

CERS Regulator User Group Notes and Action Items May 8, 2012

Action Items:

- Next meeting will be Tuesday, June 12, 2012 from 8:30am-10:00am. Please e-mail any agenda item suggestions to Barbara Houghton (barbara.houghton@edcgov.us) or Dan Firth (dfirth@calepa.ca.gov) one week prior to next meeting.
 - Review and determine your agency's suggested prioritization for each *Proposed* CERS Enhancement (*High Priority, Low Priority or Drop*). Email a copy of the [Enhancement Ranking Worksheet](#) with your agency's prioritizations to Dan Firth (dfirth@calepa.ca.gov) **by June 1**. Only one ranking per agency, please! Follow the instructions on the spreadsheet to complete the ranking. Questions can be directed to Barbara Houghton (barbara.houghton@edcgov.us). Or Dan Firth (dfirth@calepa.ca.gov).
- Please consider the following question from Cal/EPA and be prepared to vote on it at the next CRUG meeting:
 - On CERS submittal history pages & submittal review emails directed toward CERS Business users, is it acceptable to your agency to display the name and contact information for the regulator user who entered the acceptance status into CERS?

For some UPAs, the person entering the submittal status data into CERS may not be the ideal contact. If contact information is not provided, CERS will only show the Agency name, and there would be no immediate/obvious contact information for the business user to access. A consistent approach statewide is desirable, and presently Cal/EPA will only implement one approach for all UPAs.

Agenda for May 8th:

Approved/No change

Meeting minutes from April 10, 2012:

Approved/No change

Reminder: Decisions from this group are binding. Cal/EPA is writing CERS code based on these decisions.

DSC/UPAAG on Chair of CRUG

Barbara, Dan, Jason and Clark will meet May 15th 2012 to discuss interim strategies for managing the Chair's role.

CERS Technical Update

Chris Allen of Cal/EPA reviewed a [PowerPoint presentation](#) showing recent/upcoming CERS deliverable dates and a selection of recent CERS enhancements.

- If you are ready to start seeding, please email Chris callen@calepa.ca.gov .
- Jim Bohon will be communicating overall project schedule revisions in the near future.
- Issues Raised by users during the presentation:
 - Regulator Portal Inventory Submittal Review not showing values in "Max Daily Amount" column.
[Note: Cal/EPA confirmed this bug and a fix was published on 5/8/12]

- Emails to businesses should include the facility name/address.
[Note: This suggestion was implemented for several emails on 5/8/12. Suggestions for better/improved email texts are welcomed. A tool will be added to the Regulator Portal in the next 6-8 weeks showing the CERS notification/email types and their respective text messages.]
- What is the difference between “Active” and “Inactive” CERS businesses/organizations? Presently businesses marked as “Inactive” typically are no longer associated with any facilities or submittals, normally because their facilities/submittals were transferred to another business organization as part of the data migration/cleanup process. Additional statuses and refinements of the business/organization status will need to await collective discussion/agreement in the CRUG, and is considered a low priority by Cal/EPA at this time.
- Is there a bug when a regulator sets a Submittal Status to “Not Applicable” —shouldn’t the facility’s Reporting Requirement for the submittal element also be set to “Not Applicable”?
[Note: Cal/EPA confirmed this bug and a fix was published on 5/8/12]
- Can “Not Applicable” be used for old submittals? No. “Not Applicable” has a specific meaning in CERS: “Regulator has reviewed the submitted program element and determined the business/organization is no longer required and should not submit the data to the regulator.” Some discussion occurred on whether some new status could be implemented to address old submittals and other unusual cases. Cal/EPA requested such suggestions be written up into a proposal.
[Note from Cal/EPA: Looking at this issue after the meeting, Cal/EPA technical staff determined any additional statuses would require EDT Schema changes that would have very negative impacts on the project schedule, and probably would not be implemented during 2012/13. Regulators who have old submittals can discuss possible submittal status approaches with Dan Firth.]
- Descriptions/Citations in Violation Library are truncated in some cases
[Note: Cal/EPA verified that violation descriptions are truncated by design on some CERS CME screens to make the page more readable (e.g., Violation Search/Selection Page). Cal/EPA also verified that the Violation Library Excel Export did not include the citations—a fix will be published by 5/14/12.]
- Setting a submittal element’s status to “Not Applicable” was not setting the Reporting Requirement for that submittal element.
[Note: Cal/EPA confirmed this bug and a fix was published on 5/8/12]
- **Use of Next Due Date:** Cal/EPA is encouraging UPAs to consider distributing their facilities’ submittal due dates across the year to reduce a rush of assistance requests (and possible server slow downs) next February. Cal/EPA understand several UPAs were already doing this with their paper forms, and the new “Next Due Date” functionality in CERS can be used to set up similar scheduling. Currently UPA lead users can go to a facility’s Reporting Requirements Page and set a “Next Due Date” for some or all submittal elements). Cal/EPA will introduce some additional tools and functionality in coming weeks related to the “Next Due Date” field. Suggestions and questions are welcomed.

Regulator Ranking of Proposed CERS Enhancements

Barbara requested CRUG members review and determine their agencies suggested prioritization for each CERS Enhancement with status “Proposed” shown on the [CERS Enhancement Listing](#). Regulators should consult with their colleagues as appropriate, and then provide a single [Enhancements Ranking Worksheet](#) for their agency with their agency’s prioritizations (*High Priority, Low Priority or Drop*). Please send the worksheet to Dan Firth (dfirth@calepa.ca.gov) by June 1st. Late rankings may not be included in the prioritizations going to the CERS Change Management Committee.

Please note that Cal/EPA has limited resources to implement CERS Enhancements, so be judicious in use of the "high" ranking, and be ready to further prioritize your agency’s "high" ranking enhancements. Those attending

the June 12 CRUG meeting will likely be asked to prioritize the enhancements voted in this survey as "high" priority to assist the CERS Change Management Committee in their technical review/prioritization.

Questions can be directed to Barbara Houghton (barbara.houghton@edcgov.us). Or Dan Firth (dfirth@calepa.ca.gov).

New URL

Update any bookmarks you have for the CRUG home page to <http://cers.calepa.ca.gov/regulators/CRUG/>

Wrap Up/Agenda Planning

No suggestions for next month's meeting

Agenda for next meeting

- Next meeting is June 12th
 - Welcome
 - Review Today's agenda (5 minutes)
 - Minutes from April 10 meeting (10 minutes)

Wrap Up/Adjournment

- Next meeting to be June 12, 2012 from 8:30am to 10:00am.
- Meeting was adjourned at 9:40 am