U.S. EPA

Office of Environmental Information

FY 2016-2017
National Program Manager Guidance

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OFFICE OF ENVIRONMENTAL INFORMATION FISCAL YEAR 2016-2017 NATIONAL PROGRAM MANAGER GUIDANCE

OVERVIEW

The EPA Overview to the FY 2016-2017 National Program Manager (NPM) Guidances communicates Agency-wide information as well as other applicable requirements critical to effective implementation of EPA's environmental programs for FY 2016 and 2017 and should be reviewed in conjunction with this Guidance. The Overview is available at: http://www2.epa.gov/planandbudget/national-program-manager-guidances.

Consistent with Section V of the Overview to the FY 2016-2017 NPM Guidances, Appendix C of this NPM Guidance identifies and describes projects that OEI is leading, supporting, or evaluating. These are current examples of priority activities – at different stages of definition and progress – which align with the E-Enterprise goals.* Over the period of this NPM Guidance, we will complete some of these activities, substantially modify others, and develop and implement new projects. OEI encourages states, tribes and other offices to coordinate with or participate in these projects where they see complementary priorities, processes, or objectives. *See "About E-Enterprise for the Environment" at http://www2.epa.gov/e-enterprise/about-e-enterprise-environment.

I. INTRODUCTION

The Office of Environmental Information (OEI) NPM Guidance for FY 2016-2017 describes how program priorities, implementation strategies, and key actions will support government-wide initiatives and improve operational effectiveness and efficiency of EPA's programs while supporting increased availability to the public and quality of environmental data.

This Guidance describes key actions OEI will undertake, with support from across EPA, and with states, tribes, and territories in FY 2016-2017. The mission and vision directly support the Administrator's themes, the Agency Strategic Plan, and Cross-Agency Strategies.

As part of the process for identifying national priorities, OEI sought early input from states and tribes on priorities and remaining content of the FY 2016-2017 NPM Guidance. OEI issued a letter to state and tribal contacts requesting early engagement in June and hosted two conference calls (in August and September 2014) to solicit input from participants. OEI took this input into account when developing this NPM Guidance.

Moreover, in this period of declining public resources, OEI understands the need to work with states and tribes to consolidate the workload and leverage resources to more efficiently meet our mission. OEI recognizes the importance of flexibility for states and tribes and will collaborate as needed to ensure continuity in implementing our program priorities and activities.

Office of Environmental Information

Knowledge on Demand:
Secure and easy access to, and ability to use and share within EPA and by our stakeholders,
quality information to accomplish the Agency's mission.

Over the next two years, OEI will focus on providing service excellence, continue to adopt the "share first" culture, and lead the effort in managing and protecting information. This focus will facilitate the transformation of turning data into information and information into knowledge to accomplish our vision: knowledge on demand.

As an office that supports achievement of all Agency environmental programs and EPA's NPM for Information, the Chief Information Officer (CIO) has a set vision in which information is readily available and serves as a strategic resource for protecting the environment and human health.

Implementation Strategies

OEI's NPM Guidance describes, in general terms, the work that needs to be done in FY 2016-2017 to support the Administrator's themes, EPA's FY 2014-2018 Strategic Plan, and the Cross-Agency Strategies. OEI is providing guidance in the interest of transparency and to increase focus within the Agency on the activities described in this document.

As described through this Guidance, the key to transforming and improving the EPA's operations relies on shared Information Management/Information Technology (IM/IT) solutions and platforms. This Guidance is provided with the expectation that all EPA organizations participate in consistent application of the most effective IT platforms and tools.

II. NATIONAL AREAS OF FOCUS

A. Working to Make a Visible Difference in Communities

Description:

The EPA is continuing efforts to engage and empower communities and partners, including those who have been historically under-represented, in order to support and advance environmental protection and human health nationwide. In FY 2016 and 2017, OEI will continue working to make a visible difference in communities by leveraging EPA's Open Government Plan to improve access to environmental data while also engaging and empowering communities and partners. Increasing the availability of publicly accessible Agency data increases transparency, expands public participation and encourages collaboration among stakeholders to find solutions for environmental problems. EPA continues to expand community involvement and engagement while recognizing that some information cannot be shared due to security or other reasons. EPA commits to working with the tribes to develop approaches to strike this balance by determining the ways the tribes can report all required data to EPA and indicate which data the tribes would like used for internal EPA purposes only.

Activities:

In FY 2016 and 2017, OEI will:

- Develop, implement and maintain an efficient system to track and report on EPA's progress towards implementation of Open Government requirements related to cataloging and publishing data resources;
- Maintain a robust inventory of EPA's data assets;
- Support EPA efforts to catalog at least 60 new datasets over the next two years and publish that data via Web services; add more than five applications to Data.gov to improve access to EPA's data in support of community and citizen involvement in environmental decision-making; and
- Collaborate with the programs across government to integrate systems and processes, particularly with standards implementation, code development, the Systems of Registries, the Science Hub and others.

