

Update on CERS Data Seeding and EDT

Prepared by Cal/EPA Unified Program Staff September 12, 2012

Data Seeding

You must submit your data seeding files to Cal/EPA (Chris Allen) **on or before** the dates listed below in order to be in the queue. On time or early submittals will be queued based on the date Chris receives the seeding file(s). Late submittals go to the end of the queue.

- **September 28, 2012 (Friday): Submittal Deadline for Q2/Q3 CUPAs**
 - Q2 CUPAs: Anaheim, Contra Costa, El Segundo, Lake, Oxnard, Roseville
 - Q3 CUPAs: Berkeley, Calaveras, Colusa, Glendale, Imperial, Kern, Kings, Nevada, San Bernardino, San Diego, San Joaquin, Santa Cruz, Shasta, Sutter, Tehama, Trinity, Vernon.
- **October 22, 2012 (Monday): Submittal Deadline for 2012 (all CUPAs)**
 - Q4 CUPAs: Amador, Anaheim, Butte, Del Norte, El dorado, Fresno, Gilroy, Glenn, Hayward, Healdsburg/Sebastopol, Humboldt, Long Beach, Los Angeles City, Los Angeles County, Madera, Marin, Mariposa, Merced, Mono, Monterey, Oakland, Orange, Placer, Riverside, Sacramento, San Benito, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Fe Springs, Siskiyou, Solano, Sunnyvale, Tulare, Tuolumne, Union City, Ventura, Victorville, Yolo.
- **December 11, 2012 (Tuesday): Production Data Seeding Suspended**
 - Cal/EPA IT staff will stop processing seeding files to allow 3 days for cleanup work prior to the beginning of the winter holiday and surge of business submittal activity. After business submittal activity has tapered off, Cal/EPA will resume data seeding as necessary starting in April 2013 based upon an evaluation of the need to seed data for any remaining CUPAs. Note: Sixteen CUPAs have decided not to seed CERS. If your agency is not able to seed in 2012, you may reconsider and decide against data seeding at all. CUPAs, PAs, and businesses can manually create facilities in CERS at any time.

Prior to submitting data for seeding, you must do facility reconciliation between the facilities in CERS and in your local system or duplicate files will be created. Cal/EPA will not seed obvious duplicate facilities. Most test runs to date have required reconciliation/data cleanup work by the CUPA in order for seeding to proceed. This slows the process for you and for Cal/EPA. CUPAs resubmitting data will be placed back in the queue where possible.

Do not seed multi-facility facilities such as ATT, Verizon, SCE, PGE, Walmart, etc. These businesses have invested significant resources to develop their facility records in CERS.

Decade's "Seeding Tool" was released in the first half of September. It will convert legacy data to valid values CERS can accept. It does not address facility duplication.

Data Exchange and EDT (Electronic Data Transfer)

Phase 1 EDT Services incorporate the one-way flow of facility submittal data from CERS to UPAs and the one way flow of CME data CUPAs to CERS. These have been in final testing during the summer, and Cal/EPA will do a production release by the end of September.

Phase 2 EDT Services incorporate two-way flow of facility submittal data (new or CUPA-modified submittals) between CERS and local web portals/data systems. These services are schedule for release in December.

Decade (49 client agencies) has been working under contract to Cal/EPA since June 2012.

- Decade has been working closely with Cal/EPA to test and suggest refinements to the EDT Phase 1 services since mid-June. Decade clients will be able to perform Phase 1 EDT sometime after its launch in late September as directed by Decade.

Accela (4 client agencies) has a contract with Cal/EPA in final processing; work to start in September.

Garrison (10 client agencies) has had its contractual scope of work with Cal/EPA approved; the contract is being processed; work to start ~October.

Steps to completing EDT Data Exchange between CUPA and CERS:

1. The CUPA's software provider notifies the CUPA their installed software version is ready for EDT per previous testing and acceptance of their product by Cal/EPA.
2. CUPA notifies Cal/EPA of their EDT intentions by having the CUPA Program Manager sign the Cal/EPA Data Exchange Agreement (to be published in the near future)
3. Cal/EPA authorizes CUPA to begin EDT.
4. Once authorized, the CUPA's lead user(s) can assign the *UPA EDT Administrators* permission group to an appropriate technical staff person.
5. The *UPA EDT Administrator* configures in CERS the CERS Account(s) to be used during EDT, and this person or other appropriate technical staff configure the software provider's tool as necessary.

Flat-file Download/CME Upload Features Completed for CUPAs

Cal/EPA has released all of the critical/planned features needed for UPAs that only intend to download and upload data in flat-file format out of CERS. These CUPAs include:

Alpine	Bakersfield	Del Norte	Fremont
Gilroy	Glendale	Hayward	Inyo
Lassen	Livermore/Pleasanton	Modoc	Oakland
Oxnard	San Francisco	San Leandro	Santa Clara City
Santa Rosa	Sierra	Siskiyou	Solano
Stanislaus			

Key features for these CUPA include:

- All Facility Information submittals can be downloaded in a single Excel spreadsheet.
- All Accepted Hazardous Materials Inventories can be downloaded in a single Excel spreadsheet.
- Other status Hazardous Materials Inventories can be downloaded one at a time as an Excel spreadsheet.
- CME (compliance, monitoring, and enforcement) summary or detailed data can be uploaded using an Excel template or it can be entered into CERS manually.

Steps for Implementing CME Upload Data Exchange between a CUPA and CERS

1. The UPA or their software provider develops the process to export their CME data into one of the rigorously-defined CME Excel spreadsheet templates provided by Cal/EPA. The templates can be viewed by selecting “CME Upload” from the “Compliance” menu in the Regulator Portal.
2. The CUPA’s lead user(s) designates one or more trusted CUPA staff with the *CME Upload Lead User* permission group.
3. *CME Upload Lead Users* can upload their CME file for processing.
4. If CERS finds any file format, data formatting, or other errors, CERS will reject ALL records in the file.