

Recording basic regulatory activity using Microsoft Forms; a simple solution for consistent data collection and entry

Anna Doeser – Scientist SEPA

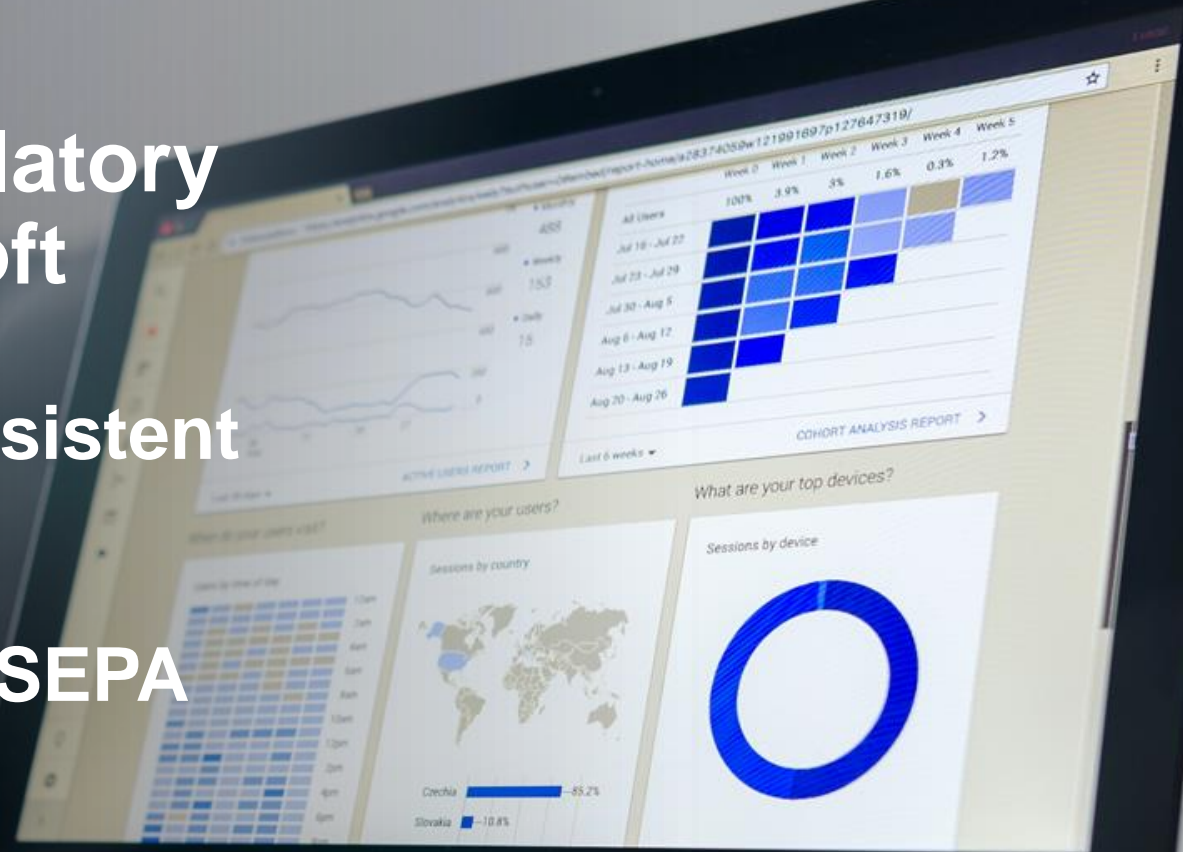




Photo by [Michal Matlon](#) on [Unsplash](#)



Past Learning Experiences



Developed inspection forms



Support Managers to interpret data



Produce reports



Produce insights

The problem



- Loss of past systems - Compliance Assessment and Environmental Events.
- Staff inspecting and responding to events
- No recording or many different systems
- No national summary of activity

The Solution



MICROSOFT
FORMS



MICROSOFT
EXCEL



POWER BI

Making it work



Doeser, Anna 7/1, 2:26 PM

Drop in session today 2.30-3.30

Regulation colleagues, hear about the Regulatory Assesment Form, how and why to complete it. Get your questions answered.

