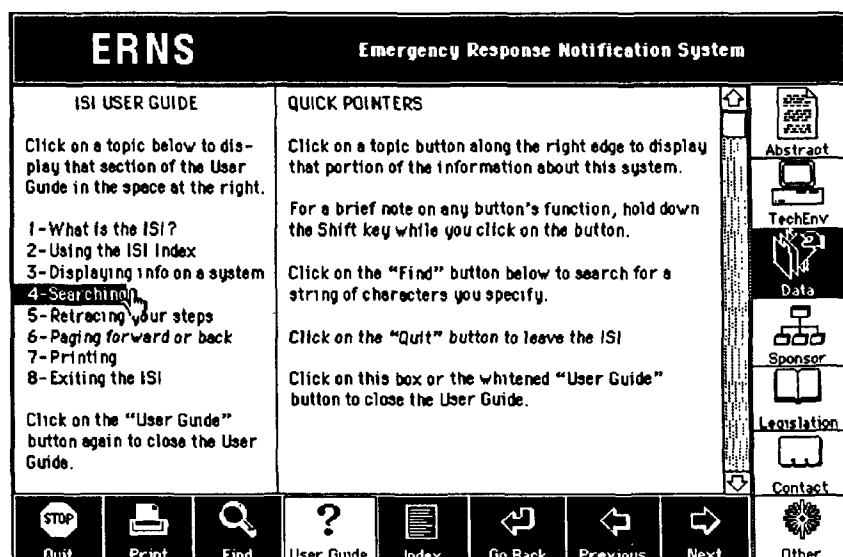


Much of this User Guide is included in the ISI itself and can be accessed and examined from any screen. Click on the black *User Guide* button to display the on-line manual. The button will turn white to indicate that the User Guide is now open. The information topic displayed in the white window will be replaced by two columns (Figure 6). The right column contains a few quick pointers. You may never need anything more detailed than this brief overview.

If you want more detailed information, the column on the left of the display area contains a numbered list of the sections in the on-line User Guide. Click on a line in this list to display the text of that section in the column on the right.

Figure 6.

Click on a topic in the left column to display the guide's text in the right column.



In many cases, the text of a section is longer than the space provided and you need to scroll the display window to find the information you're looking for. See Section 3 of this manual for instructions on scrolling.

To close the User Guide and return to the information that was showing before you opened it, click on the whitened *User Guide* button.

## Section 6

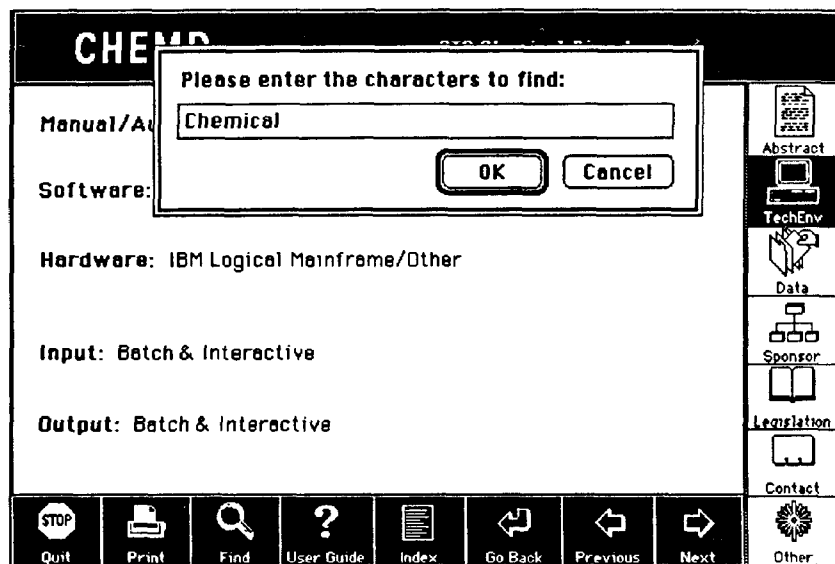
## Searching the ISI



To search the entire contents of the ISI for a character string you specify, click on the black *Find* button at the bottom of the screen. If you're in the ISI Index, use the *Find in ISI* button. A box will appear inviting you to enter your search term (Figure 7). As you type your characters, they will appear in the narrow text box. Click on the *OK* button to begin your search (or simply press the *Return* key).

Figure 7.

