

## INSTRUCTIONS FOR SEARCHING THE INNOVATION CATALOGUE

Welcome to the Innovation Catalogue! The U.S. Environmental Protection Agency (EPA) is increasingly implementing innovative programs and initiatives that expand upon traditional methods of environmental protection. The National Center for Environmental Innovation (NCEI) has developed the Innovation Catalogue as a central repository for information about these innovations. For background information on the Innovation Catalogue and a description of the project's goals, please see the [Basic Information Page](#).

This guide provides information on how to search the Innovation Catalogue. Users can search the full contents of the Catalogue or can limit their search to subsets of information, called modules. See the [Search a Module Page](#) for a full description of the contents and capabilities of the Modules. Use the links on the left hand of the screen to select the full catalogue or one of the three modules (Innovation Strategy, Air Innovations, State-Implemented Innovations).

There are two different methods available for users to search the catalogue: a quick search or an advanced search. These methods are described in detail below. Use the links below to navigate through the instructions. If you have additional questions not answered by this guide, please [Contact Us](#).

### DOCUMENT ORGANIZATION

#### [Quick Search](#)

- [Using the Quick Search](#)
- [Quick Search Field Descriptions](#)
- [Quick Search Results](#)

#### [Advanced Search](#)

- [Using the Advanced Search](#)
- [Advanced Search Results](#)

#### [Saving Your Search](#)

#### [Results and Analysis](#)

- [Reporting](#)
- [Analysis](#)

#### [Contact Us](#)

#### [Index of Template Fields](#)

**QUICK SEARCH**

The Quick Search provides a convenient interface to search for information on four basic characteristics of innovative projects: EPA office, project location, environmental issue being addressed, and innovative tool or approach being implemented. It also allows the user to specify the search scope as “**Current Projects**,” “**Archived Projects**,” or “**Current and Archived Projects**.”<sup>1</sup> The Quick Search page is illustrated in Figure 1 below.

**Figure 1 – Quick Search Page**

<sup>1</sup> The Innovation Catalogue contains both archived and current projects. “**Archived**” projects come from the Innovation Catalogue Archive, which is a library within the database that serves as a historical reference for innovative projects that have been completed or are no longer moving forward. These projects contain additional detail about “lessons learned” and other institutional knowledge that would otherwise be lost if they were removed from the database. While these projects are no longer up-to-date, we believe that their inclusion in the database can help provide valuable insight for a person who is trying to successfully implement an innovation that has previously been attempted. “**Current**” projects make up the rest of the Innovation Catalogue database – they are still being implemented and have not been completed yet.

## Using the Quick Search in the Innovation Catalogue

1. Click on “**Quick Search**” in the left hand column. The Quick Search Page is shown above in Figure 1.
2. Specify the scope of the search as “**Current Projects**,” “**Archived Projects**,” or “**Current and Archived Projects**.”
3. Make selections from one or more of the four data fields (see field descriptions below). using the drop down menus. To select more than one item in each field (e.g., Air Toxics and Criteria Pollutants in the Environmental Issues field), hold the <Ctrl> key while selecting the desired items.
4. Click “**Get Results**.”

### Quick Search Field Descriptions

**EPA Contact Office:** The EPA office responsible for listing the project in the Innovation Catalogue. This field lists EPA's major headquarter or regional offices.

**Location:** Location where the project is based. Searches may be done nationally, within specific EPA Regions, across multiple states, or by a specific state.

**Environmental Issues:** The environmental concerns that motivated the project. As shown in the dropdown list in Figure 1 above, users can search by broader environmental issues, which are shown in all capital letters, (e.g., AIR QUALITY) or by more specific issues (e.g., Air Toxics, Climate Change, Criteria Pollutants). Search results based on a broader issue will include projects relevant to all of the more specific issues listed below it; while searching on a specific issue(s) will yield targeted results relevant only to the issue(s) selected. A project may be associated with up to three issues (note that a full list of the environmental issues is available sorted [alphabetically](#) or by [category](#)). For projects that address administrative issues, users should select “**NA (administrative)**.”