Join our Bonus demo session today Thursday 1st July 2.30-3.30. <---- click here

3 replies from you, Susan, and Hugh

↩ Reply



**BRING YOUR
PEOPLE WITH
YOU.**



**BUILD – TEST-
ITERATE**



**TRAINING AND
GUIDANCE**



**CLEAR
COMMUNICATION**



Outcomes



THE FORM



THE DATA



**THE
CULTURE**

Regulatory Assessment Form

YOU MUST NOT ENTER PERSONAL OR SENSITIVE INFORMATION IN THIS FORM (eg names, addresses or telephone numbers). The contents of the form is FOI-able, so please be careful when entering information.

Hi Anna, when you submit this form, the owner will be able to see your name and email address

* Required

Basic Details

1. Date of interaction (field visit, telephone or online) *

Select date from calendar

Please input date in format of M/d/yyyy

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17

2.

Administration

- Date/ Start and Finish Time
- Interaction type
- Officers names
- Regulatory Project

4. Type of interaction *

If using the "other" field, DO NOT INCLUDE PERSONAL OR SENSITIVE DATA

Site visit

Telephone call/emails

Video call

Desk assessment

Other

5. Which Team carried out the interaction? *

Select your answer ^

Argyll, Hebrides and South Highland

Chemistry

Ecology

Edinburgh Lothian and Borders

Enforcement Development and Liaison

6. Which Team carried out the interaction? *

Multiple Answers = multiple checkboxes

"Telephone call/emails;Desk assessment;"

Single Answer = Drop Down menu or restricted check box

Location

- Permit / Authorisation Number
- Site Name
- Spatial Location

8. Does the interaction relate to an Authorised Site? *

Yes

No

9. Site Reference

Please enter the permit / authorisation reference where applicable

Enter your answer

8. Does the interaction relate to an Authorised Site? *

Yes

No

9. Does the interaction relate to a site or location with an alternative unique reference? *

This would be a number referring to another dataset or register e.g for unlicensed sites or farms.

Yes

No

10. Site Unique Reference

This could be a SEPA reference number e.g. the Unlicensed Site Tracker number or external database reference e.g. a Business Reference Number (BRN)

BRN1234

13. Area of Concern 1 *

Use the box below to briefly describe the area of concern, try to include the following in your description:

- * whether an actual or potential environmental impact, an authorisation breach, or a data/paperwork issue;
- * the environmental media that would be impacted (land, water, air etc); and
- * the location (eg: water body name) of the impact.

DO NOT INCLUDE PERSONAL OR SENSITIVE DATA. Remember that this information can be disclosed under FOI.

Enter your answer

14. Required Action 1 for Concern 1 *

An action is a single action taken by a single individual at a specific point in time. Please record actions by different individuals and/or at different points in time separately. You are able to record up to 3 different actions to deal with each area of concern.

DO NOT INCLUDE PERSONAL OR SENSITIVE DATA. Remember that this information can be disclosed under FOI.

Enter your answer

Concerns and Actions

- What has been identified
- What must be done to fix
- Who must do it
- By when must action complete
- Action open / closed