To initiate a search, click on the *Find* button, type your search term in the box, and click on *OK*.



If you have already conducted a search during your current ISI session, your previous search term will be supplied as a default. To use this same search term again, simply click on the *OK* button—you don't have to type the term in again.

The cursor turns into a spinning beachball to let you know that the search is in progress. When the first occurrence of your search term is found, it is marked briefly with a black box around the found characters to draw your attention to the location of this "hit" in the text.

If your search term does not appear anywhere in the ISI, a note will appear after a few seconds informing you that there were no hits. You may wish to verify the spelling of your term in this note to be sure you didn't mistype when you entered it.

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## Finding Additional Occurrences

To find the next occurrence and all succeeding occurrences of the same term, press the *Return* key or the *Enter* key (they both have the same effect). Each time the term is found, the black box will appear briefly to draw your eye to the location (Figure 8).

Figure 8.

Occurrences of your search term are highlighted by a black box. Press the *Return* key to find the next occurrence.

CIHADS		Carcinogen Interaction Hazard Assessment Databases and Software	
Status:	Operational/Active User-Owned System	Abstract	
Keywords:	Environmental Effects; Environmental Releases, Health Effects; Ground Water; Sediment; Soil, Surface Water; Biological; <b>Chemical</b> ; Exposure; Drinking Water;	TechEnv	
Subjects:	AIR Environmental Data; Emissions; Health Effects WATER Effluents; Environmental Data; Groundwater HAZARDOUS AND SOLID WASTE Spills; Sludge, Environmental Data	Data	
Related Systems:		Sponsor	
		Legislation	
		Contact	
Quit	Print	Find	User Guide
Index	Go Back	Previous	Next
			Other

Note that the search function is smart enough to show the correct information automatically and darken the corresponding topic button if the next hit is in a different topic area. You find all occurrences of the term in the text for a single system—even though most of that text is not displayed at any given time—before you move on to the next system entry containing the term.

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In this ISI prototype, the "Find" function cannot distinguish between the system entries and the ISI Index. Therefore, occurrences of your term in the index lists will also be found and highlighted. If you do not wish to search the index after landing there, press the rightward arrow key on your keyboard to move you to the system entry immediately following the index. Then press the *Return* key again to resume your search in the system entries.

The search proceeds through the system entries in order (they are alphabetized by acronym), beginning with the one you are viewing when you begin the search. When the end of the alphabetized entries is reached, the ISI Index is searched, and then the entries alphabetically preceding the one you started on are searched. This means that you should NOT assume when you begin finding hits in the ISI Index that there are no more hits in the system entries. You will only know you've found all of the hits when you reach the first hit you found—for the second time.

You can continue searching—and finding—for as long as you keep pressing the *Return* key. Once you've gone through all the hits one time, you'll cycle through a second time, and so on *ad infinitum* until you do something else besides hitting *Return*.

---

## Stopping a Search

To stop a search that's in progress (as indicated by the spinning beachball cursor), hold down the *Command* key (also called the Apple key, next to the space bar) and type a period at the same time. The search will be terminated, leaving you on the system entry that was being searched at the time the command to stop was received.

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## Going Back to the Screen Where You Began a Search



If your search has produced hits in other portions of the ISI, you may wish for one reason or another to go straight back to the entry you were viewing when you began the search. If so, click on the *Go Back* button at the bottom of the screen.

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## Speeding and Limiting Your Searches

**When possible, use two or more words, or portions of words—each with at least 3 characters.**

Searching time is reduced dramatically when your search term contains two or more words, or portions of words, and when the first word in your term contains three characters or more. For example, if you wish to find occurrences of the term "fish tissue," then it is far better to enter the full two words as your search term. Using just one word or the other would slow the search (and probably produce extraneous hits—see below). Searching on two characters from each—"sh ti," while it might limit the hits to those you're looking for, would take significantly longer than using "ish tis."

The search will find occurrences only of the exact string you enter. It will not find, for example, text fields where "fish" and "tissue" both occur, though not together.

To reduce the number of extraneous hits your search produces (hits on words or phrases that contain the letters you entered but are not of interest to you), enter as many characters as are unique to the word or phrase you're looking for.

For instance, if you're looking for occurrences of the word "biomonitoring," best results will come when you search for "biomon." If you entered only "biom," you would get hits on any occurrences of "biome" and "biomass" in addition to "biomonitoring." If you entered just "bio," you would also stop on all occurrences of "biology," "biological," "biotechnology," and so on. And if you entered just "bi," you would find a wide variety of unwanted hits such as "big," "billing," and "biweekly."