**Innovative Tools and Approaches:** Specific approaches that a project uses to address the stated problem and environmental issue(s). As shown in the dropdown list in Figure 1, users can search by broader tools (e.g., SMART GROWTH) or by more specific tools (e.g., Brownfields Cleanup/Redevelopment, Building Rehabilitation). Search results based on the selection of a broader tool will include projects relevant to all of the more specific tools listed below it, while searching on a specific tool(s) will yield targeted results relevant only to the tool(s) selected. A project may be associated with up to three tools. (A full list of [tools](#) is available sorted alphabetically.)

**Note:** When conducting a Quick Search, it is important to keep in mind that projects in the Innovation Catalogue can be associated with only three environmental issues and three innovative tools. Thus, there may be some projects related to your environmental issue(s) or tool(s) of interest that may be omitted from the search results if the issue(s) or tool(s) you select for your search are not among the three associated with a specific project. To expand your search to capture any additional relevant projects use the [Advanced Search](#) option.

**Quick Search Results**

Once you select the topic(s) of interest and click “**Get Results**” at the bottom of the page, you will see the ‘Results’ page with a table listing the projects meeting your search criteria. Your search criteria and the scope of your search are summarized near the top left of the Results page for future reference. By clicking on a project name in the table, you can view a full description of that project. You can also use the menu at the top of the page to save your results or view or print a variety of reports displaying information about the projects searched. For more information, please see [Saving Your Search](#) or [Results and Analysis](#). Figure 2 illustrates a portion of the Quick Search results for current projects associated with the environmental issue “Climate Change.”

**Figure 2 – Sample Quick Search Results**

The table below presents the results of your search. You may click on a project name in the table to view a full description of the project. Or, to view a report summarizing multiple projects, select projects of interest in the "Include?" column, select a report in the results menu bar, and then click the "Get Results" button.

View
 Print

Reporting Options  
-Background ▾

Get Results
Help

**Search Criteria:** Search Scope = Current Projects AND Issue = Climate Change

**Search Scope:** Full Innovation Catalogue

**Projects Matching Your Criteria**  
20 Project(s)

[\[Revise Search Criteria\]](#) [\[New Search\]](#) [\[Catalogue Home\]](#)

Project Name	Location	Innovation Strategy	EPA Contact Office	Include? <a href="#">select all</a> <a href="#">deselect all</a>
<a href="#">Adapting to Sea Level Rise</a>	New Jersey, Maryland, North Carolina, Virginia, South Carolina, New York		OAR	<input type="checkbox"/>
<a href="#">AgSTAR</a>		✓	OAR	<input type="checkbox"/>
<a href="#">Building Deconstruction and Reuse</a>	Gainesville, Florida	✓	OSWER	<input type="checkbox"/>
<a href="#">Cement Manufacturing Sector</a>		✓	OPEI	<input type="checkbox"/>

### ADVANCED SEARCH

The Advanced Search function provides a greater degree of flexibility for searching the Innovation Catalogue. This option allows you to search the contents of any of the fields in the catalogue, combining up to four fields in a single search. When defining an Advanced Search, you can select from pre-defined terms from the database, or define your own search text string. This search option is most useful for users who are conducting a targeted search, looking for projects that meet specific attributes. The Advanced Search's capabilities extend to all information stored in the Catalogue, including open text descriptions of Project Motivation, Approach, History/Milestones and Results. When searching multiple fields, you can also specify whether you are interested in projects that match the search terms in all of the fields selected (an "and" search) or in any one of them (an "or" search). The Advanced Search page is illustrated in Figure 3 below

Figure 3 – Example of Advanced Search

**Advanced Search of Full Catalogue**

Please select up to four fields that you would like to search on in the left most column. Then, for each field, select values in the database using the "pre-set terms" and/or type in your own search text in "user-defined term."

Quick Search **Advanced Search**

Search Scope: Current Projects

Type of search:  and  or

Search Field	Pre-Set Terms	User-Defined Term
--Problem Statement	N/A	Title V
--Core Function	Compliance Enforcement Information Management Intergovernmental Partnerships	
--Innovative Tools	Administrative Streamlining Collaborative Problem-Solving Community-Based Approach Community Outreach	
--Other Participants	Other Federal Agency International Government State Government Tribal Government	

Get Results   Reset   Help

## Using the Advanced Search in the Innovation Catalogue

The Advanced Search function allows you to search all of the Innovation Catalogue template fields (please refer to the [Index of Template Fields](#) at the end of these instructions for a complete description of these fields). Follow the steps below to begin your own Advanced Search:

1. Click on “**Advanced Search.**” The Advanced Search Page is shown above in Figure 3.
2. Specify the **scope of the search** as “**Current Projects,**” “**Archived Projects,**” or “**Current and Archived Projects.**”<sup>2</sup>
3. If searching multiple fields, specify the **type of search**, i.e., whether you are interested in projects that match the search terms in all of the fields selected (an “**and**” search) or in any one of them (an “**or**” search).
4. Select up to four **search fields** to include in the search using the drop down menus.
5. For each field selected, choose **pre-set terms** and/or **user-defined terms** for the search.
  - **Pre-set terms** are key items related to the search field(s) you select. To select more than one pre-set term in a field (e.g., Region 1 or Region 2 in the Location field), hold the <Ctrl> key while selecting the desired terms. Some of the pre-set terms listed under the Environmental Issues and Innovative Tools fields are in all capital letters, indicating that these listings represent broader categories. If you select one of these categories, your search results will include projects matching any of the more specific items in the category (e.g., search results for AIR QUALITY will include projects addressing Air Toxics, Climate Change, Criteria Pollutants, Mobile Sources and other specific issues listed under this category). Selecting more specific issues or tools will yield targeted results relevant only to the items selected.
  - **User-defined terms** allow you to conduct searches by typing in a specific phrase describing an area of interest related to the search field(s) selected.

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<sup>2</sup> The Innovation Catalogue contains both archived and current projects. “**Archived**” projects come from the Innovation Catalogue Archive, which is a library within the database that serves as a historical reference for innovative projects that have been completed or are no longer moving forward. These projects contain additional detail about “lessons learned” and other institutional knowledge that would otherwise be lost if they were removed from the database. While these projects are no longer up-to-date, we believe that their inclusion in the database can help provide valuable insight for a person who is trying to successfully implement an innovation that has previously been attempted. “**Current**” projects make up the rest of the Innovation Catalogue database – they are still being implemented and have not been completed yet.

**Note:** If you select multiple pre-set terms from a single field, or a combination of pre-set and user-defined terms, the advanced search will identify projects that contain any of these terms in the field. Figure 3 illustrates a search that combines both pre-set and user-defined search terms.

6. Click **"Get Results."**

### **Advanced Search Results**

Once you select the topic(s) of interest and click **"Get Results"** at the bottom of the page, you will see a new page with a table listing the projects meeting your search criteria. Your search criteria and the scope of your search are summarized near the top left of the page for your reference. By clicking on a project name in the table, you can view a full description of that project. You can also use the menu at the top of the page to save your results; or to view or print a variety of reports displaying information about the projects searched. For more information, please see [Saving Your Search](#) or [Results and Analysis](#).

### **SAVING YOUR SEARCH**

To save the results of your search, go to the tool bar at the top of the results page and select "Save As" from the "File" menu. In the window that appears, select a location to store the file (e.g., desktop), rename the file according to your preference, and click **"Save."** The file will be saved as an HTML file to your selected location.

You can also copy the search results displayed on the screen to a spreadsheet by copying and pasting the information into MS Excel® or a similar spreadsheet program. Note, you may need to reformat the data once it has been pasted in the spreadsheet program.

Also, please note that you can bookmark any search results page and return to results at a later time. Search results will be saved for 30 days.

## RESULTS AND ANALYSIS

The Innovation Catalogue provides several options for displaying and analyzing search results. Users may generate pre-set reports, customized reports, or run an analysis of the search results. To select the project(s) you would like to include in the report or analysis, simply check the corresponding “**Include?**” box in the last column of the results table. See below for more information on the [Reporting](#) and [Analysis](#) options.

### Reporting

Users may display project details by either selecting a pre-set report or creating a customized report. For a pre-set report, select one or more of the six report formats described below, then click “**Get Results**” to produce a tabular display of the reports selected. These reports may be selected from the drop down menu under “**Reporting Options**” at the top of the page.