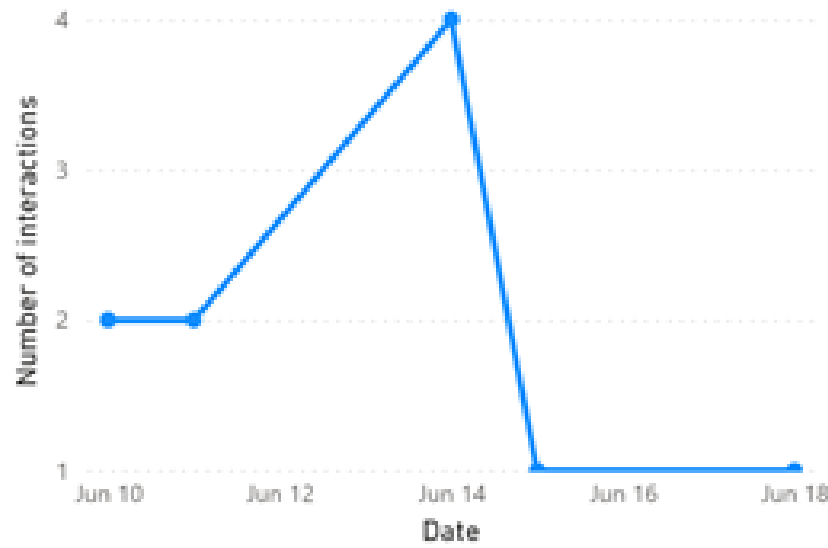
Concerns e.g.

- Compliance Breach
- Offensive Obour detected
- Illegal waste dumped
- Leaking septic tank

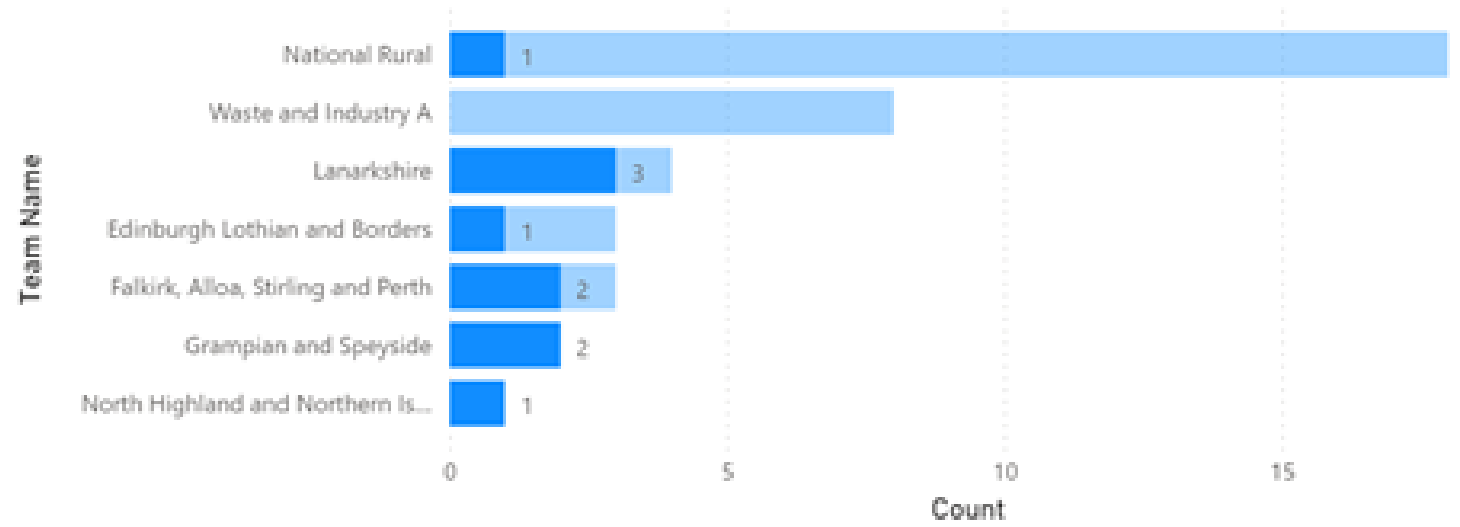
Actions e.g.

