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**Forms Management Policy**

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Directive No: CIO 2103.1

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*Issued by the EPA Chief Information Officer,  
Pursuant to Delegation 1-19, dated 07/07/2005*

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**Forms Management Policy**

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**1. PURPOSE**

To establish the Environmental Protection Agency's (EPA's) Forms Management Program; to describe the requisite roles, responsibilities, and procedures necessary for the successful management of EPA forms; and to more clearly fulfill EPA's obligations in this regard.

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**2. SCOPE**

This policy applies to all Agency administrative use and external forms.

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**3. AUDIENCE**

This policy applies to all EPA Programs, Regions, Labs and Offices.

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**4. BACKGROUND**

Forms are a critical tool that EPA uses to collect information from EPA staff as well as the public. Forms are used to meet our administrative, program and regulatory requirements. Over the years, responsibility for forms has largely devolved to the Program or Regional level and there is no centralized and reliable Agency record to determine which forms are in use, if they meet established standards, are accurate or up to date, and which external public use forms have Information Collection Request (ICR) approvals from the Office of Management and Budget (OMB).

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**5. AUTHORITY**

- a. [The Code of Federal Regulation \(41 C.F.R. Section 102- 193.20\)](#)
  - b. [21st Century Integrated Experiences Act \(21 C IDEA\)](#)
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**6. POLICY**

Two Forms Officers in the Office of Mission Support's (OMS') Office of Enterprise Information Program (OEIP) are established to manage Agency forms; an Internal Forms Officer and an External Forms Officer.

All forms generated by EPA for Agency wide administrative use, or external program or regulatory use, are required to go through the established process and receive approval prior to use.

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Guidance on program objectives, roles and responsibilities, and process are set out in the Forms Management Procedure.

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**7. ROLES AND RESPONSIBILITIES**

Responsibility for the development and implementation of the EPA Forms Management Program is assigned to the Office of Mission Support's (OMS') Office of Enterprise Information Programs (OEIP).

It is the responsibility of all EPA Programs, Regions, Labs and Offices to ensure they follow forms requirements and guidelines provided by the appropriate Forms Officer and to get necessary approval before making forms available for use.

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**8. RELATED INFORMATION**

Forms Management Procedure.

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**9. DEFINITIONS**

**External Form:** A form that is used by EPA to collect information from the public. These forms should be approved by the External Forms Officer prior to use. When these forms are intended to collect information from ten or more public respondents on identical items, these forms must also be approved by OMB.

**Form:** A form contains a fixed arrangement of captioned spaces designed for entering and extracting prescribed information.

**Internal Form:** A form originated within EPA for Agency wide use. This type of form should be approved by the Internal Forms Officer prior to use.

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**10. WAIVERS**

A form should be developed, revised and/or updated in accordance with the Forms design specifications unless the appropriate Forms Officer waives the requirement.

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**11. MATERIAL SUPERSEDED**

CIO 2103.0 EPA's Forms Management Policy.

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**12. CONTACTS**

Please email EPA's Forms Management Program at [forms@epa.gov](mailto:forms@epa.gov) with any questions about this document.

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