EPA programs and regions will work together to make a visible difference in communities by:

- Instilling a culture of data life cycle management within the EPA by providing tools, building networks of stewards, training users and establishing routine practices to catalog information resources in Agency registers and catalog;
- Publishing data via Web services and Web Application Programming Interfaces (APIs) to support public inquiry and economic progress and providing tools to simplify processes and tasks;
- Supporting Data.gov and the Federal GeoPlatform communities to focus and facilitate public discussion on topics such as Climate Change, Geospatial, Energy, Law and Ocean data;

- Promoting opportunities for the public to participate and collaborate in the decision-making processes and development of solutions supporting the Agency's missions and objectives, such as Regulations.gov; and
- Working with OEI to ensure that the appropriate safeguards are in place to properly classify and manage tribal data in accordance with Controlled Unclassified Information (CUI) requirements.

B. Data Analytics

Description:

Recent rapid advances in analytical techniques and technologies have provided EPA with significant opportunities to harness the power of data to realize better environmental outcomes. OEI established a pilot data analytics and visualization platform to take advantage of these tools across the EPA enterprise. This platform provides analytical and visualization tools and support for analysts across the EPA. The data analytics platform is designed to leverage data by easily combining existing Agency data stores alone or in combination with data from Agency partners for analysis. The products of these analyses can be visualized using tools designed to be used without significant computer programming. The results of these analyses can be used internally and shared with partners to enhance administrative, operational and environmental outcomes. This platform helps EPA provide better activity targeting, more efficient use of Agency taxpayer resources, and better evidence-driven decisions for the EPA and communities.

Activities:

In FY 2016 – 2017, OEI will:

- Lead and foster an EPA-wide community of practice designed to share information and knowledge that can benefit all EPA staff performing advanced data analytics;
- Maintain the preliminary analytics platform for existing projects and enhance the analytics platform based on requirements gathered from EPA users of our preliminary system;
- Provide access to training for adopters of the advanced data analytics platform; and
- Work with other Federal entities who are using or developing analytics capabilities to improve data sharing and analytics across the Federal landscape.

EPA's programs and regions will work together to develop, implement and use the data analytics platform by:

- Identifying platform technical requirements, data needs and processes for managing data within data analytics platform through participation in the agency-wide community of practice;
- Developing and proposing use-cases for implementation within the data analytics platform that take full advantage of the capabilities of the platform and address clear Agency business needs; and

- Taking advantage of the platform to perform analyses that fit regional and programmatic business needs and share those results to demonstrate the power of data across the EPA and with our partners.

C. Data and Content Management

Description:

The EPA continues to manage the Agency's information as a strategic asset to ensure Agency information is easy to discover, understand, access, analyze and use within a broad array of applications that support the Agency's mission and stakeholders' needs. Improved information management will also facilitate access to information requested under the Freedom of Information Act and improve the EPA's ability to apply its eDiscovery tools in a more exacting and comprehensive manner; reducing demands on staff resources.

EPA shall ensure information resources are:

- Managed according to a defined information life cycle process that is appropriate for the information type and in accordance with enterprise system and solution requirements;
- Catalogued and/or labeled with metadata, including geographic references, as appropriate, in EPA and Federal registries, repositories or other information systems;
- Developed, maintained, and preserved in open digital, machine-readable formats using established standards that make information discoverable and accessible, where appropriate and feasible; and
- Open and publically accessible, unless there is a documented National Security Information (NSI) or Controlled Unclassified Information (CUI) requirement outlined within a statute/law, regulation, and/or government-wide policy, or unless otherwise protected from disclosure under federal law or EPA regulation. In these cases, internal, external, and associated safeguards must be instituted.

Activities:

In FY 2016-2017, OEI will:

- Finalize the EPA Life-Cycle Management Procedure and Dataset Lifecycle Technical Reference Specification;
- Refine the EPA Enterprise Data Inventory and data stewardship process;
- Work with NPMs as they develop metadata requirements for their program specific information;
- Provide guidance to personnel on storing electronic records – both email and non-email records – in the Electronic Content Management System records repository;
- Develop processes and tools to improve internal FOIA processes;
- Provide annual training to FOIA Officers and FOIA Professionals;
- Provide guidance to ensure all new datasets created are in open, machine-readable formats;
- Develop and deliver agencywide annual Records Management training;

- Encourage records management through efforts such as Quarterly Records Management Days that emphasize the importance of records management;
- Encourage staff to continue to place their email records into the EZ Email Records Tool;
- Continue to work with Programs and Regions to transfer electronic records to the ECMS records repository;
- Pilot a tool for preserving non-email electronic records (EZ Desktop Records). These tools will place records, including permanent records, in the ECMS repository, where upcoming auto-categorization tools will assign the appropriate schedule. ECMS records assigned as permanent will be transferred to the National Archives and Records Administration (NARA). The OMB/NARA Managing Government Records Directive states that "By December 31, 2019, all permanent electronic records in Federal agencies will be managed electronically to the fullest extent possible for eventual transfer and accessioning by NARA in an electronic format;" and
- Develop the EPA CUI Procedure.

