Charter for an Integrated Project Team to Scope Options for Integrating Facility Identification Data
Final Draft – June 2, 2015

This Charter defines the objectives, planned work, and membership of an Integrated Project Team (IPT) that will provide stakeholder input into an approach for how EPA, states and tribes can share facility identifiers, correct facility data as it is being reported and facilitate many of the features and functionality envisioned by E-Enterprise.

1. Scoping Facility Integration for E-Enterprise

EPA, states, and tribes are working to implement E-Enterprise for the Environment—a transformative initiative that will improve the business of environmental protection in the United States. Integrated facility identity information is critical to achieving that vision. EPA and each state environmental agency—as well as each program office (such as air, water, and waste) within those agencies—separately collect, record, and maintain both the specific data needed for each set of regulations and the core information to identify each regulated facility by name, address, geographic location, owner, etc.

As a result, facilities have to report and update the same basic identification data to multiple programs, at multiple levels of government, and at multiple times. Oftentimes, there are differences and discrepancies among these disparate sets of facility identification data that prevent accurate correlation across programs and agencies.

Environmental agencies have been independently working to better integrate their facility information. EPA uses the Facility Registry System (FRS) to gather, link, and correct facility data from individual program systems at EPA. Many state agencies have invested in their own similar systems for integrating facility identification information at the state level.

Despite improvements in methods to share, link, and correct facility information through back-end reconciliation, data on regulated facilities remains highly fragmented and incomplete. E-Enterprise offers an opportunity to explore possible approaches to integrating facility identification data across programs and agencies and correcting facility data as it is being reported. A more comprehensive approach or approaches can:

- Save time, staff, and money for both agency regulators and regulated facilities by allowing them to streamline data collection and reporting requirements and to assemble more quickly the multi-media environmental data they need for consolidated reports, permits, and inspections;
- Provide the public a more complete understanding of all the regulatory obligations and environmental impacts at each facility across media programs;
- Help agencies to manage their responsibilities more efficiently by identifying the most serious risks, setting priorities, and establishing performance measures;

- Increase data accuracy and thereby reduce the risk of disseminating incorrect information about a regulated entity.

Under the auspices of the Exchange Network Leadership Council (ENLC), this IPT will bring together partners from EPA, states, and tribes. The IPT will conduct scoping for a system of shared facility identifiers. The scoping process will document current partner capabilities on Facility data integration, define our collective future state goals and requirements and propose and test solution alternatives, with the goal of recommending potential approaches for development and testing.

2. Objectives and Anticipated Work

This IPT will explore, identify, and test possible approaches for integrating or sharing facility information across programs and agencies and improving facility data quality by accommodating data correction as it is being reported to environmental regulators. The IPT will develop an understanding of current EPA, state, and tribal efforts to integrate facility data, identify a shared set of goals for supporting more comprehensive facility integration, and identify and test options for achieving those shared goals. The IPT will not evaluate ways to improve the quality of corporate parent information. In its approach to the new data management model for a master facility identification, EPA will be developing the necessary linkages for corporate parent information to fit with the solutions identified by this IPT.

The IPT will approach its work in 4 phases.

Phase 1 – Discovery and Analysis

The first phase will focus on Discovery and Analysis. The IPT will gather EPA, state, and tribal input and requirements to understand current business and management processes, data models, technical approaches, lessons learned and challenges around facility data management.

In Phase 1 the IPT will:

- Gather information about a diverse set of partner experiences related to facility master data management. The IPT will catalogue existing partner systems and summarize their features and characteristics. The IPT will also gather information about lessons learned on system implementation, business process changes, and governance.
- Conduct detailed 'one on one' discovery sessions with 2-3 state/tribal members to allow for a deeper dive into business processes, data models, technical approaches, lessons learned and challenges.
- Compare state/tribal business rules with existing EPA FRS services and other EPA program business rules.
- Author, review and revise an EPA/State/Tribal Facility Data Integration Discovery Document. This document will include recommendations for next steps and possible pilot options that can be used to inform follow-on phases of the IPT.

The IPT's research and requirements gathering are critical steps in the development of E-Enterprise and reflect the commitment of the E-Enterprise Leadership Council (EELC) to work collaboratively and emphasize burden reduction through facility integration in the design and operation of E-Enterprise infrastructure. The IPT will document its findings in a set of deliverables that will include:

- Meeting minutes and summary of EPA/State/Tribal Discovery Sessions
- Draft EPA/State/Tribal Facility Data Integration Discovery Document
- Final EPA/State/Tribal Facility Data Integration Discovery Document
- Functional specifications for sample shared services for State/Tribal Facility Data Integration capabilities that may be used for small pilot work in subsequent phases.