- Remove waste from site
- Site to apply for a licence
- Investigate further
- Update procedures
- SEPA to visit site

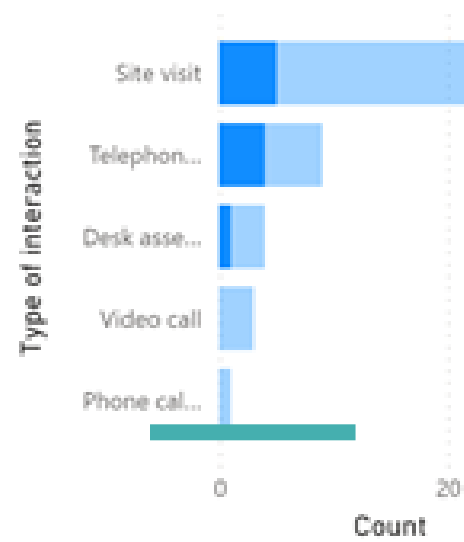
Number of interactions per day



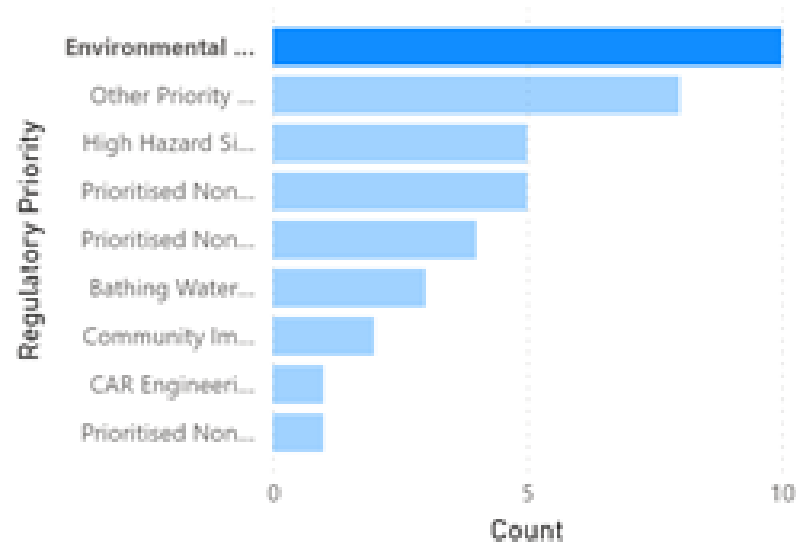
Number of interactions per team



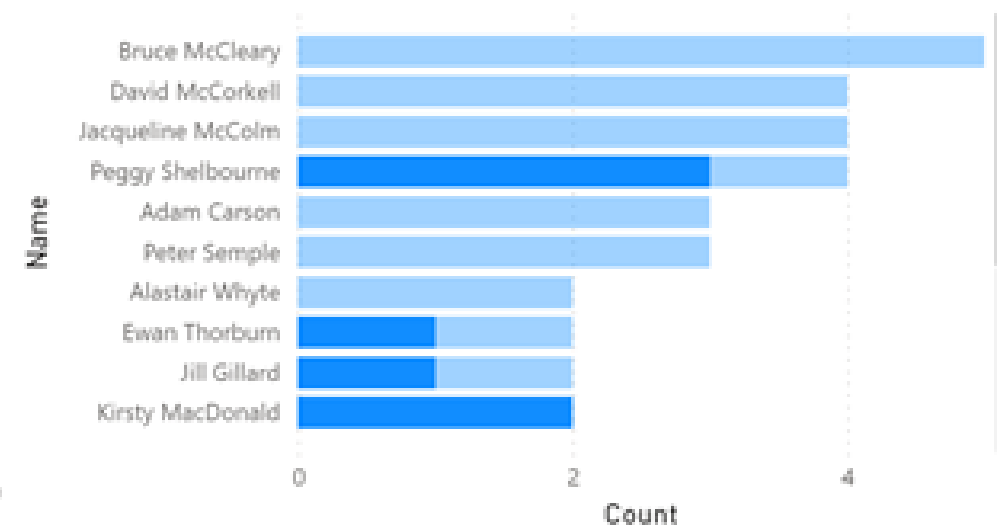
Type of interaction



Regulatory Priority



Number of interactions per officer



Some limitations

-
- People – need to use the Form – **Make it easy**
 - People – need to use it correctly – **Give clear guidance**
 - Can't link to other datasets directly
 - No Spell checker
 - Limits to question branching
 - Does not generate reminders or emails to operators