In FY 2016-2017, NPMs and Regions will:

- Continue to provide quarterly updates to the EPA Enterprise Data Inventory as required by OMB and participate in the EPA-wide data stewardship network as applicable;
- Ensure all employees take annual Records Management training;
- Promote quarterly Records Management Day within each organization to emphasize the importance of records management;
- Communicate consolidated records schedules and provide assistance in their implementation; and
- Store electronic records – both email and non-email records – in the ECMS records repository as guidance becomes available.

D. Information Security

Description:

Information is a valuable national resource and a strategic asset for the EPA. It enables each program office and region to fulfill their mission to protect human health and the environment. The Agency's Information Security program is designed to protect the confidentiality, availability and integrity of the EPA's information assets. Effective information security requires constant vigilance, adaptability to emerging technology, integration into business processes, and agility to stay ahead of new and changing threats.

Activities:

In FY 2016 - 2017, OEI will:

- Improve incident management capabilities;
- Measure performance;
- Use Personal Identity Verification (PIV) cards to expand multi-factor authentication protections; and
- Continue to improve user awareness and foster desired behavior.

The EPA's senior leaders will emphasize accountability for adequately protecting information.

In FY 2016-2017, OEI will work with programs and regions to:

- Re-design the Information Security Officer structure to enable consistent, effective and efficient Information Security Program operations;
- Drive efficiencies into security activities;
- Improve requirements communications;
- Mature use of continuous monitoring tools and processes; and
- Focus training on EPA security processes.

E. EPA Geospatial Platform

Description:

The EPA has historically been at the forefront of integrating place-based approaches into its environmental program efforts. Geospatial technology has become ubiquitous, and the growth in use of these technologies has been extremely rapid. The EPA Geospatial Platform is a shared infrastructure that supports coordinated Agency-wide use of geospatial technology to advance the Agency's mission. More information about the EPA Geospatial Platform can be found at http://www.epa.gov/geospatial/

Activities:

In FY 2016-2017, OEI will:

- Ensure that the GeoPlatform is fully operational and used as the solution of choice by all Agency programs;
- Develop GeoPlatform smart tools and data services to support the EPA Cross-Agency Strategy for Communities;
- Develop and enhance GeoPlatform capabilities to support EPA's advanced data visualization and analysis initiative and E-Enterprise;
- Ensure that the usage of the GeoPlatform continues to expand within EPA with GeoPlatform access available to all EPA users via EPA Enterprise Single-Sign on; fully integrate the GeoPlatform with other EPA collaboration platforms including SharePoint, Office 365, and the Drupal Web Content Management System (WCMS); use the GeoPlatform to publish internal and public mapping tools increasing the number of shareable maps, geodata services, and applications by at least 30% during FY16;
- Continue to play a leadership role in both the Federal Geographic Data Committee and the National Geospatial Platform, working with partner agencies to share geospatial technology capabilities across government; and
- Centrally track geospatial software, data licenses, and infrastructure services to support the Geospatial Program and GeoPlatform. OEI will develop options to present to the Quality Information Council (QIC) for allocating costs for the program and GeoPlatform across the Agency.

EPA programs and regions will support implementation and adoption of the EPA GeoPlatform through geospatial leads in each program office and region, provide input on key aspects of GeoPlatform development and associated governance issues; and:

- Coordinate web mapping application development and deployment efforts within their office to ensure that the GeoPlatform and associated enterprise licenses are being leveraged and relevant geospatial data services are published using the EPA GeoPlatform and the EPA Environmental Dataset Gateway; and
- Serve as the point of contact for GIS user support and training for both desktop analysis and EPA GeoPlatform components.

F. Exchange Network

Description:

The Environmental Information Exchange Network (Exchange Network or EN) is a partnership among the EPA, states, tribes and territories to exchange environmental data securely over the Internet. This collaborative effort uses technology, data standards, open-source software, shared services and reusable tools and applications to provide real-time access to high quality data. It provides significant benefits to both the EPA and its partners by improving information quality, timeliness, availability and efficiency. The Exchange Network partnership continues to improve the nation's ability to understand, protect and preserve human health and the environment, supporting better environmental decision-making.

The EN program works to improve data access, availability and integration and enhance partner data exchange by:

- Building Web services to expand Network publishing (data owners making their information available in standard machine-readable formats to other partners on the Network using automated services);
- Developing mobile, desktop and Web applications that consume data via Web services and present information to users for analysis and access;
- Expanding the use of the Network for data reporting to additional EPA systems;
- Expanding inter- and intra-partner data sharing including programs where EPA does not have a central data store (e.g., institutional controls for cleanup sites);
- Expanding the use of the Network for meeting goals related to transparency and open data;
- Supporting the governance of the Exchange Network Leadership Council which resides under the E-Enterprise Leadership Council;
- Developing new technologies that make using the Network easier and less costly; and
- Leveraging the Network as needed for industry reporting to the Agency and its co-regulators.