Conversely, it is possible to overspecify your search term and thereby fail to find some of the relevant entries in the ISI. For example, you might search for "carcinogenicity" and find no hits. The less restrictive term "carcino" would also produce hits on "carcinogen" and "carcinogenic," both of which may be of interest to you. A more common term, such as "cancer," might yield still more relevant information.

Remember that the system abstracts and other topics vary in length and detail in this version of the ISI. A given search may miss some relevant systems because the term you assumed would be used in fact does not appear anywhere in the entries for these systems. Feel free to experiment with your searches, and be creative.



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## Section 7

# Retracing Your Steps

Sometimes it's convenient to retrace your steps back to the system entry you were on just before, or to even go farther back in reverse order. To do this, click on the *Go Back* button.



You might use this feature in the following way, for example. In reading the information on a system, you note that a related system is listed (in the information set displayed by the *Other* button). You go to the ISI Index, look up this system, and go to its entry by clicking on its acronym in the index list. After reading about this related system, you want to go straight back to the system entry you were reading before. Use the *Go Back* button twice—once takes you back to the Index, and the second takes you a step further in reverse to the system you were on when you went to look at the Index.

After you conduct a search and find occurrences of your term in more than one system entry, the *Go Back* button will not move you back through the entries where you had hits. You'll go back to the entry you were on when you began the search—or to the index, if that's where you started searching.

---

## Section 8

# Paging Forward or Backward

To move forward or backward through the system entries in the order in which they are arranged in the data base, use the *Next* or *Previous* button. These buttons move you one screen in either direction each time you click them.



This feature will be of limited value to most users, since the ISI Index and the *Find* button offer highly efficient ways to find a specific system without looking at any others. On occasion, the *Next* and *Previous* buttons can be useful, though—for example, when you're interested in a series of systems with acronyms similar enough that they fall close together in the alphabetical ordering of the ISI entries. In examining and comparing the entries on these systems, you might find the directional buttons more convenient than jumping to the Index to select the next entry to view.



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## Section 9

## Printing



The printing feature, invoked by clicking on the *Print* button, is not available for this prototype version of the Macintosh ISI. In a future version, you will be able to print out the text of one or more topic areas for a specified system.

## Section 10 Exiting the ISI



To quit your session with the ISI, click on the *Quit* button in the lower lefthand corner.

A box may appear, asking you if you wish to “compact” the ISI files to reclaim some of the disk space you have lost when the ISI, in the course of normal use, expanded the room it takes up on your hard disk (Figure 9). Compacting may take 30 seconds or more, but it’s a good idea to do it if the disk space to regain exceeds 10 or 20K. Initiate the compacting operation by clicking on the *Go Ahead* button or by pressing the *Return* key. Click *Not Now* to exit immediately without compacting.

It is not necessary to compact the ISI before exiting if you do not store the ISI on your hard disk between uses.

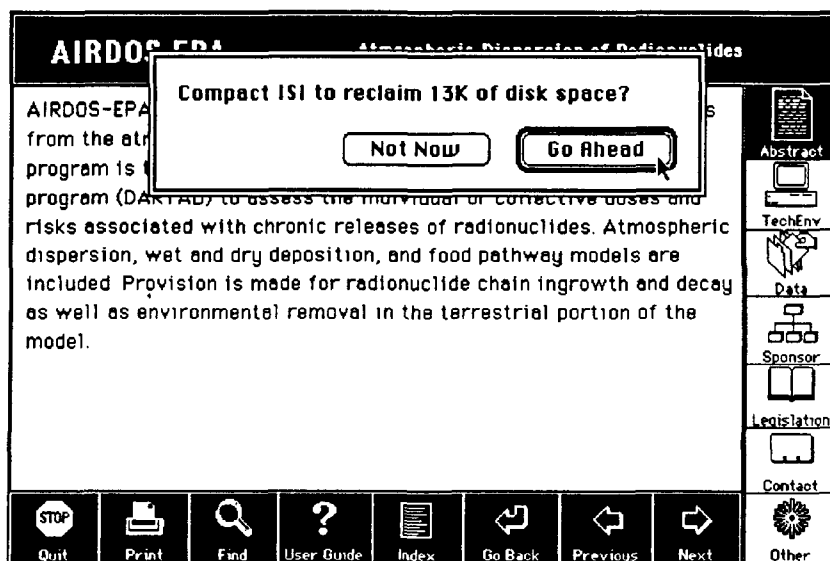


Figure 9.

