

CERS Regulator User Group Notes and Action Items 3/13/2012

Action Items:

Next meeting will be Tuesday, April 10th, 2012 from 8:30am-10:00am. Please e-mail any agenda item suggestions to Cathie cgause@calepa.ca.gov and Dan dfirth@calepa.ca.gov one week prior to next meeting (3/13/2012).

During the March 14 Data Steering Committee, Cal/EPA agreed to implement a printable version of the Business Activities and Owner/Operator forms within 2-4 weeks. This combined with the addition of the Inventory "Matrix" report to the Regulator Portal (it was already present in the Business Portal since January), will assist regulators and businesses with some of their needs. The DSC determined a more strategic approach to report requests will need to be developed.

Meeting notes from 1/12/12 – Approved

- Dan reviewed RUG leadership role with Jim Bohon. Jim would like the group's UPA membership to take over leadership from Cal/EPA. Topic will be discussed at CUPA Forum Board meeting.
- Barbara suggested that a discussion and vote occur at the next RUG meeting.

CERS Update

- The delay in Cal/EPA's IT staffing contract have been resolved, Cal/EPA Technology Services can begin recruiting replacement contract programmers to fill recently vacated positions. Will be 4-6 weeks before they are onboard and up to speed.
- Data seeding and EDT schedules are dependent on contract staff positions being filled so dates cannot be firmed up until Cal/EPA solidifies its contract programmer resources.
- Decade contract for EDT is in place and underway.
- Accela has submitted draft scope of work for their EDT contract with Cal/EPA. Jim Bohon returned it to Accela with comments.
- Garrison has not provided any information to Cal/EPA since the February CUPA Conference. Dan Firth to follow up.
- CERS Training PowerPoint presentations for business and regulator are in final revision. Contractor must complete work by end of month. We will post both full versions and abbreviated versions for local agencies use. Cal/EPA may create webinar training videos for each module in the training presentations to facilitate local agency training. Training workshop for Northern California Region schedule for early April and under discussion for another in the southern part of the Bay Area region (Santa Clara area). Three to four videos for embedding into CERS under development by contractor.
- Chris Allen indicated new releases of CERS have been occurring nearly every other business day. Hundreds of fixes and enhancements have been implemented, and so far, the focus on fixing problems has led to minimal communication of the actual fixes. More communication on CERS fixes and enhancements will occur in the future.

CERS Technical Support

Cathie and Chris identified the few most common help requests from business and from Regulators:

Business –How do I sign Into CERS?

View video located on the Business Portal

Business – I cannot submit submittal?

Check access status of user, if not lead user or approver, user cannot submit submittal.

Regulator – How can I view, search and download the default ZIP Code→Submittal Element→Regulator mappings CERS used to associate a new facility?

CERS Regulator Portal – Report tab

Regulator- How do I run a report that will show what businesses have submitted?

CERS Regulator Portal – Submittal tab (an Excel export of the results of this page will be available soon.

Local agencies are the first point of contact for businesses and should attempt to answer questions before referring business to CERS Technical Assistance Team. Please only refer business users to the centrally-managed CERS Technical Assistance email address (cers@calepa.ca.gov), not emails or phone numbers of individual Cal/EPA staff. This will allow Cal/EPA to track and manage the high volume of requests they will receive (ultimately ~80K-100K users).

CERS Enhancements Listing

Jim, Dan, and Chris reviewed the purpose and thinking behind the CERS Enhancements Listing (<https://cersapps.calepa.ca.gov/Enhancements/>), which was briefly discussed at the January CRUG meeting. Cal/EPA put this together as the central tracking tool for enhancement requests coming in from users, being reviewed/discussed/voted upon by the regulator and business user groups, and then forwarded by the user groups to the CERS Change Management Committee (CMC) for final approval and prioritization. Presumably the CRUG membership will begin to review and decide upon the various enhancements shown as “Proposed” (and/or suggest changing the priority of items already “Scheduled” by Cal/EPA).

General Discussion

Jim Bohon and the group discussed various aspects of adding printing/reports support in CERS2, especially related to Public Records Act Requests and Environmental Site Assessments. Jim will cover this topic in detail and the Data Standards Steering Committee meeting on March 14.

Agenda for next meeting

- Next meeting is April 10th
 - Barbara will have an item relating to chairing the Regulator User Group Meetings going forward
 - Cal/EPA update on CERS related items; this will be an ongoing agenda
 - Dan requested folks send emails with agenda topics
- One suggestion review enhancement table items and vote on priorities

Wrap Up/Adjournment

- Next meeting to be April 10th, 2012 from 8:30am to 10:00am.
- Meeting was adjourned at 10:00 am