The EPA will continue to strengthen its partnerships with states, tribes and territories through assistance agreements to partner organizations. The Exchange Network Grant Program provides funding to states, territories and tribes to support their participation in the Network. These grants help partners develop services, tools and applications that support efficient, open and timely

access to environmental data. The EPA will also continue to support Exchange Network partners via cooperative agreements with collaborating organizations. These agreements will support EN governance and shared central services; create and maintain vital network resources; and provide technical assistance, communications and outreach to the states, territories and tribes. The Institute of Tribal Environmental Professionals (ITEP) agreement will support tribal participation in the Exchange Network governance structure, provide outreach and promote collaboration amongst tribal stakeholders. More information about the EN program can be found at http://www.epa.gov/exchangenetwork/

Activities:

In FY 2016 and 2017, OEI will:

- Support the state, tribal and territorial participation in the Exchange Network partnership through cooperative agreements with the Environmental Council of the States (ECOS) and ITEP;
- Manage the Exchange Network Grant Program and provide funding to states, tribes and territories to develop services, tools and applications enabling the secure and efficient transfer of environmental information among trading partners;
- Expand from 77 to 80 the number of major EPA environmental systems that use Central Data Exchange (CDX), enabling faster receipt, processing and quality checking of data;
- Increase from 103 to 140 the number of states, tribes and territories that will be able to exchange data with CDX through nodes in real time, using standards and automated data-quality checking;
- Increase from 84,000 to 90,000, the number of active unique users from states, tribes, laboratories, regulated facilities and other entities that electronically report environmental data to EPA through CDX;
- Conduct robust outreach activities to increase awareness of virtual exchange and CROMERR shared services and assist exchange partners with integrating these services into their systems; and
- Continue implementing tools, such as online application forms, to improve CROMERR application processing and increase awareness of reusable solutions and the status of applications.

To support the Exchange Network, EPA programs and regions will:

- Adhere to the requirements of the Data Exchange Procedure (CIO Transmittal No. 11-002) and ensure that EPA information collection applications are designed for interoperability with CDX services;
- Request that program grant recipients make specific commitments to use the Exchange Network for the ongoing exchange of data with Agency priority data systems and to exchange other data that are a priority for the recipient;
- Support state, tribal and territorial participation and technical review in the Exchange Network grant program; and
- Participate in joint EPA-state-tribal governance groups and Integrated Project Teams (IPTs) under the Exchange Network Leadership Council (ELNC) and the 2017 Exchange Network National Meeting.

States, tribes and territories can support the Exchange Network by:

- Participating in EPA's Exchange Network grant program to develop services, tools and applications to improve and expand the exchange of environmental information between partners, which will strengthen relationships among state, tribal and territorial governments and the EPA;
- Participate in EPA-state-tribal governance bodies supporting the Exchange Network, such as the ENLC;
- Participate in IPTs with OEI, programs and regions to address specific information management or partnership issues; and
- Participate in the 2017 Exchange Network National Meeting, which is attended by representatives from EPA, states, tribes and territories. OEI will support the meeting's planning and will actively participate as moderators and presenters. Tribes should also attend the 2016 and 2017 Tribal Users conferences in which OEI will participate and support.

G. Moving EPA to a High-Performing Organization

Description:

EPA is committed to developing employees, creating a supportive work environment, and streamlining and modernizing business processes to build a high-performing organization. OEI will continue to incorporate the E-Enterprise business strategy to re-engineer how government agencies deliver environmental protection. OEI will continue to facilitate shared services and electronic transactions with the regulated community and external partners who routinely conduct environmental business with the EPA. In FY 2016-17, OEI will also support the introduction of data analytics, visualization, and predictive analysis that will help the Agency explore and address environmental, business and public policy challenges. These activities support the efforts undertaken in the Cross-Agency Strategy "Embracing EPA as a High Performing Organization FY 2015 Annual Action Plan." More information about this Plan can be found at http://www2.epa.gov/planandbudget/fy-2015-cross-agency-strategies-action-plans.

Activities:

In FY 2016-2017, OEI will work with NPMs and Regions to:

- Advance efforts to deploy cloud computing capabilities through the use of an enterprise-wide cloud hosting service;
- Continue to modernize the Agency's IT environment to ensure technologies used are efficiently and effectively meeting the needs of the EPA workforce; focus in FY 2016 on implementing a strategy, framework and associated governance structure to consolidate, retire and/or migrate Lotus Notes/Domino and applications. Program offices and regions migrate away from the Lotus Notes/Domino Application under the oversight of the QTS starting in 2016 and completing no later than 2018;

- Continue leading agencywide efforts to consolidate EPA data centers and computer rooms and to optimize operations within EPA's remaining Core and Non-Core data centers;
- Continue efforts to provide tools for and support the increasingly mobile workforce through provisioning of Windows tablets and iOS tablets and improvements in network topology and services (virtual desktops) for easier access to EPA resources while working remotely;
- Maintain and provision desktop computing equipment, network connectivity, e-mail and collaboration tools, application hosting, remote access, telephone services, and Web and network services, and other IT-related services to support Agency business practices; and
- Provide support for software to assist EPA's inspectors in the field consistent with core inspection processes and mobile management of inspections and inspection data.

