ICIS Sensitive Access Request

Office of Compliance
Office of Enforcement and Compliance Assurance
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW (MC 2221-A)
Washington, D.C. 20460

http://www.epa.gov/compliance/data/systems/icis/access.html

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

MEMORANDUM

SUBJECT: Request for Authorization for Enforcement Sensitive Data in ICIS

FROM: Name(s) of Employee(s) _____

_____

THROUGH: *(EPA/State/Tribe employees:)*

Name of Supervisor	_____
Signature	_____
Title/Division or Office	
_____	

Or *(Contractor employees:)*

EPA Project Officer	_____
Signature	_____
Name of Supervisor	_____
Signature	_____
Title/Division or Office	_____

TO: Steve Hufford, Chief
                Data Systems and Information Management Branch
                Enforcement Planning, Targeting, and Data Division (2222A)
                Office of Compliance

     We request that the following users be granted Sensitive Access to OECA's integrated enforcement and compliance data system. Approval of this request will provide access to the Integrated Compliance Information System (ICIS).   This request is based on our determination that these staff have a need-to-know and to have access to sensitive information in order to conduct assigned duties in data entry, targeting, screening, case development, litigation support, settlement negotiations, or program management. This employee(s) has received and read the ICIS "Rules of Behavior" and has agreed to abide by the Rules and the ICIS User Manuals.

     These employees recognize that access will permit retrieval of information that is enforcement sensitive and confidential. Entry and retrieval of information in ICIS will be performed using the ICIS Internet application located at: icis.epa.gov/ICIS. Users with access to ICIS in either a testing or training mode have the same responsibilities as that for the production information. He or she agrees to treat all sensitive information retrieved through any of these capabilities as confidential, for internal EPA use only, and if applicable subject to program office verification of data quality.

If Sensitive Access is granted, this office agrees to the following terms and conditions:

- EPA/State/Tribal employees and contractors agree to follow the ICIS Rules of Behavior;

- that such access will be terminated in the event that his or her duties no longer support the need-to-know this information, or his or her employment by EPA has ceased;

- that it is the responsibility of this office to notify OECA when the User-ID's sensitive access right is to be terminated;

- that ICIS users authorized for Sensitive Access are governed by the provisions of EPA Order 3120.1 (issued September 20, 1985), entitled "Conduct and Discipline," and its Attachment, entitled "Guidance on Corrective Discipline";

- that the Order prescribes policies and penalties regarding breaches of security regulations or practice; and

- that the user will be automatically removed from the Sensitive Access authorization list if he or she fails to access the system during any three consecutive months. Access can be reinstated if this authorization request memo is on file.

The applicants for sensitive access recognize that they are responsible for safeguarding reports that may contain confidential or enforcement sensitive data. This includes the proper use, storage, and disposal of printouts, of reports retained on disk (PC or floppy), or of saved cache from the Web browser.   If reports with sensitive data are returned to a Web browser, the report may be retained in the browser cache or automatically saved to the hard disk and the user is responsible for protecting these reports by either securing his or her PC from use by another person, or by deleting the cache saved to disk.

Name	Branch/Div./Office or Company & Duration of Contract	EPA TSSMS User ID	Signature of Employee (certifying that he or she has read and will follow the ICIS Rules of Behavior)

ICIS Enforcement Sensitive Access Request Memo