

Information Collection Request, Review and Approval System

Environmental Protection Agency (EPA)



Release Guide ICRAS 4

*For System Upgrade
Release Date: October 5, 2007*

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I. Overview

ICRAS 4 is scheduled for a [Software Upgrade](#) release on October 5, 2007. This release introduces new functionality as well as updating the display of some pages, as specified below. As the changes for this release may impact one or more areas for Display, Functionality or Business Process, they are listed by upgrade.

Updates to the User Manual will be posted to www.paperworkreduction.gov as applicable, users experiencing issues regarding these changes should contact the ICRAS Support Team at help@paperworkreduction.gov.

A. Notes

Desk Officers now have the ability to add a note on the Summary page at any time. These notes are internal record, and will not be sent to OMB. Comments are available for all users to see, however only Desk Officers may add new comments.

Comments:

Add Comment (max 4000 characters):

Add Comment

B. 30 Day Notice Validation

The 30-day Notice check will be disabled from the package completeness validation through internal processing – release and retract. However, the validation will remain enabled for OMB submission.

C. Burden Table Heading

The Forms page Burden table heading is changed from “Summary of IC/Part2 Burden:” to “Burden Summary”

Summary of Burden:

| Requested | Change Due to New Statute | Change Due to Agency Discretion | Change Due to Adjustment in Agency Estimate | Change Due to Violation | Currently Approved |
|-----------|------------------------------|------------------------------------|---|----------------------------|-----------------------|
|-----------|------------------------------|------------------------------------|---|----------------------------|-----------------------|

D. Package Pending

Users that have more than one option in the inbox drop down "Packages pending at my level" will have the ability to save their preferred level as a default by clicking the "make this my default

Yes/Save" link to the right of the dropdown. Note: this link will only appear if you have selected a level that is not already your default.

Inbox

Packages pending at my level: Completed: Pending FR <-- make this my default? [\[Yes/Save\]](#)

| Code | ICR ID | Agency | Title | Package Type | Pending At | Days Pending |
|----------------------|------------------------|------------------------|--|------------------------------|----------------------------|------------------------------|
| | | ROW1 | Questionnaire for Nominees for the Annual National Clean Water | | Completed: | |

E. CFR Citations

Help instructions are added to the CFR Citations section: “Enter subpart(s) or section(s) if applicable”

[?] 5. CFR Citation(s) for the information collection under review (if applicable).

An information collection is usually a form or survey, but can also be required by a statute or regulation. To identify regulation that is the requirement to collect the information, enter the regulation in the CFR Citation. Multiple citations can be entered for a single IC as long as one Affected Public, Obligation to Respond, and the Line of Business applies. **Enter the subpart(s) or section(s) if applicable.** Add multiple CFR citations as appropriate in the table provided. 4 places for citations have been provided in the worksheet, expand as necessary.

ence Model (Required for