H. Toxics Release Inventory

Description:

The Toxics Release Inventory (TRI) Program is the EPA's Community Right-to-Know program requiring more than 20,000 industrial facilities across the United States to report their releases and other waste management (*e.g.*, recycling) of more than 600 TRI-listed toxic chemicals on an annual basis. TRI data are used by the public, industry, EPA, and other government agencies to assess potential hazards to human health and the environment and to identify pollution prevention (P2) opportunities. As such, it is critical that the Agency ensure the data are relevant to users, delivered in a timely fashion, and are of the highest possible quality. More information about the TRI Program can be found at http://www.epa.gov/tri.

Activities:

In FY 2016 – 2017, OEI will:

- Address the growing demand for sustainability and P2 data through outreach to industry and enhancements to the TRI reporting software, TRI-MEweb, that increase and enhance reporting of required and optional P2 information;
- Identify new opportunities to encourage the use of TRI data to promote pollution prevention by communities, industry, and academia;
- Collaborate with academic institutions to broaden the understanding and use of TRI data; and
- Continue to work to expand opportunities for Tribal consultation. As part of that effort promote Tribal awareness and attendance at the next TRI National Conference slated for 2016.

The TRI Program and regions will work together to implement the TRI Program to:

- Enhance TRI data quality by conducting 600 annual data quality checks;
- Utilize outreach opportunities to focus on expanding use of P2 data by communities, industry, and academia to reduce toxic chemical releases;

- Support expansion of efforts to develop approaches to engage communities, industry, and academia in using TRI and related information; and
- Meet with headquarters' staff on a monthly basis and state TRI representatives on a bi-monthly basis to discuss programmatic activities.

I. EPA Quality Program

Description:

OEI will continue to implement a program that enhances the quality of data and information used in environmental decision-making. OEI will provide Quality Assurance (QA) policies, procedures, standards, guidance, training and technical support to assist EPA organizations in the implementation of their quality management system. OEI will also provide oversight of the quality programs being implemented by EPA organizations to ensure the environmental data being collected, produced, and used by organizations is of appropriate quality for its intended use. Additionally, OEI will continue to use technology tools to improve the effectiveness of the EPA Quality Program. More information about the EPA Quality Program can be found at http://www.epa.gov/quality.

Activities:

In FY 2016 and 2017 OEI will:

- Develop and implement an EPA Quality Policy Framework for environmental information;
- Conduct Quality Management Plan Reviews, Quality System Assessments and evaluations of notifications[1] to the CIO of QA issues;
- Provide technical support and guidance to EPA organizations implementing the EPA Quality Management System;
- Use recommendations from the FY15 QA Reporting Lean Project to track and report on progress in implementing EPA's Quality Program;
- Develop knowledge management and decision support tools to facilitate knowledge sharing and consistency of implementation of the EPA Quality Program across the Agency;
- Oversee Agency implementation of EPA Information Quality Guidelines (IQGs) and facilitate the development of Agency responses to the public's request for correction of EPA disseminated information;
- Use the Lean process to streamline the EPA's process for responding to Information Quality Guidelines (IQG) requests;
- Issue a revised EPA Quality Policy and Procedure based on the EPA Quality Policy Framework for environmental information;
- Oversee the implementation of the Agency's Quality Management System by conducting Quality Management Plan Reviews and Quality System Assessments, by evaluating any

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[1] CIO 2106-P-01, EPA Quality Policy. (Section G)

CIO notifications[2] of QA issues, and by implementing process improvements, where appropriate;

- Provide technical support and guidance to EPA organizations implementing the EPA Quality Management System;
- Develop knowledge management and decision support tools to facilitate knowledge sharing and consistency across the Agency; and
- Oversee Agency implementation of EPA Information Quality Guidelines (IQGs) and facilitate the development of Agency responses to the public's request for correction of EPA disseminated information.

EPA programs and regions should work together with OEI to:

- Support, and implement the development of the EPA Quality Policy Framework for environmental information by participating in Agency workgroups and providing feedback on OEI recommendations;
- Implement their organization's Quality Management System and ensure it complies with the requirements found in CIO Policy 2105.0[3] and CIO Procedure 2105-P-01[4].
- Ensure that quality issues that impact the EPA Quality Management System are reported to the CIO in accordance with Section G of CIO 2106-P-01;
- Implement the QA Reporting process to track and report the status of their Quality Management System;
- Ensure that IQG responses that challenge their organization's disseminated information are completed in a timely manner;
- Develop a new EPA Quality Policy by participating in Agency workgroups and provide feedback on OEI recommendations; and
- Develop a meaningful set of metrics and implement the QA Reporting process to report on the status of their Quality Management System.

