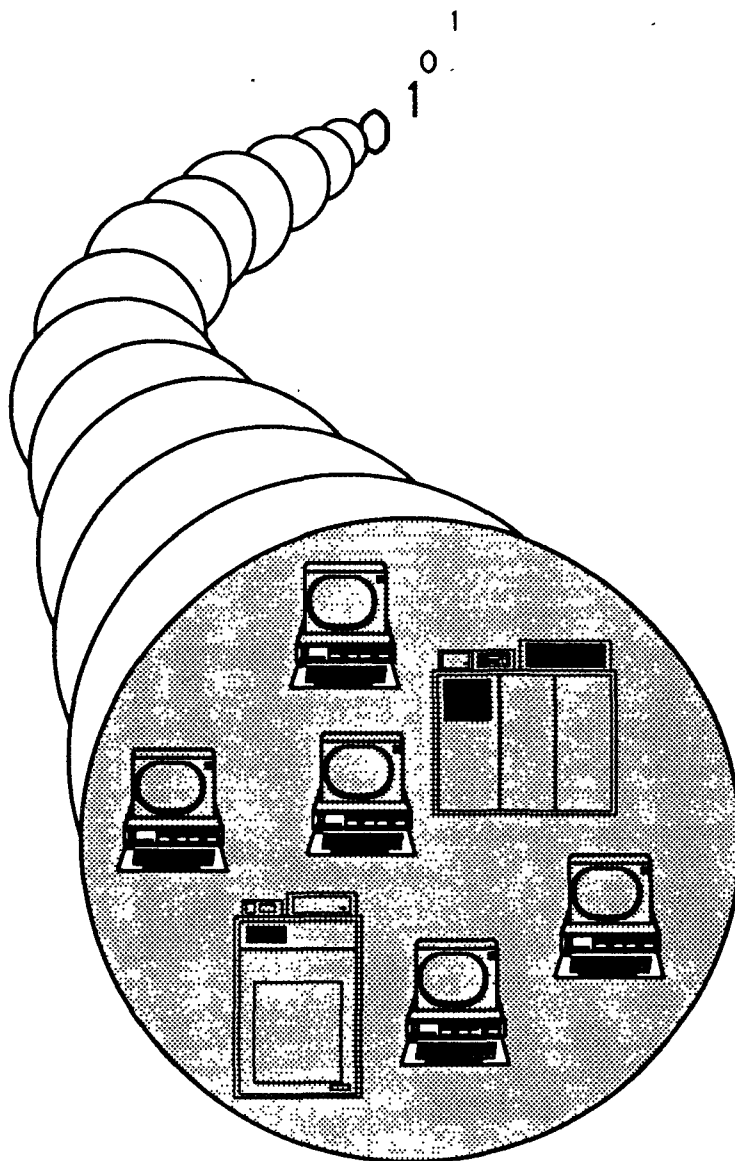




# Information Systems Inventory (ISI) User's Guide PC Version



## **Preface**

We welcome your comments on this User's Guide and on the ISI in general. Please send any comments to:

**ISI Manager  
Information Management Branch (PM-211D)  
Office of Information Resources Management  
U.S. Environmental Protection Agency  
401 M Street, S.W.  
Washington, D.C. 20460**

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

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## **1.0 Introduction**

The Agency's Information Systems Inventory (ISI) contains information on roughly 500 of EPA's current information systems as well as some models and data bases, and is the definitive source of summary information about EPA systems. The ISI, developed in 1984, enhances the Agency's ability to track major information systems and share information across media and program boundaries. The ISI is a menu-driven, microcomputer-based application, written in Clipper, that is updated and maintained by the Information Management and Services Division of the Office of Information Resources Management (OIRM).

### **1.1 Purpose of the ISI**

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

- o Increase users' awareness of existing information systems,
- o Reduce duplicative information system development and data collection efforts,
- o Improve EPA's oversight of information system development, and
- o Provide EPA with the ability to effectively respond to information requests about Agency information systems.

The ISI data base is updated annually. OIRM coordinates the update process with EPA headquarters and regional staff. OIRM maintains the master data base, programs, and documentation. EPA staff may receive copies of the data base and software by submitting a written request to:

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

In addition, there is a Macintosh Prototype Version of the ISI available in Hypercard. Contractors and other parties interested in purchasing a copy of the hardcopy, automated PC version, or Macintosh prototype version of the ISI data base may contact the National Technical Information Service (NTIS). To obtain these items, contact NTIS, 5285 Port Royal Road, Springfield, VA 22161, or call (800) 336-4700 or (703) 487-4650. The publication numbers and prices for these items are as follows:

- o Hardcopy of ISI (PB 91-172940) -- \$31

- o Automated Personal Computer Version including User's Guide (PB 91-507558) - - \$130
- o Macintosh Prototype Version in Hypercard including User's Guide (PB 91-507566) -- \$130
- o PC Version User's Guide (PB 91-172957) -- \$17
- o Macintosh Prototype Version User's Guide (PB 91-175950) -- \$15

## **1.2 Organization of the User's Guide**

The remaining sections of this guide provide user instructions for installing and using the ISI. These sections include:

- o Section 2.0, Installing the ISI, describes the step by step instructions for installing the PC version of the ISI on your machine.
- o Section 3.0, Using the ISI, describes the standard system record fields and the Main Menu which allows you to update, search, generate a report from the data base, access the software, or quit the system. This section also familiarizes you with the flow of screens.
- o Section 4.0, Performing Maintenance, provides the instructions for selected users to perform a variety of system administration functions including the compression of the data base, removal of deleted records, and printing of subsets of records.
- o Section 5.0, Exiting from ISI, describes the option to exit the ISI, and the procedures for backing up and restoring the ISI data base file.

## 2.0 Installing the ISI

The ISI requires nearly 2 megabytes of disk space on an IBM compatible PC. To install the ISI, turn on the PC. You should be in the root directory.

- o Create the ISI directory. Type:

**MD C:\ISI**

- o Change to the directory which you have just created. Type:

**CD C:\ISI**

- o Copy the ISI diskette(s) from your floppy drive into this directory. Insert the ISI diskette into your floppy drive. If your floppy drive is A:, type:

**COPY A:\\*.\***

If your floppy drive is B:, type:

**COPY B:\\*.\***

- o Install the ISI software. Type:

**INSTALL**

Wait a few minutes while the installation routine completes. The screen should read:

**ISI ready to go. Just type ISI to start.**

The ISI is now installed and ready to execute.





### **3.0 Using the ISI**

This section describes how the ISI is used. Section 3.1 is an overview of the ISI record format. Subsequent sections describe how to access the system, and how to use/access all the options within the system.

#### **3.1 The System's Record Format**

Each information system in the ISI data base is described or characterized by a standard record format. Each data field in this record is listed below. A more detailed description of each data field is provided in Appendix A.

#### **EPA INFORMATION SYSTEMS INVENTORY RECORD DATA FIELDS**

System ID	Organization Name	System Name
System Level	Allowance Holder Code	Manager Code
RPIO Code	FTS Number	Responsible Person
Telephone Number	Subject Classification	ICR Number
Mail Code	Purpose of Data Collection	System Sub-Classification
Law Information	System Status	Data Source
Update Cycle	Access for Output	Confidentiality
Access for Input	Software	Manual/Automated
Computer Type	Abstract	Related Systems
Keywords	System Acronym	

These data field names are abbreviated on ISI screens. There are also restrictions for the type and amount of data which may be entered into each field. Appendix A lists the restrictions for all data fields.