After clicking on the *Quit* button, you usually are given the option of compacting the ISI to free up some of your hard disk space.

## **Appendix A**

## APPENDIX A

### THE EPA INFORMATION SYSTEMS INVENTORY RECORD

#### FIELD NAME

#### DESCRIPTION

#### SYSTEM ID:

Internally generated 8 digit number that uniquely identifies an inventory record in the system.

#### SYSTEM LEVEL:

Category based on system use and criticality to the Agency. There are 4 categories:

(1) Major Agency Information System: An information system that requires special continuing management attention because of its importance to an agency mission; its high development, operating, or maintenance costs; or its significant impact on administration of agency programs, finances, property, or other resources. In this context, a system which requires obligations of more than \$500,000 per year to maintain or whose software component contains more than 500,000 lines of code is considered a major information system.

(2) Widely Accessed Information System: An information system that is not a Major Agency Information system, but which significantly supports accepted program goals and missions and is widely accessed by a combination of EPA Headquarters, Regional Offices and/or State and local users and other Federal agencies.

(3) Localized Information System: An information system that is not a Major Agency Information System or Widely Accessed Information System, but which significantly supports accepted program goals and missions. It is accessed primarily by users in one major area, e.g., Headquarters, a singly program, or a Region.

(4) User-Owned System: Unique, stand-alone system developed to improve efficiency or effectiveness of operations for a single user or a small group of users.

**INSTRUCTION:** Add or correct system level. Write in the number.

**SYSTEM ACRONYM:**

Acronym or mnemonic most commonly used to refer to the system.

**INSTRUCTION:** Add or correct acronym information. The field length is 10 characters.

**SYSTEM NAME:**

Complete official English language name.

**INSTRUCTION:** Correct or complete the system name. The field length is 160 characters. Do not abbreviate any part of the name unless it is part of the exact system name.

**ORGANIZATION NAME:**

Official name of the organization that is responsible for the system—i.e., has the information requirement that the system is developed to meet.

**INSTRUCTION:** Correct or complete the existing organizational name. Use the Office, Division, Branch to indicate the responsible organization. Always abbreviate the Office level and write in the full Division and Branch level organizational names, separated by commas. The field length is 160 characters. If there is not sufficient space, then abbreviate the Division name, then the Branch name if necessary.

**NATIONAL PROGRAM  
MANAGER CODE:**

Numeric code that identifies the responsible Assistant Administrator level organization including all its Regional Office components.

**INSTRUCTION:** Add or correct the code using Appendix B and write in the number.

**RPIO CODE:**

Numeric code that identifies the Assistant Administrator organization or the Regional Administrator level organization.

**INSTRUCTION:** Add or correct the code using Appendix B and write in the number.



<u>ALLOWANCE HOLDER:</u>	Numeric code that identifies the Office level organization within an Assistant Administrator/Regional Administrator organization.
	<b>INSTRUCTION:</b> Add or correct the code using Appendix B and write in the number.
<u>PROGRAM ELEMENT CODE</u>	Field to be deleted during the next update cycle.
<u>RESPONSIBLE PERSON:</u>	Name of the EPA person at the Branch level or its equivalent, within the organization named above, <u>who has management rather than technical responsibility</u> for the system.
	<b>INSTRUCTION:</b> Add or correct the name <u>using last name first, then first name</u> . Use the management level person at the Branch level or its equivalent. Do not use the name of the technical person responsible for the system. The field length is 30 characters.
<u>TELEPHONE NUMBER:</u>	Telephone number, including the area code and FTS number of the responsible person.
	<b>INSTRUCTION:</b> Add or correct the telephone numbers. Use the area code as well as the FTS number.
<u>MAIL CODE:</u>	Agency alphanumeric mail code for the responsible person named above.
	<b>INSTRUCTION:</b> Add or correct the mail code, using the current EPA telephone directory or other more current source.
<u>FIMAS CODE:</u>	Field to be deleted during the next update cycle.
<u>CURRENT YEAR SUPPORT FUNDS:</u>	Field to be deleted during the next update cycle.
<u>CURRENT YEAR TIMESHARE FUNDS:</u>	Field to be deleted during the next update cycle.