J. Section 508 Program

Description:

Section 508 of the Rehabilitation Act of 1973, as amended in 1998, requires the Federal government to ensure that the electronic and information technology (EIT) that it develops, procures, maintains, or uses is accessible to persons with disabilities. The EPA created a Section 508 Program to provide resources and support for the Agency and its stakeholders and to make sure the Agency complies with Section 508 requirements. Technology is constantly evolving and the Agency must continue to assess its EIT and Section 508 Program to ensure both are enabling accessibility effectively. In FY 2016 and 2017, OEI will continue to expand the Section 508

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[2] CIO 2106-P-01, EPA Quality Policy. (Section G)
[3] CIO 2105.0, Policy And Program Requirements For The Mandatory Agency-Wide Quality System
[4] CIO 2105-P-01, EPA Quality Manual for Environmental Programs

Program to improve accessibility of all EIT developed, procured, maintained or used by the Agency.

Activities:

In FY 2016 and 2017, OEI will:

- Co-Chair the Section 508 Executive Council which guides the Agency's Section 508 Program in the areas of procurement, grants, 508 compliance and usability testing, program assurance (Office of Management and Budget reporting and metrics), training, outreach, resources, and policy. The council will recommend ways to improve the 508 Program to the EPA Chief Information Officer;
- Review and update Section 508 Procedures and develop additional standards and guidance as needed to provide more support and clarity to achieve accessibility;
- Review and provide appropriate Section 508 language for other Agency policies, specifically EIT Lifecycle documents;
- Solicit feedback from program and regional offices as well as stakeholder communities, including the Section 508 Community Forum, to monitor progress and improve the Section 508 Program and its services;
- Track progress of the EPA Section 508 program and report biannually to OMB. (OMB Dashboard/Reporting Template & narrative report);
- Continue to provide the EPA with training resources (508 awareness, accessible E&IT training, and 508 acquisition language courses);
- Improve communication across EPA by providing information, training, and resources for Section 508 via the EPA 508 intranet site. OEI will continue to update the EPA 508 intranet site with new fact sheets and guidance.

The EPA's programs and regions will work together to achieve awareness, compliance and accountability with Section 508 requirements by:

- Providing opportunities for Agency staff to participate in the development of accessibility solutions and best practices. This includes utilization of an online community forum to engage the community and exchange information;
- Supporting the Agency in improving accountability and transparency by assisting OEI in gathering data needed to answer the biannual OMB Section 508 report;
- Sharing existing 508 resources and training information to increase awareness across EPA; and
- Ensuring that EIT developed, procured, maintained and used at EPA is accessible and in compliance with Section 508 requirements.

III. SHARED SERVICES

Shared services enable EPA's partners, the regulated community and the public to conduct their environmental business electronically at a reduced cost and burden to all parties by implementing a "build once-use many" approach to information and data transactions. Services being developed or maintained support the Exchange Network Phase 2 Implementation Plan and align with E-Enterprise goals, priorities, and architecture currently under development. The services described in this section are being provided to EPA programs and partners to allow them to realize this value. In addition to their use by existing programs, all considered foundational to the creation of an E-Enterprise Portal.

OEI supports the Administrator's "E-Enterprise for the Environment" initiative through the development, coordination and governance of shared information technology and data services. EPA is working closely with States to develop a sustainable E-Enterprise Architecture. Integrated Project Teams (IPTs) with states and tribes have been formed to develop the E-Enterprise Architecture framework, including a comprehensive Business Reference Model that includes EPA program offices, states and tribes. The Architecture IPT has established two sub-IPTs to focus on the E-Enterprise Portal and Enterprise Identity management that will inform planning and architecture work going forward. Phase one of the E-Enterprise Portal is being developed and expected to be launched by the end of FY 15.

A. Facility Registry Service (FRS) Data Quality

Description:

The Facilities Registry Service (FRS) integrates over 90 different datasets and assigns a unique identifier to facilities, sites or places of interest from 22 program offices and 57 states, tribes and territories. FRS improves program facility data accuracy from roughly 40% to over 95% by selecting representative geospatial data, along with integrating contact, corporate and location information from multiple data sources. Consistent and correct facility identification allows the EPA, the public, academic and investment communities to evaluate compliance with multiple environmental regulations. In addition, by providing a robust and complete view of facility information, FRS facilitates cross-media analyses, including community-based initiatives, environmental justice analyses, National Environmental Policy Act (NEPA) assessments and emergency response efforts. More information on FRS can be found at http://www.epa.gov/frs.

Activities:

In FY 2016 and 2017, OEI will:

- Continue to improve the quality of EPA data on regulated facilities and their locations by continually upgrading data stewardship tools, making processing more transparent; engaging states to utilize FRS data; developing improved tools for identifying and correcting data errors; and building a network of data stewards;
- Continue to work with states to develop and implement a universally-utilized facility identifier, shared services and a master data exchange standard; and

- Leverage facility data to improve the EPA customer experience and context through an EPA E-Enterprise Portal.

To support the FRS, EPA programs and regions will:

- Work with OEI to integrate facility look up services with EPA program and partner systems to improve data consistency, quality and integrity; and
- Promote and participate in the national data stewardship program with EPA programs, states, tribes, and local data exchange partners.