#### **3.2 Accessing the System**

To execute the ISI program, you must be in the ISI directory. At the C:\ISI prompt, type: ISI. This will execute the ISI program and bring you to the Main Menu.

#### **3.3 The Main Menu**

The ISI is fairly user friendly. The first screen, or Main Menu, allows access to all available functions, and the subsequent menus provide processing choices. You will employ a set of screens to move from one menu to the next. A flowchart that represents the logical flow of these functions appears in Figure 3-1.

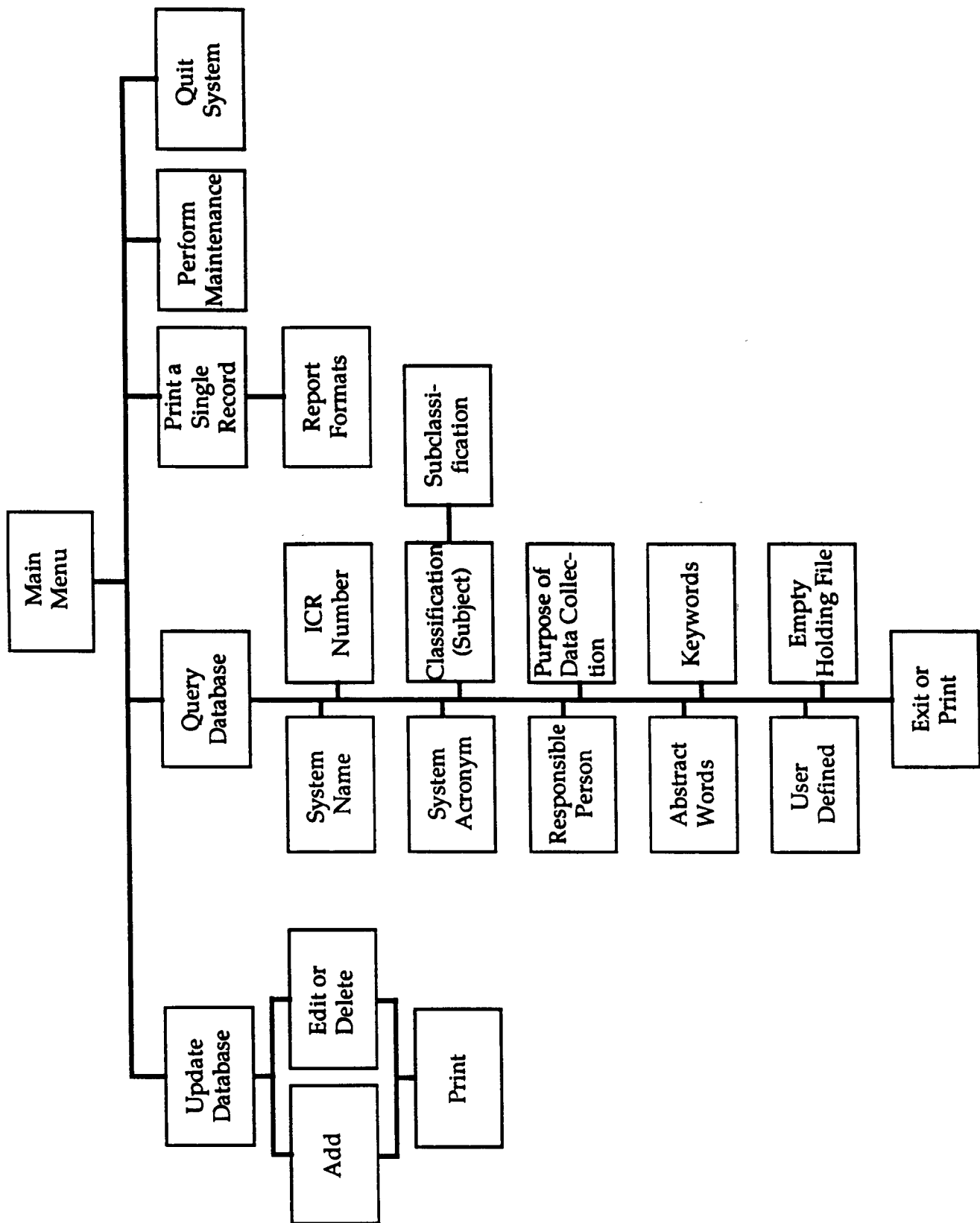


Figure 3-1. ISI Flowchart of MAIN MENU Screens

The Main Menu looks like this:

<p style="text-align: center;">U S Environmental Protection Agency Information Systems Inventory</p> <p style="text-align: center;">MAIN MENU</p> <p>(1) Update the data base file (2) Query the data base (3) Print a single record (4) Perform Maintenance (Remove Deleted Recs, etc)</p> <p>(5) QUIT SYSTEM Select --&gt; 2</p>
--

The Main Menu options are summarized below:

- o **Update the data base.** This function allows you to add, edit, or delete a record in the data base. Authorized users must know the system password in order to access this option. (Passwords are controlled and maintained by the Office of Information Resources Management at EPA.) Select option (1) and proceed to Section 3.3.1 (Update the Data Base).
- o **Query the data base.** This function allows you to perform data base searches using specified criteria. Select option (2) and proceed to Section 3.3.2 (Query the Data Base). This is the default value on the main menu because most users will want to query the data base.
- o **Print a single record.** This function allows you to print a single record in the data base. The record can be specified by System Acronym or System ID. Select option (3) and proceed to Section 3.3.3 (Print a Single Record).
- o **Perform Maintenance.** This option allows you to maintain the data base or print large reports. The user can compress, remove records marked for deletion, and re-index the data, print all or a subset of the records in the data base, print records updated today, copy records to a diskette, or print reports by System Name, System Acronym, or RPIO Code. Just select (4) and proceed to Section 3.3.4 (Perform Maintenance).
- o **QUIT SYSTEM.** This function allows you to exit the ISI and return to DOS.

### 3.3.1 Query the Data Base

The Query Menu looks like this:

QUERY STEP 1: User specifies type of search.  
System places matching records in holding file  
Number of records now in holding file is 0.

- (1) Find records with a specified SYSTEM NAME
- (2) Find records with a specified SYSTEM ACRONYM
- (3) Find records with a specified RESPONSIBLE PERSON
- (4) Find records with a specified ICR NUMBER
- (5) Find records with a specified CLASSIFICATION [menu]  
and a specified SUB-CLASSIFICATION [menu]
- (6) Find records with a specified PURPOSE OF DATA COLLECTION [menu]
- (7) Find records with a specified word(s) appearing in the ABSTRACT.
- (8) Find records with a specified word(s) appearing in the KEYWORDS.
- (9) User creates SEARCH CRITERIA using field names and Boolean logic.
- (10) EMPTY the holding file.
- (11) EXIT or PRINT search results.

Select --> 11 (after single digit choices, press <return> )

The Query Menu options are fully described in the subsections that follow. Option 1-9 give you different ways to search the data base. Options 10 and 11 let you reset your search, and view you results, respectively.

