



ICIS Enhancement Request Initiation Template

Office of Compliance
Office of Enforcement and Compliance Assurance
U.S. Environmental Protection Agency
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Washington, D.C. 20460

<http://www.epa.gov/compliance/data/systems/icis/guidance.html>

Enhancement Request Initiation Template
 Template for Initial Request – send to ICIS@epa.gov

This form is required in order to request procedure or system changes to ICIS.

Individual Initiating the Request (Enhancement Champion)			Phone	E-mail:
SEM/Sr. Water Mgr <input type="checkbox"/>	Mgmt. Comm. <input type="checkbox"/>	ICIS user <input type="checkbox"/>	Office:	
State <input type="checkbox"/>	Region <input type="checkbox"/>	HQ <input type="checkbox"/>	NPDES <input type="checkbox"/>	Program FE&C <input type="checkbox"/>
Title of Request				
Type of Request: (procedure or system change)			Date Submitted:	
Approving Manager Name (Management Enhancement Champion)				

Change Request Description	
Complete all information known at the time request is submitted	
Reason for the change request (what problem is being solved)	
Module affected (Monitoring, Permits, Limits, Enforcement Milestones, other)	
Description of requested system change – what screen, business rule, data entry field?	
Federal Only: Has this been submitted to the Measures Review Board (MRB)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
User impacts by type of user	
Risks to be considered in the change: impact on other program/modules, user training, reports revision, documentation.	
Data migration or retroactive data entry effects	
User training or other communications required	
User Workgroup Action	
Date:	
Accepted	Sub-group designated: Denied