B. Substance Registry Services

Description:

The Substance Registry Services (SRS) is the centralized inventory of substances that are tracked or regulated across EPA. It identifies which EPA programs manage data on certain substances and synonyms used for those substances. SRS is also a resource for learning basic information about substances and includes relevant links to health and safety factsheets and websites.

The EPA created the SRS to centralize discovery of chemical data at EPA, enable integration of EPA data by substance, improve data quality of substance identity information and promote standardization of substance names. EPA programs, states and tribes integrate SRS Web Services into their online reporting forms to help industry and other partners submit accurate chemical identification information. This service prevents submitters from entering inaccurate substance names, thus reducing costs for the programs by reducing data quality issues.

Activities:

In FY 2016 and 2017, OEI will:

- Coordinate with the EPA (and state) programs to integrate SRS into their online reporting forms;
- Work with state and tribal agencies to add their programmatic lists to SRS to enable cross-walking state and tribal substance information with EPA programmatic substance information;
- Create a Chemicals Resource Directory that will serve as a one-stop tool to help the public discover EPA websites for industry reporting on chemicals, health effects about chemicals, EPA databases for learning about chemicals and scientific resources;
- Continue to improve the data quality of the programmatic lists in SRS by working with EPA (and state) programs to ensure that SRS reflects the most current programmatic information; and
- Integrate SRS with the proposed Laws and Regulations Registry so that SRS uses the standardized nomenclature for laws and regulations to improve customer experience and context through an EPA E-Enterprise Portal.

To support the SRS, EPA programs and regions will:

- Work with OEI to identify integration opportunities of substance look up services with EPA program and partner systems to improve data consistency, quality and integrity;
- Support the Exchange Network and E-Enterprise priorities through participation in governance workgroups and activities; and
- Promote and participate in a national program of data stewardship among EPA programs, regions, states, tribes, and local data exchange partners.

C. Shared CROMERR Services

Description:

The Cross-Media Electronic Reporting Rule (CROMERR) sets mandatory standards for states and other co-regulators for existing and planned e-reporting systems. CROMERR applies to industry submissions to all authorized programs as required under CFR 40. In order to ensure the integrity and legal admissibility of reports, CROMERR establishes technology neutral standards and processes in four primary areas:

- Registering and verifying identities of reporters;
- Electronically signing documents;
- Providing copies of record; and
- Ensuring integrity through chain of custody procedures.

To date, co-regulators have built and are maintaining their own services to meet CROMERR requirements. In order to reduce the burden on co-regulators of building CROMERR solutions independently, EPA has developed CROMERR compliant services that can be leveraged by co-regulators and implemented in their own system environments. Co-regulators interested in leveraging these services have the option to use one, many or all services made available by EPA. Managing these services centrally reduces development and operations costs and streamlines the approval process for new reporting systems. These services are built to work behind the scenes of co-regulator systems so they can maintain their identities as sovereign organizations.

Activities:

In FY 2016 and 2017, OEI will:

- Continue to roll out CROMERR services to co-regulators as requested;
- Support existing co-regulators implementing Shared CROMERR Services through a customer Helpdesk;
- Improve upon existing services to make them as easy as possible to implement; and
- Work with co-regulators to identify and implement new services to increase efficiency at the national level.

To support CROMERR Shared Services, EPA regions and co-regulators will:

- Identify candidate co-regulator systems that may leverage CROMERR Services;
- Assist in educating and informing co-regulators about CROMERR services;
- Support the Exchange Network and E-Enterprise priorities through participation in governance workgroups and activities, and
- Facilitate dialog between co-regulators and OEI to determine electronic reporting requirements.

D. Enterprise Identity and Access Management

Description:

Enterprise Identity and Access Management (EIAM) is an identity system that supports sharing identities across multiple enterprise systems in order to provide single sign-on and seamless navigation across EPA and partner portals and applications. EIAM is a set of standards-based technologies that has a minimal footprint on adopters and is capable of supporting authentication for EPA and partner state sites, as well as third parties.

EIAM establishes technology neutral standards and processes for the following:

- Sharing identities provided by third party providers that use the same trusted framework (e.g., Google, Paypal);
- Sharing EPA identities with external relying parties (partners);
- Facilitating federated user identities using trusted security tokens ;
- Managing and converting protocols and attributes to insulate adopters from complexities; and
- Creating a central security authority which is trusted by all applications within the scope of the Enterprise.

The foundation of sharing digital identities is based on security trusts between the Relying Party (e.g. a website) and the Identity Provider (e.g. PayPal). The Relying Party has sufficient confidence that the identity provider implements enough security assurance that the authenticated user is genuine and trustworthy. On the other side, the identity provider's security policies allow the relying party to use its security services and user identities.

EIAM reduces burden on partners by:

- Reusing identities across the enterprise;
- Reducing redundant registrations;
- Improving user access to services; and
- Simplifying navigation across the enterprise.

Currently EPA and its partner organizations have identity systems that are independent of each other and navigating across partner systems require user to authenticate multiple times. The EPA has prototyped EIAM services that could be leveraged by partners and easily integrated in their own system environments.