#### 3.3.1.1 Query by System Name

This function allows you to search on a system name or beginning part of a system name. For example, if you type "Permit", the holding file will contain any system beginning with these characters. The ISI performs the search, returns you to the Query Menu and indicates the number of records found and placed in the holding file. You can print or display your results by choosing option (11), described in Section 3.3.1.11 (Exit or Print Search Results).

#### 3.3.1.2 Query by System Acronym

This option allows you to enter a system acronym or beginning part of a system acronym for the search. For example, if you type "PC", the holding file will contain any system with an acronym beginning with the characters "PC". The ISI performs the search, returns you to the Query Menu and indicates the number of records found and placed in the holding file. You can print or display your results by choosing option (11), described in Section 3.3.1.11 (Exit or Print Search Results).

### **3.3.1.3 Query by Responsible Person**

This type of query allows you to enter a person's name or part of a name. Since the name is stored in the data base with the last name first, be sure to use the correct syntax when querying the full name. Then, the ISI performs the search, returns you to the Query Menu and indicates the number of records found and placed in the holding file. You can print or display your results by choosing option (11), described in Section 3.3.1.11 (Exit or Print Search Results).

### **3.3.1.4 Query by ICR Number**

This function allows you to enter an ICR number. The ISI performs the search, returns you to the Query Menu and indicates the number of records found and placed in the holding file. You can print or display your results by choosing option (11), described in Section 3.3.1.11 (Exit or Print Search Results).

### **3.3.1.5 Query by Classification and Subclassification**

This query allows you to search the data base for all records with a particular classification. When this option is selected, a list of classifications will appear. Refer to Appendix D for a list of these classifications. Select one of these 11 classifications for your search.

The ISI will then display a list of subclassifications based on the classification option you have selected. (See Appendix D for a list of subclassifications.) Select the subclassification for your search. If you want to search solely by major class, specify 0 for subclassification. The ISI performs the search, returns you to the Query Menu and indicates the number of records found and placed in the holding file. You can print or display your results by choosing option (11), described in Section 3.3.1.11 (Exit or Print Search Results).

### **3.3.1.6 Query by Purpose of Data Collection**

This function allows you to search the data base for all records with the same purpose of data collection. When this option is selected, a list of valid purposes will appear. Appendix A contains a list of these purposes. Select one of these 12 purposes for your search. The ISI performs the search, returns you to the Query Menu and indicates the number of records found and placed in the holding file. You can print or display your results by choosing option (11), described in Section 3.3.1.11 (Exit or Print Search Results).

### **3.3.1.7 Query by Words Within Abstract**

This option allows you to search for a word, a part of a word, or a phrase within the system abstracts. The ISI performs the search, returns you to the Query Menu and indicates the number of records found and placed in the holding file. Next, you can print or display your results by choosing option (11), described in Section 3.3.1.11 (Exit or Print Search Results).

### 3.3.1.8 Query by Keywords

This query allows you to search for a word or a phrase within the systems' keywords. The ISI performs the search, returns you to the Query Menu and indicates the number of records found and placed in the holding file. Next, you can print or display your results by choosing option (11), described in Section 3.3.1.11 (Exit or Print Search Results).

### 3.3.1.9 Query by User Defined Search Criteria

If you want to search the data base in a way for which no predefined option exists, you can define you own search criteria.

The User Defined Search Screen looks like this:

Enter search criteria below, or press <Return> to quit.  
Enter <?> <Return> to get instructions.  
Enter <9> <Return> to get data field list.

You will need to know the NAMES OF THE DATA FIELDS and their TYPES (numeric or character).

Character data must be enclosed in matching quotation marks.  
Numeric data are not enclosed in quotation marks.

You will also need to know how to construct an acceptable Boolean logical condition using the data field names in combination with mathematical or relational operators.

Appendix B contains a data field list, Appendix A shows the list of valid values for each data field, and Appendix F has detailed instructions and examples for performing a Boolean logic search.

When your search is complete, the ISI will return to the Query Menu and display the number of records found during the search. You can print or display your results by choosing option (11), described in Section 3.3.1.11 (Exit or Print Search Results).

### 3.3.1.10 Empty the Holding File

You may clear the list of records found in the previous data base search by choosing this option. When the holding file is cleared, the Query Menu is still displayed. The number of records in

the holding file is listed at the top of the screen. This number changes to 0 when the holding file is emptied.

### 3.3.1.11 Exit or Print Search Results

After you choose option (11) from the Query Menu, the ISI returns to the Main Menu if there are no records in the holding file. If there are records in the holding file, ISI displays the Print Menu.

The Print Menu looks like this:

<p style="text-align: center;">U S Environmental Protection Agency INFORMATION SYSTEMS INVENTORY</p> <p style="text-align: center;">REPORT FORMAT OPTIONS</p> <p>(1) PRINT 5 field report. (2) PRINT 22 field report. (3) PRINT 74 field report. (4) RETURN to Main Menu.</p> <p style="text-align: center;">4</p>
--

The Print Menu options are summarized below:

- o **PRINT 5 field report.** This function allows you to print or display a short 5 field report of the records found in the search. The 5 field report includes the System ID, the System Acronym, System Level, RPIO Code, the Responsible Person, and his/her Telephone Numbers (both commercial and FTS). Appendix G gives an example of a 5 field report. Select option (1) for this report.
- o **PRINT 22 field report.** This function allows you to print or display a medium-length 22 field report of the records found. The 22 field report contains the 5 field information and also the Allowance Holder, System Name, Software, Hardware, and the Abstract. Appendix G gives an example of a 22 field report. Just select option (2) to print or view a copy of this report.
- o **PRINT 74 field report.** This function allows you to print or display a full report of the records found. This report contains all data fields in the data base. (See Appendix A or B for a list of these elements.) Appendix G provides an example of this report format. Select option (3).

- o **RETURN to Main Menu.** This option allows you to go back one screen to the Main Menu. Select (4) to return to the Main Menu.

Once you have selected option 1, 2, or 3, the ISI asks:

**Echo report to the PRINTER? (Y/N):**

Enter 'Y' if you are connected to a local printer and would like a hardcopy of this report. Enter 'N' if you would just like the report to be displayed on the screen. When the report is complete, ISI returns to this Print Menu so you can choose another option if desired.

**NOTE:** If Error Messages are encountered during queries, refer to Section 3.4 of this User's Guide.

### 3.3.2 Update the Data Base

Authorized users must supply the system password to access this option. (This password is maintained and controlled by the Office of Information Resources at EPA.) After the password is entered, the Update Menu appears:

<p style="text-align: center;">U S Environmental Protection Agency Information Systems Inventory</p> <p style="text-align: center;">UPDATE MENU</p> <p>(1) ADD a new record to the data base (2) EDIT or DELETE an existing record (3) RETURN to Main Menu 3</p>
--

The Update Menu options are summarized below:

- o **ADD a new record.** This function allows you to enter a new record into the data base. Select option (1) and proceed to Section 3.3.2.1 (Add a Record).
- o **EDIT or DELETE a record.** This function allows you to edit or delete an existing record of the data base. Select option (2) and proceed to Section 3.3.2.2 (Edit or Delete a Record).
- o **RETURN to Main Menu.** This option allows you to go back one screen to the Main Menu. Select (3) and proceed to Section 3.3 (Main Menu). If you have made any changes to the data, you should re-index the data base before continuing. Use the Remove Deleted Records and Re-index option of the Maintenance Menu. (See Section 4.0.)