**ICR NUMBER:**

An EPA internally assigned 4-character number that tracks information collection requests as required by the Office of Policy, Planning, and Evaluation (also referred to as the Information Collection Budget number).

**INSTRUCTION:** Add or correct ICR number. NOTE, many systems do not have an ICR number.

**AUTHORITY:**

Statutory authority for the information collection.

**INSTRUCTION:** Add or correct authority information. For example, use the title and public law number. Use up to 3 sources per system. The field length for law number is 20 characters; the field length for law title is 254 characters.

**PURPOSE OF DATA:**

Designates the functions supported.

- (1) Administrative
- (2) Development of Regulations or Standards
- (3) Compliance or Enforcement
- (4) Trend Assessment
- (5) Technology Development
- (6) Risk Assessment
- (7) Anticipatory/Research
- (8) Program Evaluation
- (9) Special Study
- (10) Analysis
- (11) Oversight
- (12) Other

**INSTRUCTION:** Select up to 3 functions from the list and write in the number(s) in priority order, starting with the highest priority function as the first selection.

**DATA SOURCE:**

The original sources from which the data within the system are obtained.

- (1) Required Reporting Entities
- (2) Other Data Systems
- (3) Literature
- (4) EPA
- (5) Other Government Agencies (Federal, State, Local)
- (6) Other Nongovernment Entities

(7) Other

**INSTRUCTION: Add or correct up to 3 sources from the list and write in the number(s).**

**UPDATED CYCLE:**

Indicates how often the data are entered into the system.

- (1) Daily
- (2) Weekly
- (3) Biweekly
- (4) Monthly
- (5) Bimonthly
- (6) Quarterly
- (7) Semiannually]
- (8) Annually
- (9) Biannually
- (10) Other

**INSTRUCTION: Select 1 choice from the list and write in the number.**

**SYSTEM STATUS:**

The present operational status of the system.

- (1) Planned
- (2) Under Development
- (3) Operational
- (4) Archived

**INSTRUCTION: Select 1 choice from the list and write in the number.**

**CONFIDENTIALITY:**

Identifies the restrictions, if any, place on the system.

- (1) None
- (2) Update Restrictions
- (3) Access Restrictions
- (4) Update/Access Restrictions
- (5) Confidential Business Information

**INSTRUCTION: Select up to 2 choices from the above list and write in the number(s).**

**TYPE OF SYSTEM  
ACCESS FOR INPUT:**

Identifies how data input is accomplished on a routine basis.

- (1) Batch
- (2) Interactive
- (3) Batch and Interactive
- (4) Other

**INSTRUCTION: Select 1 from the above list and write in the number.**

**TYPE OF SYSTEM  
ACCESS FOR OUTPUT:**

Identifies how data input is accomplished on a routine basis.

- (1) Batch
- (2) Interactive
- (3) Batch and Interactive
- (4) Other

**INSTRUCTION: Select 1 from the above list and write in the number.**

**TYPE OF COMPUTER:**

The names, including the manufacturer's names and model numbers of the mainframes, minis, or micros on which the system operates.

**INSTRUCTION: Add or correct computer information from the list. Select up to 3 entries and write in the number(s).**

**MANUAL/AUTOMATED:** Indicates whether the system is :

- (1) Manual
- (2) Automated
- (3) Manual and Automated

**INSTRUCTION: Select 1 choice from the above list and write in the number.**

**SOFTWARE SYSTEM:**

Identifies the DBMS(s) and/or programming language(s) in which the system has been implemented.

**INSTRUCTION:** Add or correct software information. The field length is 45 characters. For DBMS systems, list DBMS first, followed by Programming Language (e.g., ADABAS, Natural).

**SYSTEM SUBJECT CLASSIFICATION:**

Broad subject matter access terms used to describe the system content.

**INSTRUCTION:** Add or correct subject terms. There are 11 broad subject classifications. Select up to 4 and write in the number(s) found in parentheses. For most of these broad subject classifications there are also subclassification terms. Select up to 3 subclassifications for each broad classification and write in the number(s) found in parentheses. Use Appendix C to select all classification terms.

**RELATED SYSTEMS:**

The EPA and non-EPA automated systems from which data are obtained and to which data are contributed.

**INSTRUCTION:** Indicate the name of any related system. The field length is 160 characters.

**DATA KEYWORDS:**

Keywords that describe data contained in a system by environmental, chemical, source, receptor, medium, and other general terms.

