

Attachment 1(B)
Instructions for Measures Review and Streamlining Form

Worksheet: To assist EPA in identifying potential reductions in measures listed in the FY07 National Program Manager (NPM) guidance documents, EPA has made available a crosswalk of these measures on a password-protected website, Commitments QuickPlace. This crosswalk contains measures relating to state performance contributions which are included in the NPM guidance documents (issued in April 2006 and available at <http://www.epa.gov/ocfo/npmguidance/index.htm>).

Please list the measures you deem appropriate in the attached form which contains three headings and expands as necessary to accommodate your information. The form should be filled out by staff with the most expertise and provided to EPA by the State Commissioners.

State Contact Person: A point-of-contact is necessary in the event that EPA has questions or requires additional information.

Access to Website: You will be provided access to the measures via a password-protected URL by your EPA regional contact. Once you gain access to the QuickPlace, please review the FY07 crosswalk.

Filling out the Form: After your review, in the appropriate columns: (1) identify the measure (by ACS Code listed on the crosswalk); (2) note whether you recommend deleting or modifying it (and if modify, provide suggested language); and (3) provide a short explanation for your recommendation.

EPA contact: By November 8, 2006, please forward the form to Kathy O'Brien by email at obrien.kathy@epa.gov or by fax at 202-564-1433 and submit a copy to your EPA Regional Administrator.

Attachment 1(C)
State Burden Reduction and Measures Streamlining Initiatives
Key Milestones

Lead	Burden Reduction	Measures Review	Due Date
Deputy Administrator	kick-off memo to Regional Administrators (RAs) and State Environmental Commissioners		Oct 10, 2006
State Commissioners	recommendations on top 5 issues to RAs and OCIR (Attachment A)	recommendations to reduce/change measures to OCFO (Attachment B)	Nov 8, 2006
RAs	memo to OCIR assessing state recommendations in Attachment A	recommendations to reduce/change measures to OCFO (Attachment B)	Nov 21, 2006
OCIR/OCFO	initial synthesis of state/regional responses to states and EPA HQ and the regions	initial synthesis of state/regional responses to states and EPA HQ and the regions	Dec 1, 2006
HQ Program Offices (OAR, OECA, OPPTS, OSWER, OW, OEI, etc.)	recommendations to OCIR, based on review of state/RA input	preliminary list of FY08 measures, identifying those recommended for elimination/modification to OCFO	Dec 8, 2006
OCIR/OCFO	discussion with Agency senior management on initial results and recommendations		mid-Dec 2006
OCIR/OCFO	briefing for Deputy Administrator on initial results and recommendations		mid-Dec 2006
Deputy Administrator	review of draft FY08 NPM guidance, including draft measures and changes to reporting requirements;		Jan 2007
Deputy Administrator	communication from the DA on reporting burden reduction results		Feb 2007
NPMs	issue draft FY 2008 NPM guidance, which includes improvements to measures and reporting requirements		Feb 2007
States, Regions Tribes, others	formal review and comments to NPMs on draft NPM guidance, including proposed improvements to measures and reporting requirements		Feb-Mar 2007
NPMs	issue final FY08 NPM guidance with final measures and changes to requirements		Apr 2007