### 3.3.2.1 Add a Record

The first Add a Record Screen looks similar to this:

EPA INFORMATION SYSTEMS INVENTORY ADD NEW RECORD FORM			
Record number ----	001	System Level	1
System ID -----	00000001	Acronym ----	XXXX
System Name -----			
Organization Name -			
Manager Code -			
RPIO Code -	Allowance Holder ---	Element Code	
Responsible Person		Phone -----	
		FTS Phone --	
FIMAS Code -----		Mail Code --	
Support Funding --	< - (in \$1000s)->		Timeshare Funding

There are six screens of data to enter for each record. Initially, all fields are blank. You may enter as much or as little information as you like because all fields, except the automatically generated System ID, are optional. Detailed descriptions of these fields are in Appendix A of this User's Guide. Use the arrow keys to move the cursor through the record.

When you have completed data entry for the new record, the next menu is displayed. It looks like this:

1. Add another record to the data base
2. PRINT a copy of the record just entered
3. RETURN to Update Options Menu
- 3

These Menu options are summarized below:

- o **ADD another record.** This function allows you to enter another new record into the data base. Select option (1) and return to the beginning of this section, Section 3.3.2.1 (Add a Record).
- o **PRINT a copy of the record.** This function allows you to print a copy of the record just entered into the data base. This may be used to verify the contents of the new record. Select option (2) and proceed to Section 3.3.2.3 (Print the

Record).

- o **RETURN to Update Menu.** This option allows you to go back one screen to the Update Menu. Select (3) and proceed to Section 3.3.2 (Update the Data Base).

### 3.3.2.2 Edit or Delete a Record

You may choose the record to edit or delete by picking an option from this menu:

<ul style="list-style-type: none"><li>(1) User enters System ID</li><li>(2) User enters System Acronym</li><li>(3) RETURN to Update Options Menu</li></ul> <p>3</p>
---

These Menu options are summarized below:

- o **User enters System ID.** This function allows you to specify the System ID of the record you wish to edit or delete. Select option (1).
- o **User enters System Acronym.** This function allows you to specify the System Acronym for the record you wish to edit or delete. Select option (2).
- o **RETURN to Update Menu.** This option allows you to go back one screen to the Update Menu. Select (3) and proceed to Section 3.3.2 (Update the Data Base).

Once you specify the System ID or Acronym, the first Edit/Delete Screen, which looks similar to this one, is displayed:

EPA INFORMATION SYSTEMS INVENTORY	
Enter 1 to EDIT. Enter 2 to DELETE. 1	
Record number ---- 001	System Level 1
System ID ----- 00000001	Acronym ---- XXXX
System Name -----	
Organization Name -	
Manager Code -	
RPIO Code -	Allowance Holder --- Element Code
Responsible Person	Phone -----
	FTS Phone --
FIMAS Code -----	Mail Code --
Support Funding --	< - (in \$1000s)-> Timeshare Funding

If you would like to DELETE this record, enter a '2' at the cursor. Proceed to the next menu below.

If you would like to EDIT this record, enter a '1' at the cursor. There are six screens per record which contain the current values in the data base. You may change any of the information except the System ID field. Detailed descriptions of these fields are in Appendix A of this User's Guide. Use the arrow keys to move the cursor through the record. Your changes are automatically saved in the data base. Please note that ISI does not validate field entries against lists of valid codes. If you enter junk, the data base will contain junk.

When you have reached the end of the record, the next menu appears. It looks like this:

(1) Edit/Delete another record (2) PRINT a copy of the record just edited (3) RETURN to Update Options Menu  3
--

These Menu options are summarized below:

- o **Edit/Delete another record.** This function allows you to edit or delete another record in the data base. Select option (1) and proceed to Section 3.3.2.2 (Edit or Delete a Record).
- o **PRINT the record.** This function allows you to print the record just edited or

deleted. This record can be routed to a printer or displayed on the screen. Select option (2) and proceed to Section 3.3.2.3 (Print the Record).

- o **RETURN to Update Menu.** This option allows you to go back one screen to the Update Menu. Select (3) and proceed to Section 3.3.2 (Update the Data Base).

### 3.3.2.3 Print the Record Just Edited, Deleted or Added

This option allows you to print or display a 74 field report of the record last manipulated. This report contains all data in the data base. (See Appendix A or B for a list of these data elements.) Appendix G gives an example of what a 74 field report looks like. When this option is chosen, the ISI asks:

**Echo report to the PRINTER? (Y/N): N**

Enter 'Y' if you would like a hardcopy of this report. Enter 'N' or a carriage return if you would just like the report to be displayed on the screen. Use <Control-S> to stop the screen from scrolling too quickly. If you are adding records to the data base, proceed to the last screen in Section 3.3.2.1. If you were deleting or editing records in the data base, proceed to the last screen in Section 3.3.2.2.

### 3.3.3 Print a Single Record

The Print a Single Record Menu looks like this:

<p><b>PRINT ONE RECORD</b></p> <p>(1) User enters System ID (2) User enters System Acronym (3) Return to MAIN MENU</p> <p style="text-align: center;">3</p>
---

These Menu options are summarized below:

- o **User enters System ID.** This function allows you to specify, by System ID, the single record you would like to print or display. Select option (1).
- o **User enters System Acronym.** This function allows you to specify, by System Acronym the single record you wish to print or display. Select option (2).
- o **RETURN to Main Menu.** This option allows you to go back one screen to the Main Menu. This is the default option.

### 3.3.3.1 Single Record Report

The Single Report Menu looks like this:

(1) PRINT 22 field report. (2) PRINT 74 field report.  1
---

These Menu options are summarized below:

- o **PRINT 22 field report.** This function allows you to print or display a 22 field report of the record specified. The 22 field report contains the System Acronym, System Name, System Level, Responsible Person, Telephone Numbers, RPIO Code, Allowance Holder, Software, Hardware, and the Abstract. Appendix G gives an example of this report. Select option (1) to print this report.
- o **PRINT 74 field report.** This function allows you to print or display a full report of the specified record. This report contains all the data fields for the record. (See Appendix A or B for a list of these elements.) Appendix G provides an example of this report. Select option (2).

Once you have selected an option, the ISI asks:

**Echo report to the PRINTER? (Y/N):**

Enter 'Y' if you would like a hardcopy of this report. Enter 'N' if you would like the report to be displayed on the screen. Once the print or display is complete, ISI returns to the Main Menu. Proceed to Section 3.3.

### 3.4 Error Messages

The ISI provides three error messages to indicate problems to the user. The error messages are:

- o **Incorrect Entry.** This indicates that an incorrect entry has been made on a menu screen. For example, if you enter the number 4 when the selection options consist of only 1, 2, or 3, the system responds with the message:

**RANGE is 1 to 3**

The system then allows another entry. If you attempt to enter a nonnumeric character where a numeric is required, the system rejects the entry without displaying it. You may then enter a correct response.

- o **Query Request Error.** If you make an error in the entry of a query request, the search will either find no records, find a record, or records, other than those desired, or result in an error message. This message states the general problem and returns to the query command just entered. Here, you can change or retype the query.
- o **Incorrect Record Retrieval.** If the system begins to retrieve records incorrectly (i.e., retrieve records other than those requested), this may indicate that the system's internal directory needs correction. The situation may be corrected by utilizing the Remove Deleted Records and Re-index option of the Maintenance Menu. (See Section 4.0).