Activities:

In FY 2016 and 2017, OEI will:

- Continue to enhance and expand the prototype services for partners as requirements evolve;
- Support existing partners integrating the services through a customer helpdesk;
- Improve upon existing services to make them as easy as possible to implement; and
- Work with partners to identify and implement new services to increase efficiency at a national level.

To support EIAM, EPA regions and partners will:

- Identify candidate systems that can benefit from EIAM services;
- Assist in educating and informing partners about the services; and
- Facilitate dialog between partners and OEI to determine additional requirements among EPA programs, regions, states, tribes, and local data exchange partners;
- Support the Exchange Network and E-Enterprise priorities through participation in governance workgroups and activities; and
- Assist in the technical implementation of a National EIAM.

APPENDIX A: OEI EXPLANATION OF CHANGES FROM FY 2014 TO FY 2016-2017

Change from FY 2014 and FY 2015 Addendums to FY 2016-2017 NPM Guidances		Reason for Change	Location of New/Modified Information
General	Shift in OEI vision to focus on "Knowledge on Demand: Secure and easy access to, and ability to use and share within EPA and by our stakeholders, quality information to accomplish the Agency's mission."	Over the next two years, OEI will focus on providing service excellence, continue to adopt the "share first" culture, and lead the effort in managing and protecting information.	Introduction, page 3
National Areas of Focus	"Expanding the Conversation on Environmentalism" renamed to "Working to Make a Visible Difference in Communities."	Captures work completed under the current Cross-Agency Strategy	Working to Make a Visible Difference in Communities, page 4
National Areas of Focus	Removed "State and Tribal and International Relationships" section	State and Tribal activities are specified within each National Area of Focus	n/a
National Areas of Focus	Added "Data Analytics" section	Recent advances in analytical techniques and technologies have provided EPA with significant opportunities to harness the power of its data to realize better environmental outcomes.	Data Analytics, page 5
National Areas of Focus	"Moving EPA to a High Performing Organization" replaces "Strengthening EPA's Workforce and Capabilities"	Captures work completed under the current Cross-Agency Strategy	Moving EPA to a High Performing Organization, page 12
National Areas of Focus	Removed "E-Enterprise" section	E-Enterprise activities, that are supported by OEI, are captured throughout the document and in Appendix B.	"Geospatial Platform; Moving EPA to a High Performing Organization; Exchange Network; Facility Registry

Change from FY 2014 and FY 2015 Addendums to FY 2016-2017 NPM Guidances	Reason for Change	Location of New/Modified Information
		Service; Substance Registry Service; Shared CROMERR Services; and Enterprise Identity and Access Management" sections
Program-Specific Guidance	Removed "One EPA Web"	Work captured under "Moving EPA to a High Performing Organization" section	n/a
Program-Specific Guidance	Removed "Expanding the Use of EZ Tech and Moving to a More Enterprise-Wide Entity"	Not applicable for FY 2016-2017	n/a
Program-Specific Guidance	Added "Substance Registry Services"	Captures program-specific work planned for FY 2016-2017	Substance Registry Services, page 17
Program-Specific Guidance	Added "Enterprise Identity and Access Management"	Captures program-specific work planned for FY 2016-2017	Enterprise Identity and Access Management, page 19
Annual Commitment Measures	n/a	n/a	n/a
Contact Information	n/a	n/a	n/a

APPENDIX B: KEY CONTACTS APPENDIX

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APPENDIX C: OEI E-ENTERPRISE PROJECTS

E-Enterprise Project Name	Sponsor or Initiator	Key EPA Offices	Likelihood of Delivery in FY15	Shared Service Integration	EPA/State/Tribal Involvement	Notes incl. Deliverables
Regulatory and Public Portal	EELC	OEI, OCFO	High	Ongoing support for Identity and Access Management and Cloud Hosting.	States and EPA participating in development of pilot.	Portal may provide shared services to other projects. Deliverable: Requirements by 4/1 Phase I capability by 9/30
Scoping Projects selected by the joint state-EPA E-Enterprise Leadership Council						
Local Government Portal	EELC, MO	OEI, R1, OP	Starts individual project implementation if endorsed by EELC	TBD	States, Tribes, and EPA currently participating on scoping team	Final ROI available Q3.
Ongoing projects with early achievements illustrating alignment with E-Enterprise Goals ("Early Wins")						
Shared Facility ID Pilot (State/EPA)	OEI	OECA	High	Improves the efficacy of the Facility ID Service	State and EPA Pilot Project	Deliverable: Master Facility Files and collaborative error correction process.

E-Enterprise Project Name	Sponsor or Initiator	Key EPA Offices	Likelihood of Delivery in FY15	Shared Service Integration	EPA/State/Tribal Involvement	Notes incl. Deliverables
New Opportunity Evaluation						
Aligned Projects Funded in FY15 Enacted						
Federated Identity Management Scoping and Proof of Concept	OEI					
Information Registry Enhancements (i.e., Facility, Substance, Laws and Regulations)	OEI					
Reusable Electronic Signature Services to streamline CROMERR compliance	OEI					