1. **Background:** Provides basic information about the projects, including project name, location, primary EPA contact office, other (non-EPA) participants, and website link for the project (if available).
2. **Approaches:** Provides an expanded description of the nature of the projects, including: a full text description of the problem motivating the project and a summary of the approach or solution developed for addressing the problem.
3. **Environmental Issues:** Includes information on the media, environmental issue(s) (e.g., water quality), and target pollutant(s) addressed by the projects.
4. **Innovations:** Presents a series of key fields from the innovation database that describe the characteristics of the innovation associated with the projects, including: the broad core functions associated with the project (e.g., voluntary partnerships, compliance), the specific tools used to implement the project (e.g., market-based incentives, technical assistance), and, if applicable, the project scope (e.g., sector-based, pollutant-based, environmental media focus).
5. **History and Results:** Presents information on the project history and milestones, plus any results achieved by the project to date.
6. **Innovation Strategy:** Provides information on how the projects support EPA's Innovation Strategy. For each project, this report includes the specific aspects of the Strategy addressed and a summary of recent activities and achievements (i.e., activities and achievements completed in the last three months).
7. **All Reports:** Displays all six preset reports.

To create a customized report, choose “**Custom Report**” from the drop down menu and click “**Get Results**.” Next, select up to four of the fields from the innovation database, to include in a single report. Users can also choose how they would like the results sorted (e.g., by project name, EPA contact office).

## Analysis

The Analysis option under the “**Reporting Options**” drop down list calculates summary statistics for all projects included in the analysis. Select “**Analysis**” from the drop down list and click “**Get Results**” to obtain summary statistics for the following areas:

- **Environmental Issue:** This analysis identifies the top ten issues for the projects included in the search results and presents a count of the number of projects addressing each of them. The full list of environmental issues is available sorted [alphabetically](#) or by [category](#).
- **Innovative Tools:** This analysis identifies the top ten [tools](#) used by projects in the search results to solve the stated environmental problem and a count of the number of projects employing each of them.
- **Participants:** This analysis presents a count of the number of projects involving different types of participants. The types of participants include: EPA offices (top five listed), other federal agencies, state, tribal and local government agencies, NGOs, community organizations/members, trade associations, companies/facilities, and academic institutions.
- **Core Function:** This analysis presents a count of the number of projects associated with a range of broad Agency core functions. The specific functions included in this analysis are: compliance, enforcement, information management, intergovernmental partnerships, internal procedures, licensing/registration/chemical review, permitting, public outreach, resource management (budget or personnel), science and technology, and voluntary partnerships (public or private).
- **Geographic Location (state):** This analysis presents a count of the number of projects located in specific states or EPA regions. Projects developed on a national scale are not included in this analysis.
- **Geographic Scale:** This analysis presents a count of projects according to geographic scale. The categories of geographic scale include: national, multi-state area, state wide, or local (e.g., city or county).
- **Media:** This analysis presents a count of the number of projects addressing specific media (e.g., air, water, waste, or land).
- **Project Scope:** This analysis presents a count of the number of projects according to scope. There are six potential scopes included in this analysis: community-based, environmental media focus, facility-based, industrial process focus, pollutant-based, and sector-based.

## CONTACT US

If you discover problems with the site or have suggestions, please submit your thoughts via the [Send Comments form](#).

If you have questions and would like to correspond with someone directly, please

Search the Catalogue

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INDEX OF TEMPLATE FIELDS	
<b>Background</b>	
Project Name	Complete project name, as communicated to the public.
Program	Name of program encompassing two or more related projects, if applicable. For example, for the Design for the Environment (DfE) Life-Cycle Assessment project, DfE Life-Cycle Assessment is the Project Name and Design for the Environment is the Program Name.
Location	Location where the project is based. Projects may be applied within a specific state, across multiple-states, in specific EPA regions, or nationally.
EPA Headquarter Offices	Headquarter offices participating in the project.
EPA Regional Offices	Regional offices participating in the project
Other Participants	Other entities participating in the project. May include other government agencies (federal, international, state, tribal, or local), community groups, companies/facilities, NGOs, trade associations, and academic institutions. These participants are specified (e.g., State government - Oregon Department of Environmental Quality).
EPA Listing Office/State	EPA office or State Agency responsible for listing the project in the Innovation Catalogue. This field includes a single entry – either an EPA major headquarter or regional office, or a State Agency.
Last Update	Date when the project information was last updated.
<b>Motivation</b>	
Problem Statement	Brief description of the environmental, public health, or administrative problem that motivated the project. For example, for the EnviroSense project: "Need a single repository for pollution prevention, compliance assurance, and enforcement information and databases."
Media	Environmental media addressed by the project (e.g., Air, Waste, Water, or Land). Not applicable for administrative innovations (e.g., EZHire @ EPA).