## 4.0 Performing Maintenance

The Maintenance Menu looks like this:

<p style="text-align: center;">U S Environmental Protection Agency INFORMATION SYSTEMS INVENTORY</p> <p style="text-align: center;">MAINTENANCE MENU</p> <p>(1) Remove DELETED records from the files and RE-INDEX (2) Print all records in ISI data base (3) Print a sub-set of the records in ISI data base (4) Print all records added or updated today (5) Copy records added or updated today to disk in A: drive (6) Print SYSACRO, SYSID, SYSNAME in order by SYSACRO (7) Print SYSACRO, SYSID, SYSNAME in order by SYSNAME (8) Print RPIO, SYSNAME, SYSACRO, PERSON, PHONE, FTSPHONE (9) Quit</p> <p>Select --&gt; 9</p>
--

The Maintenance Menu options are summarized below:

- o **Remove DELETED records.** This function allows the user to permanently remove records marked for deletion and index the data base. The ISI performs the table deletions and the compression, and returns you to the Maintenance Menu. Select option (1) to perform this function.
- o **Print all records.** This function allows the user to print all data fields of all records in the data base. The ISI prints all records, including those marked for deletion but not yet removed. When the print is complete, the ISI returns to the Maintenance Menu. Select option (2) and be sure to load the printer with a lot of paper!
- o **Print a sub-set of records.** This function allows the user to print a sub-set of the records in the data base. The user specifies the subset of records, just as in the user-defined search described in Section 3.3.1.9. Select option (3) and type your criteria. The records found by the selection criteria specified are then printed on the printer. When the print is complete, the ISI will return to the Maintenance Menu. You can then choose another option.
- o **Print records added/updated today.** This function allows the user to print all records added or updated on today's calendar day. Select option (4) to perform this function. When the print is complete, the ISI returns to the Maintenance

Menu and you can choose another option.

- o **Copy records added/updated today to disk.** This function allows the user to copy the records added or updated today to a floppy disk in the A: drive. Select option (5) to perform this function. When the copy is complete, the ISI returns to the Maintenance Menu and you can choose another option.
- o **Print report by SYSACRO.** This function allows the user to print an alphabetical listing of System Acronyms including System IDs and System Names. Select option (6) to perform this function. When the print is complete, the ISI returns to the Maintenance Menu.
- o **Print report by SYSNAME.** This function allows the user to print an alphabetical listing of System Names including System IDs and System Acronyms. Select option (6) to perform this function. When the print is complete, the ISI returns to the Maintenance Menu.
- o **Print several fields.** This function allows the user to print a specifically formatted listing of all systems in the data base. This listing includes RPIO Code, System Name, System Acronym, Responsible Person, Phone Number, and FTS Phone Number. Select option (6) to perform this function. When the print is complete, the ISI returns to the Maintenance Menu.
- o **Quit.** This function allows the user to quit the Maintenance Menu and return to the Main Menu. Select (9) and proceed to Section 3.3.



## **5.0 Exiting From ISI**

There are no logoff procedures for the ISI. Option (5) of the Main Menu will bring you back to DOS.

## APPENDIX A

### THE EPA INFORMATION SYSTEMS INVENTORY RECORD

<u>FIELD NAME</u>	<u>DESCRIPTION</u>
<u>SYSTEM ID:</u>	Internally generated 8 digit number that uniquely identifies an inventory record in the system.
<u>SYSTEM LEVEL:</u>	<p>Category based on system use and criticality to the Agency. There are 4 categories:</p> <p>(1) <u>Major Agency Information System</u>: 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. (This definition is consistent with OMB Bulletin No. 86-12, dated April 14, 1986.)</p> <p>(2) <u>Widely Accessed Information System</u>: 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.</p> <p>(3) <u>Localized Information System</u>: 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 single program, or a region.</p> <p>(4) <u>User-Owned System</u>: Unique, stand-alone system developed to improve efficiency or effectiveness of operations for a single user or a small group of users. (Provide this information for those systems of value as a model for other users.)</p> <p><b>INSTRUCTION:</b> Add or correct system level. Enter the number.</p>
<u>SYSTEM ACRONYM:</u>	<p>Acronym or mnemonic most commonly used to refer to the system.</p> <p><b>INSTRUCTION:</b> Add or correct acronym information. The field length is 10 characters.</p>
<u>SYSTEM NAME:</u>	<p>Complete official English language name.</p> <p><b>INSTRUCTION:</b> 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.</p>
<u>ORGANIZATION:</u>	<p>Official name of the organization that is responsible for the system -- i.e., has the information requirement that the system is developed to meet.</p> <p><b>INSTRUCTION:</b> Correct or complete the existing organizational name. Use the</p>

Office, Division, Branch to indicate the responsible organization. Always abbreviate the Office level and enter 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.

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 C and enter 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 C and enter the number.

ALLOWANCE HOLDER: Numeric code that identifies the Office level organization within an Assistant Administrator/Regional Administrator organization.

**INSTRUCTION:** Add or correct the code using Appendix C and enter the number.

ELEMENT CODE: This field is no longer used.

RESPONSIBLE PERSON: Name of the EPA person at the Branch level or its equivalent, within the organization named above, who has management rather than technical responsibility for the system.

**INSTRUCTION:** Add or correct the name using last name first, then first name. 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.

TELEPHONE NUMBER: Telephone number, including the area code and FTS number of the responsible person.

**INSTRUCTION:** Add or correct the telephone numbers. Use the area code as well as the FTS number.

MAIL CODE: Agency alphanumeric mail code for the responsible person named above.

**INSTRUCTION:** Add or correct the mail code, using the current EPA telephone directory or other more current source.

FIMAS CODE: This field is no longer used.

CURRENT YEAR SUPPORT FUNDS: This field is no longer used.

CURRENT YEAR TIMESHARE FUNDS: This field is no longer used.

**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.

**LAW NUMBER & LAW TITLE:**

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 COLLECTION:**

Designates the function 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 enter the number(s) in priority order, starting with the highest priority function as the first selection.

**SOURCE OF DATA:**

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 enter the number(s).

**UPDATE 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 enter the number.

**SYSTEM STATUS:**

The present operational status of the system.

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

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

**CONFIDENTIALITY:**

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

- (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

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

**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 enter the number.

**SYSTEM ACCESS  
FOR OUTPUT:**

Identifies how data query is accomplished on a routine basis.

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

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

**COMPUTER TYPE:**

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

- (1) ES 9000
- (2) IBM PC
- (3) IBM Logical Mainframe/Other
- (4) PRIME
- (5) DEC 11/70
- (6) DEC 11/785
- (7) SPERRY 1100/82
- (8) Other
- (9) Apple Macintosh

**INSTRUCTION:** Add or correct computer information from the list. Select up to 3 entries and enter 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).

**CLASSIFICATION &**

**SUB-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 enter the Appropriate number(s). For most of these broad subject classifications there are also subclassification terms. Select up to 3 subclassifications for each broad classification and enter the appropriate number(s). Use Appendix D to select all classification and sub-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.