- (1) Environmental Effects
- (2) Environmental Releases
- (3) Health Effects
- (4) Physical-Chemical Properties
- (5) Test/Analysis Method
- (6) Transformation Rates
- (7) Climate
- (8) Groundwater
- (9) Sediment
- (10) Soil
- (11) Surface Water
- (12) Biological
- (13) Chemical
- (14) Compliance
- (15) Economic

- (16) Exposure
- (17) Model
- (18) Noise
- (19) Physical
- (20) Body Burden
- (21) Drinking Water
- (22) Population, Human
- (23) Population, Nonhuman
- (24) Chemical Use
- (25) Discharge Points
- (26) Geographic Codes
- (27) Geographic Coordinates
- (28) Manufacturing
- (29) Monitoring (Environmental)
- (30) Non-Point Source
- (31) Point Source
- (32) Processing
- (33) Production Volume
- (34) Site Characteristics
- (35) Storage
- (36) Transportation
- (37) Treatment/Disposal

**INSTRUCTION:** Add or correct up to a total of 18 data keywords. Select keywords from the above list and write in the number(s), and/or provide any other unique keywords.

**ABSTRACT:**

A paragraph that describes and defines the system.

**INSTRUCTION:** Add or correct up to 10 eighty character lines. The abstract field is a critical source of system information. The abstract should describe a system in such a way that a reader can determine its importance to agency goals as well as the potential use of a system's information.

## **Appendix B**





# ISI New System Form

1

**System Acronym:** Up to 10 characters.

\_\_\_\_\_

**System Level - Circle one.**

1. Major Agency Information System
2. Widely Accessed Information System
3. Localized Information System
4. User-Owned Information System

**System Name:** Up to 160 characters. Do not use abbreviate words unless part of official title.

\_\_\_\_\_  
\_\_\_\_\_

**Organization Name:** Up to 160 characters in Office, Division, Branch order. Abbreviate Office.

\_\_\_\_\_  
\_\_\_\_\_

**Responsible Person:** Person with management rather than technical responsibility for the system. Up to 30 characters. Last name first.

\_\_\_\_\_

**Phone No:** ( ) \_\_\_\_\_

**FTS Phone:** 8- \_\_\_\_\_

**Mail Code:** \_\_\_\_\_

**ICR Number:** Note: many systems do not have ICR numbers. 4 characters. \_\_\_\_\_

**Law Number & Law Title:** Up to 20 characters for law number, 254 characters for law title.

**Law #:** \_\_\_\_\_

**Title:** \_\_\_\_\_  
\_\_\_\_\_

**Law #:** \_\_\_\_\_

**Title:** \_\_\_\_\_  
\_\_\_\_\_

**Law #:** \_\_\_\_\_

**Title:** \_\_\_\_\_  
\_\_\_\_\_

**Purpose of Data Collection:** Select up to 3 purposes and designate their priority with "1" as the highest priority.

- 1 Administrative
- 2 Development of Regulations or Standards
- 3 Compliance or Enforcement
- 4 Trend Assessment
- 5 Technology Development
- 6 Risk Assessment

- 7 Anticipatory/Research
- 8 Program Evaluation
- 9 Special Study
- 10 Analysis
- 11 Oversight
- 12 Other

# ISI New System Form

**Manager Code/RPIO Code/Allowance Holder:** Circle the appropriate Manager, RPIO, and Allowance Holder code from this or the following page. Circle only one from each code type.

## Manager Code

↓ RPIO Code  
↓ Allowance Holder

### 10 AA-Research and Development

- 26 *Asst. Admin. for Research and Development (ORD)*
- 26 AA-Research and Development
- 60 Dir-Modeling Monitoring Systems and Quality Assurance
- 61 Dir-Health Research
- 62 Dir-Environmental Engineering and Technology Demonstration
- 63 Dir-Environmental Processes and Effects Research
- 64 Dir-Health and Environmental Assessment

### 30 AA-Air and Radiation

- 27 *Asst. Admin. for Air & Radiation (OA&R)*
- 27 AA-Air and Radiation
- 33 Dir-Radiation Programs
- 53 Dir-Air Quality Planning and Standards
- 56 Dir-Mobile Sources
- 58 Dir-Off Atmosphere and Indoor Air