Phase 2 – Define Future State Goals and Requirements

Based on the information gathered in Phase 1, the IPT will define the goals and requirements for a future state or states that will provide for more comprehensive integration or linking of master facility data across agencies. Using a LEAN process, the group will produce a future state visioning document that:

- Articulates goals for an approach to integrating Facility data
    - What do we want to be able to do in the future?
    - What types of functionality and requirements must the future state fulfill?
- Evaluates requirements identified by E-Enterprise scoping teams
- Defines Shared Service Opportunities
- Considers needs for joint governance of master facility records

Phase 3 – Identify Solution Alternatives and Testing Opportunities

The IPT will develop and document possible solution alternatives based on the goals and requirements identified in Phase 2. The alternatives should include proposed technical approaches as well as relevant policy considerations. The IPT will also identify opportunities to design and execute testing with a limited number of IPT members to demonstrate the viability of possible approaches.

Phase 4 – Develop Final Recommendations and Implementation Plan

Drawing on information and lessons learned from solution testing and pilots, the IPT will develop a set of recommendations and a plan for further evaluating and testing a recommended solution or solutions. The plan should include cost estimates, an anticipated timeline, and as many early wins as possible to show incremental progress toward the goals. As part of the plan, the IPT should present a Return on Investment analysis that estimates the qualitative and quantitative costs and benefits of proceeding.

3. IPT Structure and Membership

IPT members will be recruited from EPA, states and tribes. Members should possess a strong background and knowledge of facility data and their usage across environmental programs and agencies. During the course of the work, IPT members may be asked to invite other subject matter experts from their organizations to enrich the conversation. These subject matter experts may include individuals with experience in particular environmental programs or business processes, policy formulation, Information Technology, software engineering and design, administration, etc.

Lee Kyle of EPA's Office of Environmental Information will be EPA Co-Chair and Kim Hoke of the Missouri Department of Natural Resources will be state Co-Chair of the IPT.

IPT meetings will focus on the objectives listed in this document. The IPT will work with an EPA technical contractor(s) with expertise in facility master data management approaches. EPA will task the contractor(s) with creating deliverables and eliciting input and feedback from the IPT.

The IPT will report directly to the ENLC and the co-chairs will update the ENLC and the E-Enterprise Leadership Council (EELC) on the IPT's activities.

6. Roles and Responsibilities

IPT Members: Members will actively provide input during IPT meetings, and review and comment on deliverables. Members should make every effort to attend every call or, if unavailable, arrange for participation by an alternate. IPT members will discuss deliverables within their organizations for topics that fall outside their area of expertise.

Co-Chairs: With support from the IPT Facilitator and the Technical Contractor(s), the co-chairs will be responsible for communicating with other members and will lead discussion in calls. The IPT Co-Chairs, in consultation with the members, will determine the meeting process, schedule, and topics. The Co-Chairs will also be responsible for making decisions or resolving issues as necessary to keep the IPT focused on its objectives. The IPT Co-Chairs will work with the ENLC co-chairs to report progress to the ENLC.

Technical Contractor(s): At the direction of the EPA Contract Officer Representative (COR), the technical contractor(s) will be responsible for leading the IPT's technical discussions and eliciting and documenting input from the members. The technical contractor(s) report directly to EPA's Office of Environmental Information and will act as Facilitator for the meetings including managing day-to-day operations and logistics for the IPT including production of agendas and meeting summaries, call scheduling, and other support tasks.

EPA Contract Officer Representative: EPA Contract Officer Representatives (COR) or their designees, in consultation with the IPT co-chairs, are responsible for providing all formal direction and tasking to the technical contractor(s).

Exchange Network Coordinator: The EN Coordinator will serve as an additional staff resource for the IPT and work closely with the Co-Chairs to communicate with the ENLC.

7. Meeting Frequency and Schedule

The IPT will meet at least every 3 weeks. That frequency may be adjusted at the discretion of the Co-Chairs. Given the diverse location of the members, the IPT will predominantly meet via conference calls.

The IPT will work with EPA and its technical contractor(s) to establish a schedule for the work and report back to the ENLC. The IPT Co-chairs and the co-chairs of the ENLC should discuss any possible changes to the schedule.