**KEYWORDS:**

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

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

unique keywords. Use Appendix E to select these 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

### INFORMATION SYSTEM INVENTORY FIELDS, ABBREVIATIONS, TYPE, AND WIDTH

<u>Field</u>	<u>Abbreviation</u>	<u>Type</u>	<u>Width</u>
Updated Date (Not applicable)	UPDATED	Numeric	8
Organization Code (Not applicable)	ORGCODE	Numeric	8
System Level	SYSLEVEL	Character	1
System ID	SYSID	Character	8
System Acronym	SYSACRO	Character	10
System Name	SYSNAME	Character	160
Organization Name	ORGNAME	Character	160
Manager Code	MGRCODE	Numeric	2
RPIO Code	RPIO	Numeric	2
Allowance Holder	ALLOWANCE	Numeric	2
Responsible Person	PERSON	Character	30
Telephone Number	PHONE	Character	14
FTS Number	FTSPHONE	Character	14
ICR Number	ICR	Character	4
FIMAS Code	FIMAS	Character	6
Mail Code	MAILCODE	Character	10
Current Year Support Funding	SUPTFUNDS	Character	7
Current Year Timeshare Funding	TSFUNDS	Character	7
Law #1 for Authorizing Legislation	LAWNBR1	Character	20
Law Title 1 for Authorizing Legislation	LAWTITLE1	Character	254
Law #2	LAWNBR2	Character	20
Law Title 2	LAWTITLE2	Character	254
Law #3	LAWNBR3	Character	20
Law Title 3	LAWTITLE3	Character	254
Purpose of Data Collection 1	PURPOSE1	Numeric	2
Purpose of Data Collection 2	PURPOSE2	Numeric	2
Purpose of Data Collection 3	PURPOSE3	Numeric	2
General Data Source 1	SOURCE1	Numeric	2
General Data Source 2	SOURCE2	Numeric	2
General Data Source 3	SOURCE3	Numeric	2
Update Cycle	UPDTECYCLE	Numeric	2
System Status	STATUS	Numeric	1
Confidentiality 1	SECURITY1	Numeric	1
Confidentiality 2	SECURITY2	Numeric	1
System Access (Input)	ACCESSIN	Numeric	1
System Access (Query)	ACCESSOUT	Numeric	1
Program Element Code	ELEMENT	Character	6
Manual/Automated	AUTO	Numeric	1
Computer Type 1	COMPUTER1	Numeric	1
Computer Type 2	COMPUTER2	Numeric	1
Computer Type 3	COMPUTER3	Numeric	1
Software	SOFTWARE	Character	45
Related Systems	RELATED	Character	160
System Subject Classification 1	CLASS1	Numeric	2
Sub-Classification 1-1	SUB1A	Numeric	2



Sub-Classification 1-2	SUB1B	Numeric	2
Sub-Classification 1-3	SUB1C	Numeric	2
System Subject Classification 2	CLASS2	Numeric	2
Sub-Classification 2-1	SUB2A	Numeric	2
Sub-Classification 2-2	SUB2B	Numeric	2
Sub-Classification 2-3	SUB2C	Numeric	2
System Subject Classification 3	CLASS3	Numeric	2
Sub-Classification 3-1	SUB3A	Numeric	2
Sub-Classification 3-2	SUB3B	Numeric	2
Sub-Classification 3-3	SUB3C	Numeric	2
System Subject Classification 4	CLASS4	Numeric	2
Sub-Classification 4-1	SUB4A	Numeric	2
Sub-Classification 4-2	SUB4B	Numeric	2
Sub-Classification 4-3	SUB4C	Numeric	2
Data Keywords 1	KEYS1	Character	168
Data Keywords 2	KEYS2	Character	168
Data Keywords 3	OTHERKEYS	Character	168
Abstract	AB1 - AB12	Character	804

**APPENDIX C**  
**MANAGER CODES**  
**RPIO CODES**  
**ALLOWANCE HOLDER CODES**

**AA-RESEARCH AND DEVELOPMENT**

MC:	(10)	AA-Research and Development
RPIO:	(26)	Asst. Admin. for Research and Development (ORD)
ALLOWANCE		
HOLDER CODES:	(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

**AA-AIR AND RADIATION**

MC:	(30)	AA-Air and Radiation
RPIO:	(27)	Asst. Admin. for Air and Radiation (OA & R)
ALLOWANCE		
HOLDER CODES:	(27)	AA-Air and Radiation
	(33)	Dir-Radiation Programs
	(53)	Dir-Air Quality Planning and Standards
	(56)	Dir-Mobile Sources
	(58)	Dir-Off Atmos and Indoor Air

**AA-WATER**

MC:	(40)	AA-Water
RPIO:	(30)	Asst. Admin. for Water (OW)
ALLOWANCE		
HOLDER CODES:	(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

**AA-ADMINISTRATION AND RESOURCES MANAGEMENT**

MC:	(50)	AA-Administration and Resources Management
RPIO:	(16)	Asst. Admin. for Administration and Resources Management (OARM)

**ALLOWANCE**

**HOLDER CODES:** (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

**AA-EXTERNAL AFFAIRS**

**MC:** (55) AA-External Affairs  
**RPIO:** (15) Asst. Admin. for External Affairs (OEA)  
**ALLOWANCE**  
**HOLDER CODES:** (15) AA-External Affairs

**ADMINISTRATOR/STAFF**

**MC:** (60) Administrator/Staff  
**RPIO:** (11) Administrator/Staff (ADM/Staff)  
**ALLOWANCE**  
**HOLDER CODE:** (11) Administrator/Staff Offices

**INSPECTOR GENERAL**

**MC:** (65) Inspector General  
**RPIO:** (35) Inspector General (OIG)  
**ALLOWANCE**  
**HOLDER CODE:** (35) Inspector General

**AA-PESTICIDES AND TOXIC SUBSTANCES**

**MC:** (70) AA-Pesticides and Toxic Substances  
**RPIO:** (20) Asst. Admin. for Pesticides and Toxic Substances (OPTS)  
**ALLOWANCE**  
**HOLDER CODES:** (20) AA-Pesticides and Toxic Substances  
(32) Dir-Pesticides Program  
(69) Dir-Toxic Substances  
(71) Association AA-Toxic Integration  
(83) Dir-Compliance Monitoring

**AA-OFFICE OF INTERNATIONAL ACTIVITIES**

**MC:** (13) AA-Office of International Activities  
**RPIO:** (13) AA-Office of International Activities

ALLOWANCE  
HOLDER CODE: (13) International Activities

REGULATORY COUNCIL

MC: (65) Regulatory Council  
RPIO: (65) Regulatory Council  
ALLOWANCE  
HOLDER CODE: (65) Dir-Regulatory Council

AA-SOLID WASTE AND EMERGENCY RESPONSE

MC: (75) AA-Solid Waste and Emergency Response  
RPIO: (75) Asst. Admin. for Solid Waste and Emergency Response (OSWER)  
ALLOWANCE  
HOLDER CODES: (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

AA-ENFORCEMENT

MC: (80) AA-Enforcement  
RPIO: (77) Asst. Admin. for Enforcement (OE)  
ALLOWANCE  
HOLDER CODES: (77) AA-Enforcement  
(50) Dir-National Enforcement Investigations Center - Denver  
(36) Dir-Federal Activities

GENERAL COUNSEL

MC: (85) General Counsel  
RPIO: (39) General Counsel (OGC)  
ALLOWANCE  
HOLDER CODE: (39) General Counsel

AA-POLICY, PLANNING, AND EVALUATION

MC: (90) AA-Policy, Planning, and Evaluation  
RPIO: (41) Asst. Admin. for Policy, Planning, and Evaluation (OPPE)  
ALLOWANCE  
HOLDER CODES: (41) AA-Policy, Planning, and Evaluation  
(43) Dir-Policy Analysis  
(44) Dir-Standards and Regulations  
(45) Dir-Management Systems and Evaluation

#### REGION 1: BOSTON

MC: For each system use the appropriate National Program Manager Code that identifies the responsible Assistant Administrator level organization.