### 40 AA-Water

- 30 *Asst. Admin. for Water (OW)*
- 30 AA-Water
- 23 Dir-Water Enforcement
- 28 Dir-Water Regulations and Standards
- 29 Dir-Municipal Pollution Control
- 40 Dir-Drinking Water
- 86 Dir-Ground Water
- 87 Dir-Marine and Estuarine Management
- 89 Wetlands

## Manager Code

↓ RPIO Code  
↓ Allowance Holder

### 50 AA-Administration and Resources Management

- 16 *Asst. Admin. for Administration & Resources Mgmt. (OARM)*
- 16 AA-Administration and Resources Management
- 42 Comptroller
- 51 Dir-Administration
- 57 Dir-Administration-SLUC
- 52 Dir-Administration-Cincinnati
- 54 Dir-Administration-RTP
- 55 Dir-Information Resources Management
- 85 Dir-Office of Human Resources Management

### 55 AA-External Affairs

- 15 *Asst. Admin for External Affairs (OEA)*
- 15 External Affairs (OEA)

### 60 Administrator/Staff

- 11 *Administrator/Staff (ADM/Staff)*
- 11 Administrator/Staff Offices

### 65 Inspector General

- 35 *Inspector General (OIG)*
- 35 Inspector General

### 70 AA-Pesticides and Toxic Substances

- 20 *Asst. Admin. for Pesticides and Toxic Substances (OPTS)*
- 20 AA-Pesticides and Toxic Substances
- 32 Dir-Pesticides Program
- 69 Dir-Toxic Substances
- 71 Association AA-Toxic Integration
- 83 Dir-Compliance Monitoring

# ISI New System Form

**Manager Code/RPIO Code/Allowance Holder:** Circle the appropriate Manager, RPIO, and Allowance Holder code from this or the previous page. Circle only one from each code type.

## Manager Code

↓ RPIO Code

↓ Allowance Holder

### 75 AA-Solid Waste and Emergency Response

75 Asst. Admin. for Solid Waste & Emergency Response (OSWER)

75 AA-Solid Waste and Emergency Response

81 Dir-Waste Programs Enforcement

31 Dir-Solid Waste

72 Dir-Emergency and Remedial Response

88 Office of Underground Storage Tanks

### 80 AA-Enforcement

77 Asst. Admin. for Enforcement (OE)

77 AA-Enforcement

50 Dir-National Enforcement Investigations Center - Denver

36 Dir-Federal Activities

### 85 General Counsel

39 General Counsel (OGC)

39 General Counsel

### 90 AA-Policy, Planning, and Evaluation

41 Asst. Admin. for Policy, Planning and Evaluation (OPPE)

41 AA-Policy, Planning, and Evaluation

43 Dir-Policy Analysis

44 Dir-Standards and Regulations

45 Dir-Management Systems and Evaluation

## Manager Code

↓ RPIO Code

↓ Allowance Holder

xx For each system use the appropriate Manager Code that identifies the responsible Assistant Administrator level organization.

1 Region 1 Boston

1 Region 1 Boston

2 Region 2 New York

2 Region 2 New York

3 Region 3 Philadelphia

3 Region 3 Philadelphia

4 Region 4 Atlanta

4 Region 4 Atlanta

5 Region 5 Chicago

5 Region 5 Chicago

6 Region 6 Dallas

6 Region 6 Dallas

7 Region 7 Kansas City

7 Region 7 Kansas City

8 Region 8 Denver

8 Region 8 Denver

9 Region 9 San Francisco

9 Region 9 San Francisco

10 Region 10 Seattle

10 Region 10 Seattle

80 Regions Total

90 Regions Total

# ISI New System Form

4

**Source of Data:** Circle up to 3 sources.

- 1 Required Reporting Entities
- 2 Other Data Systems
- 3 Literature
- 4 EPA

- 5 Other Government Agencies (Federal, State, Local)
- 6 Other Nongovernment Entities
- 7 Other

**Update Cycle:** Circle 1 cycle from the list.

- 1 Daily
- 2 Weekly
- 3 Biweekly
- 4 Monthly
- 5 Bimonthly

- 6 Quarterly
- 7 Semiannually
- 8 Annually
- 9 Biannually
- 10 Other

**System Status:** Circle 1 status from the list.

- 1 Planned
- 2 Under Development
- 3 Operational/Active
- 4 Archived/Completed
- 5 Inactive/On Hold