INDEX OF TEMPLATE FIELDS	
Statutes (if applicable)	Environmental statutes that apply directly to the project (e.g., the project was developed in response to a specific statute or has incorporated incentives that address a specific statute).
Environmental Issues	Environmental issues pertaining to the problem that motivated the innovative project. Not applicable for certain projects that address administrative issues. Projects may have up to three issues, selected from a list of 72 issues (see the issues list sorted <a href="#">alphabetically</a> or by <a href="#">category</a> ). As shown in the category list, when the broader environmental issues (e.g., AIR QUALITY) are selected as search terms, more specific issues (e.g., Air Toxics, Climate Change, Criteria Pollutants, Mobile Sources) will also be included in the search.
Target Pollutants (if applicable)	Categories of chemicals/pollutants addressed by the project. Choices include Criteria Air Pollutants, Metals, PBT Compounds, Pesticides and Organics.
Innovation Description	
Approach	General description of the approach that the project uses to address the stated environmental, public health, or administrative problem. For example, for the Small Business Innovation Research Program: "Through the SBIR Program, EPA makes awards to small, high-tech firms for research and development of cutting-edge technologies. These funds provide economic incentives for businesses to gear their R&D toward environmentally friendly and commercially viable products. The SBIR specifies three phases of development, including an evaluation of the scientific merit and technological feasibility of the concept, R&D to develop the technology, and the commercialization of the technology."
Project Scope (if applicable)	The project's overall scope of influence. For example, innovative projects may focus on the facility, sector, or community level, or they may focus on certain environmental media, industrial processes, or pollutants. Projects may have more than one scope.

INDEX OF TEMPLATE FIELDS	
Core Function	Identifies which primary Agency activities are incorporated into the project. For example, innovative projects often involve one or more of the Agency's primary activities. These may include: traditional regulatory activities such as enforcement/compliance, licensing, permitting, or rule-making; management functions such as internal procedures, information management, or resource management (budget and personnel); or other activities, such as public outreach, intergovernmental or voluntary partnerships, or scientific research and technology development.
Innovative Tools	Specific tools or approaches that the project uses to address the stated problem. Projects may have up to three tools selected from a list of <a href="#">tools</a> . When broader tools (e.g., MARKET-BASED INCENTIVES) are selected as search terms, more specific tools (e.g., Cap and Trade, Effluent Trading, etc...) will also be included in the search.
Project Status	
Status	Current status of the project (under development, on-going, or completed).
History/Milestones	Summary of the project's development and/or outcomes that the project is expected to achieve. For example, for the Smart Growth Network: "The program was convened in 1996 and now has 30 partners (six new partner organizations were added in 2001)."
Actual Results (if applicable)	Actual project outcomes to date, including results and progress toward project goals. May not be applicable for new projects or projects still under development. For example, for the National Metal Finishing Environmental R&D Plan: "The ORD-led multi-stakeholder project team has completed its report, which provides an inventory of federal R&D for metal finishers and an assessment and prioritization of the technology needs of the industry. The report was presented to the CSI Council and will be widely disseminated to shape the research agenda for the metal finishing industry."

<b>INDEX OF TEMPLATE FIELDS</b>	
Evaluation Status	Status of project evaluation (Not Yet Evaluated, Evaluation On-going, Evaluation Completed, or N/A). May not be applicable if the project is unlikely to undergo a formal evaluation.
Broader Application?	Identifies whether the project is ready for scale-up to a broader sphere of influence. For example, successful projects implemented in a specific region or state may be ready for broader application at the national level. It may be too early to determine whether new projects or projects still under development are ready for scale-up.
Transferability	Denotes how the innovation may be applicable to other environmental, public health, or administrative issues, or to other government agencies or locations.
<b>Updates</b>	
Activity	Brief description of significant project activities.
Achievement	Brief description of significant project achievements.
<b>Innovation Strategy</b>	
Innovation Strategy Aspects Supported by the Project	This field indicates whether the project supports EPA's Innovation Strategy, and specifies which aspects of the Strategy are addressed. Projects may address the following elements of the Strategy: Strengthen Innovative Partnerships with States and Tribes; Focus on Priority Environmental Problems; Diversify Environmental Protection Tools; and Foster Innovative Culture and Organizational Systems.