RPIO: (02) Region 1 Boston

ALLOWANCE

HOLDER CODE: (02) Region 1 Boston

#### REGION 2: NEW YORK

MC: For each system use the appropriate National Program Manager Code that identifies the responsible Assistant Administrator level organization.

RPIO: (02) Region 2 New York

ALLOWANCE

HOLDER CODE: (02) Region 2 New York

#### REGION 3: PHILADELPHIA

MC: For each system use the appropriate National Program Manager Code that identifies the responsible Assistant Administrator level organization.

RPIO: (03) Region 3 Philadelphia

ALLOWANCE

HOLDER CODE: (03) Region 3 Philadelphia

#### REGION 4: ATLANTA

MC: For each system use the appropriate National Program Manager Code that identifies the responsible Assistant Administrator level organization.

RPIO: (04) Region 4 Atlanta

ALLOWANCE

HOLDER CODE: (04) Region 4 Atlanta

#### REGION 5: CHICAGO

MC: For each system use the appropriate National Program Manager Code that identifies the responsible Assistant Administrator level organization.

RPIO: (05) Region 5 Chicago

ALLOWANCE

HOLDER CODE: (05) Region 5 Chicago

#### REGION 6: DALLAS

MC: For each system use the appropriate National Program Manager Code that identifies the responsible Assistant Administrator level organization.

RPIO: (06) Region 6 Dallas

ALLOWANCE

HOLDER CODE: (06) Region 6 Dallas

#### REGION 7: KANSAS CITY

MC: For each system use the appropriate National Program Manager Code that identifies the responsible Assistant Administrator level organization.

RPIO: (07) Region 7 Kansas City

ALLOWANCE

HOLDER CODE: (07) Region 7 Kansas City

#### REGION 8: DENVER

MC: For each system use the appropriate National Program Manager Code that identifies the responsible Assistant Administrator level organization.

RPIO: (08) Region 8 Denver

ALLOWANCE

HOLDER CODE: (08) Region 8 Denver

#### REGION 9: SAN FRANCISCO

MC: For each system use the appropriate National Program Manager Code that identifies the responsible Assistant Administrator level organization.

RPIO: (09) Region 9 San Francisco

ALLOWANCE

HOLDER CODE: (09) Region 9 San Francisco

#### REGION 10: SEATTLE

MC: For each system use the appropriate National Program Manager Code that identifies the responsible Assistant Administrator level organization.

RPIO: (10) Region 10 Seattle

ALLOWANCE

HOLDER CODE: (10) Region 10 Seattle



## APPENDIX D

### INFORMATION SYSTEMS INVENTORY SUBJECT CLASSIFICATIONS AND SUB-CLASSIFICATIONS

#### (01) AIR

- |                             |                           |
|-----------------------------|---------------------------|
| (01) Facilities, Municipal  | (06) Reporting/Assessment |
| (02) Facilities, Industrial | (07) Emissions            |
| (03) Mobile Source          | (08) Treatment            |
| (04) Environmental Data     | (09) Health Effects       |
| (05) Models                 | (10) Testing Data         |

#### (02) WATER

- |                             |                           |
|-----------------------------|---------------------------|
| (01) Drinking Water         | (07) Environmental Data   |
| (02) Facilities, Municipal  | (08) Reporting/Assessment |
| (03) Facilities, Industrial | (09) Treatment            |
| (04) Construction Grants    | (10) Spills               |
| (05) Models                 | (11) Groundwater          |
| (06) Effluents              | (12) Aquatic Biology      |

#### (03) RADIATION

#### (04) HAZARDOUS AND SOLID WASTE

- |                           |                             |
|---------------------------|-----------------------------|
| (01) Spills               | (08) Models                 |
| (02) Emergency Response   | (09) Disposal               |
| (03) Site                 | (10) Transportation         |
| (04) Sludge               | (11) Health Effects         |
| (05) Environmental Data   | (12) Waste Management       |
| (06) Reporting/Assessment | (13) Facilities, Waste Gen. |
| (07) Treatment            |                             |

#### (05) PESTICIDES AND TOXIC SUBSTANCES

- |                          |                   |
|--------------------------|-------------------|
| (01) Pesticides Specific | (05) Inspection   |
| (02) Toxic Specific      | (06) Testing Data |
| (03) Industry Reporting  | (07) Chemical     |
| (04) Health Effects      | (08) Model        |

#### (06) NOISE

#### (07) ADMINISTRATIVE

- |                              |                           |
|------------------------------|---------------------------|
| (01) Personnel and Payroll   | (07) Office Automation    |
| (02) Grants and Contracts    | (08) Financial Management |
| (03) Library & Bibliographic | (09) Property Management  |
| (04) Correspondence          | (10) ADP Management       |
| (05) Budget                  | (11) Management Systems   |
| (06) Accounting              |                           |



(08) ENFORCEMENT AND COMPLIANCE

- (01) Monitoring
- (02) Permits
- (03) Docket

(09) RESEARCH AND DEVELOPMENT

- (01) Health Effects
- (02) Models
- (03) Laboratory Systems
- (04) Quality Control
- (05) Environmental Data

(10) STANDARDS AND REGULATIONS

(11) POLICY, PLANNING, AND EVALUATION

- (01) Policy Analysis
- (02) Evaluation
- (03) Economics
- (04) Models

## APPENDIX E

### ISI KEYWORDS

- (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
- (30) Non-Point Source
- (31) Point Source
- (32) Processing
- (33) Production Volume
- (34) Site Characteristics
- (35) Storage
- (36) Transportation
- (37) Treatment/Disposal

**Note:** ISI entries may also contain key words other than these. Contributors to ISI are allowed and encouraged to describe their systems using their own, more descriptive keywords.



## APPENDIX F

### INSTRUCTIONS FOR BOOLEAN LOGIC SEARCHES

#### OPERATORS

Arithmetic Operators, listed in order of precedence:

( )	Parentheses for grouping
**	Exponentiation
*	Multiplication
/	Division
+	Addition
-	Subtraction

Relational Operators:

<	Less than
>	Greater than
=	Equal to
< >	Not equal to
≤	Less than/equal to
≥	Greater than/equal to

Logical Operators, listed in order of precedence:

.NOT.	logical not (unary operator)
.AND.	logical and
.OR.	logical or

String Operators:

+	string concatenation
\$	substring search

Examples:

**SYSLEVEL = "1"**

(Shows all major information systems.)

**SECURITY1 = 8 .OR. SECURITY2 = 8**

(Shows all systems listed as publicly available.)

**RPIO = 16**

(The numeric field, RPIO, must contain the number, 16.)

**CLASS1 = 7 .OR. CLASS2 = 7 .OR. CLASS3 = 1 .OR. CLASS4 = 1**

(The number, 1, must be contained in one of the four numeric fields, CLASS1, CLASS2, CLASS3, OR CLASS4.)

