

To: CERS Managers

From: Dan Firth, Cal/EPA Electronic Reporting Project Manager (CERS)

Action: Respond by Monday, November 22, 2010

Topic: Locally Collected Information in CERS

Overview: Cal/EPA must determine how to manage locally collected information in CERS by December 1, 2010. Failure to meet this deadline will delay the release of the final list of data fields in CERS currently scheduled for early February (by the CUPA Conference) and may cause a further delay in the release of the data exchange methodology currently scheduled for summer 2011.

Action 1

By Monday, November 22, 2010, please provide a written email response to Cal/EPA that identifies locally collected information data from the previously compiled list that is **critical** to your agency and a short, written justification for each. Use the link below to open the table. If you do not have any **critical** locally collected information fields please respond accordingly.

In determining if a data element is critical to your program, consider the following:

- Is this data critical for my agency to meet its obligations as a CUPA or PA, such as billing?
- Is there another way to collect or determine this information if it were not included in CERS (such as during inspections) and if so, would the cost to my agency be significant?
- Every data element added to CERS will have costs to Cal/EPA, software vendors, businesses and other UPAs to develop and manage these fields to ensure data exchange, as well as uploading/downloading, with CERS.

Action 2

If appropriate, notify one or more voting members of the Regulator User Group that represent your agency (CUPA or PA voting members) of your preference between option 2 and option 3 as described in the background and in the related documents referenced below.

Background

In August 2010, Cal/EPA surveyed all CUPA and PA CERS managers to identify a complete list of locally collected data. That data was consolidated into the spreadsheet referenced below.

Cal/EPA has considered feedback from the User Group and developed three options; 1) to have no optional fields, 2) to have a small number of optional fields that are added to title 27 and become required, or 3) to add optional fields that CUPAs and PAs could select for use in their jurisdiction.

At the November 9, 2010 Regulator User Group meeting, option 1, to have no locally collected fields in CERS, was rejected.

The User Group discussed concerns regarding the costs to Cal/EPA, software vendors (Decade, Garrison, Fire RMS, Accela, FireHouse and others), local agencies with their own systems, and all businesses intending to upload or exchange data with CERS, associated with creating and managing optional fields. The Group also discussed the costs to CUPAs and PAs if they had to develop alternate methods to gather this information if it were not included in CERS.

As a result of these discussions, Cal/EPA was requested to resurvey all CERS Managers to identify and justify critical local data fields. The User Group set a special meeting on Monday, November 29 to review the list of identified critical fields, their justifications and to then vote on option 2 or option 3, to either identify a small number of local fields that would become required for all CUPAs, PAs and businesses, or to have a larger group of optional fields.

For additional background please review the Locally Collected Fields documents on the CERS Help wiki at <https://cers.calepa.ca.gov/Help/RegulatorUsersGroup.RegUserGroupMtgs.ashx> for the meetings of October 26 and November 9. These include:

<http://cers.calepa.ca.gov/tempdocs/RegUserGroup/2010/1109/LocCollectedFldsDiscussion.pdf>. This document identifies issues associated with the development of locally collected information fields in CERS and proposes three options.

<http://cers.calepa.ca.gov/TempDocs/RegUserGroup/2010/1026/LocalFields.pdf> This document provides the initial overview of the issues associated with locally collected information and describes the efforts to identify the locally collected data currently collected by CUPAs and PAs.

Please use the link below to identify your critical fields for Action 1. Identify your field by row number (use only rows 3 through 87, the remaining fields are duplicates) and by field name from column A.

<http://cers.calepa.ca.gov/TempDocs/RegUserGroup/2010/1026/ConsolidatedLocalCustomFieldsOct2010.xls>.

This table provides a complete list of the locally collected fields and data provided from the survey request sent to all CUPA and PA CERS managers in August, 2010. The results were consolidated to eliminate duplicate fields. Fields that Cal/EPA considered critical based on input from local agencies were identified as potential fields for inclusion in Title 27.

If you have questions or need more information please contact me.

Thank you for your help.