**Confidentiality:** Circle up to 2 items.

- 1 None
- 2 Update Restrictions
- 3 Access Restrictions
- 4 Update/Access Restrictions
- 5 Confidential Business Information
- 6 Privacy Act Sensitive
- 7 Internal EPA Use Only
- 8 Publicly Available

**Access for Input:** Circle 1 input method.

- 1 Batch
- 2 Interactive
- 3 Batch & Interactive
- 4 Other

**Access for Output:** Circle 1 output method.

- 1 Batch
- 2 Interactive
- 3 Batch & Interactive
- 4 Other

**Computer Type:** Circle up to 3 computers.

- 1 IBM 3090
- 2 IBM PC
- 3 IBM Logical Mainframe/Other
- 4 PRIME
- 5 DEC 11/70
- 6 DEC 11/780
- 7 SPERRY 1100/82
- 8 Other
- 9 Apple Macintosh

**Manual/Automated:** Circle 1 item.

- 1 Manual
- 2 Automated
- 3 Manual & Automated

**Software System:** DBMS(s) and/or programming language(s). For DBMS list DBMS first, followed by programming language. Up to 45 characters.

---

# ISI New System Form

**Classification:** Describes system content. Circle up to 4 of the 11 broad subject classifications and up to 3 subclassifications for each classification.

**Classification**  
↓  
**Subclassification**  
↓

**Classification**  
↓  
**Subclassification**  
↓

## 1 AIR

- 1 Facilities, Municipal
- 2 Facilities, Industrial
- 3 Mobile Source
- 4 Environmental Data
- 5 Models
- 6 Reporting/Assessment
- 7 Emissions
- 8 Treatment
- 9 Health Effects
- 10 Testing Data

## 2 WATER

- 1 Drinking Water
- 2 Facilities, Municipal
- 3 Facilities, Industrial
- 4 Construction Grants
- 5 Models
- 6 Effluents
- 7 Environmental Data
- 8 Reporting/Assessment
- 9 Treatment
- 10 Spills
- 11 Groundwater
- 12 Aquatic Biology

## 3 RADIATION

## 4 HAZARDOUS AND SOLID WASTE

- 1 Spills
- 2 Emergency Response
- 3 Site
- 4 Sludge
- 5 Environmental Data
- 6 Reporting/Assessment
- 7 Treatment
- 8 Models
- 9 Disposal
- 10 Transportation
- 11 Health Effects
- 12 Waste Management
- 13 Facilities, Waste Gen.

## 5 PESTICIDES AND TOXIC SUBSTANCES

- 1 Pesticides Specific
- 2 Toxic Specific
- 3 Industry Reporting
- 4 Health Effects
- 5 Inspection
- 6 Testing Data
- 7 Chemical
- 8 Model

## 6 NOISE

## 7 ADMINISTRATIVE

- 1 Personnel and Payroll
- 2 Grants and Contracts
- 3 Library and Bibliographic
- 4 Correspondence
- 5 Budget
- 6 Accounting
- 7 Office Automation
- 8 Financial Management
- 9 Property Management
- 10 ADP Management
- 11 Management Systems

## 8 ENFORCEMENT AND COMPLIANCE

- 1 Monitoring
- 2 Permits
- 3 Docket

## 9 RESEARCH AND DEVELOPMENT

- 1 Health Effects
- 2 Models
- 3 Laboratory Systems
- 4 Quality Control
- 5 Environmental Data

## 10 STANDARDS AND REGULATIONS

## 11 POLICY, PLANNING, AND EVALUATION

- 1 Policy Analysis
- 2 Evaluation
- 3 Economics
- 4 Models

---

1	Environmental Effects	21	Drinking Water
2	Environmental Releases	22	Population, Human
3	Health Effects	23	Population, Nonhuman
4	Physical-Chemical Properties	24	Chemical Use
5	Test/Analysis Method	25	Discharge Points
6	Transformation Rates	26	Geographic Codes
7	Climate	27	Geographic Coordinates
8	Ground Water	28	Manufacturing
9	Sediment	29	Monitoring
10	Soil	30	Non-Point Source
11	Surface Water	31	Point Source
12	Biological	32	Processing
13	Chemical	33	Production Volume
14	Compliance	34	Site Characteristics
15	Economic	35	Storage
16	Exposure	36	Transportation
17	Model	37	Treatment/Disposal
18	Noise		
19	Physical		
20	Body Burden		

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.