**(COMPUTER1 = 1 .OR. COMPUTER2 = 1) .AND. ((SECURITY1 = 5 .OR. SECURITY1 = 6) .OR. (SECURITY2 = 5 .OR. SECURITY2 = 6))**

(The computer type is a mainframe (code = 1) which is either Confidential Business Information (code = 5) or Privacy Act Sensitive (code = 6))

## IMPORTANT

If you get the question "Terminate command file (Y/N)?" or a similar error message, there was something wrong with your search criterion.

You must always enter **Y** in response to this question since the effects of entering **N** will be unpredictable.

**Note:** Entering **Y** will abnormally terminate your session resulting in the loss of any records which you may have accumulated in the holding file.

You can re-enter the system after abnormal termination by typing **ISI** at the prompt and pressing the return key.

**NOTE:** The search for records using user-specified search criteria is a relatively slow process since it uses the "LOCATE" command which examines each record in the data base sequentially (from first to last). You should expect the search time to take at least two minutes . . .

Remember . . . Always answer **Y** to the question,  
"Terminate command file (Y/N)?"

Then type **ISI** to get back into the system.

**APPENDIX G  
SAMPLE REPORTS**

**SAMPLE 5 FIELD REPORT**

<b>SYSTEM ID</b>	<b>SYSTEM ACRONYM</b>	<b>SYSTEM LEVEL</b>	<b>RPIO CODE</b>	<b>RESPONSIBLE PERSON</b>	<b>TELEPHONE NBRs</b>
00010098	ISI	2	16	Hufford, Steve	(202) 475-7732 8-475-7732

## **SAMPLE 22 FIELD REPORT**

**SYSTEM ACRONYM:** ISI  
**SYSTEM NAME:** EPA Information Systems Inventory

**SYSTEM LEVEL:** 2  
**RPIO CODE:** 16 - Asst. Admin. for Administration & Resources Mgmt. (OAI)  
**ALLOW. HOLDER:** 16 - AA- Administration and Resources Management  
**RESPONSIBLE PERSON:** Hufford, Steve  
**PHONE:** (202) 475-7732 FTS: 8-475-7732  
**SOFTWARE/HARDWARE :** Clipper, Hypercard Prototype / 2 - IBM PC  
**ABSTRACT:**

The EPA Information Systems Inventory is maintained on an IBM PC and currently holds roughly 500 records. The ISI was developed to enhance the Agency's ability to track major information systems, facilitate the sharing of information across media and program boundaries and improve the Agency's oversight of information systems development. For each system in the Inventory, the following information is included: system identification, descriptors of database content, and administrative data about access, and legal authorities. The database is available in the EPA Headquarters, Regional Libraries, and NTIS. The system is managed by the Information Management and Services Division, OIRM.

**SAMPLE 74 FIELD REPORT**

SYSTEM LEVEL: 2  
ACRONYM: ISI SYSTEM ID: 00010098  
SYSTEM NAME: EPA Information Systems Inventory

ORGANIZATION NAME: OIRM, Information Management and Services  
Division, Information Management Branch

MANAGER CODE: 50 - AA-Administration and Resources Management  
RPIO CODE: 16 - Asst. Admin. for Administration & Resources Mgmt. (OARM)

ALLOW. HOLDER: 16 - AA- Administration and Resources Management  
ELEMENT CODE:

RESPONSIBLE PERSON: Hufford, Steve  
PHONE: (202) 475-7732  
FTS PHONE: 8-475-7732

FIMAS CODE:  
MAIL CODE: PM-211D

SUPPORT FUNDING:  
TIMESHARE FUNDING:

ICR NUMBER:

LAW NUMBER 1: PL.96-511  
LAW TITLE 1: Paperwork Reduction Act of 1980

LAW NUMBER 2:  
LAW TITLE 2:

LAW NUMBER 3:  
LAW TITLE 3:

PURPOSE OF DATA 1: 11 - Oversight  
PURPOSE OF DATA 2: 2 - Development of Regulations or Standards  
PURPOSE OF DATA 3: 0 -

SOURCE OF DATA 1: 4 - EPA  
SOURCE OF DATA 2: 0 -  
SOURCE OF DATA 3: 0 -  
UPDATE CYCLE: 8 - Annually



SYSTEM LEVEL: 2  
ACRONYM: ISI SYSTEM ID: 00010098

SYSTEM STATUS: 3 - Operational/Active  
CONFIDENTIALITY: 2 - Update Restrictions  
8 - Publicly Available

ACCESS FOR INPUT: 2 - Interactive  
ACCESS FOR OUTPUT: 2 - Interactive

COMPUTER TYPE 1: 2 - IBM PC  
COMPUTER TYPE 2: 9 - Apple Macintosh  
COMPUTER TYPE 3: 0 -  
MANUAL/AUTOMATIC: 3 - Manual & Automated

SOFTWARE SYSTEM: Clipper, Hypercard Prototype

CLASSIFICATION 1: 7 - ADMINISTRATIVE  
SUB-CLASS 1a: 10 - ADP Management  
SUB-CLASS 1b: 11 - Management Systems  
SUB-CLASS 1c: 0 -

CLASSIFICATION 2: 0 -  
SUB-CLASS 2a: 0 -  
SUB-CLASS 2b: 0 -  
SUB-CLASS 2c: 0 -

CLASSIFICATION 3: 0 -  
SUB-CLASS 3a: 0 -  
SUB-CLASS 3b: 0 -  
SUB-CLASS 3c: 0 -

CLASSIFICATION 4: 0 -  
SUB-CLASS 4a: 0 -  
SUB-CLASS 4b: 0 -  
SUB-CLASS 4c: 0 -

RELATED SYSTEMS:

KEY WORDS: INFORMATION SYSTEMS; INFORMATION SHARING;  
INFORMATION RESOURCES MANAGEMENT

ABSTRACT: The EPA Information Systems Inventory is maintained on an IBM PC and currently holds roughly 500 records. The ISI was developed to enhance the Agency's ability to track major information systems, facilitate the sharing of information across media and program boundaries and improve the Agency's oversight of information systems development. For each system in the Inventory, the following information is included: system identification, descriptors of database content, and administrative data about access, and legal authorities. The database is available in the EPA Headquarters, Regional Libraries, and NTIS. The system is managed by the Information Management and Services Division, OIRM.

**APPENDIX H**  
**NEW SYSTEM FORM**



# 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

2

**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 | 5 Other Government Agencies (Federal, State, Local) |
| 2 Other Data Systems          | 6 Other Nongovernment Entities                      |
| 3 Literature                  | 7 Other   |
| 4 EPA                         |   |

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

- |             |                |
|-------------|----------------|
| 1 Daily     | 6 Quarterly    |
| 2 Weekly    | 7 Semiannually |
| 3 Biweekly  | 8 Annually     |
| 4 Monthly   | 9 Biannually   |
| 5 Bimonthly | 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.

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# 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  
↓

- 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.

## Classification

↓ Subclassification  
↓

- 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



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- 1 Environmental Effects
- 2 Environmental Releases
- 3 Health Effects
- 4 Physical-Chemical Properties
- 5 Test/Analysis Method
- 6 Transformation Rates
- 7 Climate
- 8 Ground Water
- 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

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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.