



## Facility Registry Service (FRS)

### FAQ Sheet for FRS Data Stewards using FLA version 3.2 (Secondary Stewardship Access)

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## REVISION HISTORY

Version Number	Date	Description of Changes
1.0	02/06/2014	Initial creation.

## A. FREQUENTLY ASKED QUESTIONS

### What is FLA version 3.2?

FLA 3.2 is the latest version of the Facility Linkage Application, FRS's online data stewardship tool. The FLA allows users to correct and update FRS data, run data queries and view and download reports. In the past only Primary Regional Data Stewards were allowed to make changes to FRS data using this tool. This new version allows additional users (including EPA Headquarters and Regional Staff as well as States and Tribes) to suggest corrections to FRS data. The suggestions are then routed to the FRS Primary Regional Data Steward in the appropriate region for review. If the Primary Regional Data Steward approves the suggestion the updated information will then become a part of the FRS production layer.

### What are the roles and responsibilities of Primary, Secondary and State/Tribal FRS Data Stewards?

A document describing [Roles and Responsibilities](#) can be found on the FRS webpage.

### How does someone become a Primary Data Steward in the FLA?

The FRS Headquarters team works with Regional staff to find an appropriate Primary Regional Steward. The Primary Steward then needs to register for access to the FLA by filling out the form available at <https://frsfla.epa.gov>. Users will need to log-in to the secure system using their EPA LAN or Portal ID in order to access the registration form.

### How does someone become a Secondary or State/Tribal Data Steward in the FLA?

Secondary and State/Tribal Data Stewards can register for access to the FLA by filling out the form available at <https://frsfla.epa.gov>. Users will need to log-in to the secure system using their EPA LAN or Portal ID. A State User who does not have a Portal ID can request one by filling out the [registration form](#). Primary Stewards may be contacted to confirm that access should be granted for Secondary or State/Tribal Stewards. Secondary Stewards in headquarters will be approved by the FRS Headquarters team. The FRS Headquarters team will also approve any Secondary Stewards in Regions that do not have an active Primary Steward.

### What happens if a Secondary or State/Tribal Steward submits a record correction that is located in a Region that does not have an active Primary Steward?

Some Regions do not currently have an active Primary Data Steward or are in the process of transitioning to a new Steward. The FRS HQ team will review and approve/reject suggested changes submitted by Secondary or State/Tribal Stewards in Regions that do not currently have an active Primary Data Steward.

## Who are the current FRS Primary Data Stewards?

A list of current FRS data stewards and contacts can be found at:

<http://www.epa.gov/enviro/html/fii/RegionalContacts.htm>

## Can a Regional FRS Data Steward suggest changes to a record in another Region?

In future releases of the FLA there will be functionality that will allow Primary Data Stewards to be a Primary Data Steward and a Secondary Data Steward simultaneously. This will allow a Primary Data Steward to act as a Secondary Data Steward in someone else's Region. While this functionality is not currently available, a work around is possible that would allow Primary Stewards to make changes in other Regions. As this need arises it will be pursued on a case by case basis.

## Who is the FRS team encouraging to become Secondary and State/Tribal Stewards?

Any Regional, State, Tribal or EPA Headquarters staff who have familiarity with EPA data and a need to improve the quality of data that appears in FRS can become a Secondary or State/Tribal Data Steward. We strongly suggest that Secondary and State/Tribal Data Stewards read through our best practices documents <https://ofmext.epa.gov/apex/fii/f?p=106:10:8119917676568> and attend an FLA training session in order to familiarize themselves with the best techniques for making data corrections. The link to these documents can only be accessed after you have registered and been given access to the FLA. The FRS Team will send out training information to all registered FLA users.

## I still have a lot of questions, how can I learn more?

The FRS team is happy to have meetings with staff from individual Regions, States and Tribes to answer questions, get feedback and establish processes that work within the specific structure of each Organization. You can contact David Smith at: [Smith.DavidG@epa.gov](mailto:Smith.DavidG@epa.gov) or Ana Greene at: [Greene.Ana@epa.gov](mailto:Greene.Ana@epa.gov).