



Facility Registry Service (FRS)

FRS Data Steward Roles and Responsibilities

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REVISION HISTORY

Version Number	Date	Description of Changes
1.0	03/07/2013	Initial creation.
2.0	02/05/2014	Updated to include changes for Secondary, State, ER and Tribal Data Stewards.

A. PRIMARY REGIONAL DATA STEWARDS

Who: EPA staff from the Regions

General Responsibilities:

- Act as a point of contact for Regional data needs and data quality issues
- Assist with the dissemination of information about FRS to Regional staff
- Assist with FRS data improvement projects
- Coordinate with State Data Stewards as needed

Facility Linkage Application Responsibilities:

- Make data corrections (these corrections will be incorporated directly into the FRS production layer).
- Approve data corrections proposed by secondary or state/tribal stewards for your Region

Note:

- Data stewards can choose to delegate responsibilities to secondary data stewards or to the FRS team.
- There can be more than one Primary Regional Data Steward per Region

B. SECONDARY DATA STEWARDS:

Who: Staff from EPA Regions and Program Offices. This category includes EPA Data Stewards who are involved in Emergency Response activities.

General Responsibilities: None unless responsibility has been delegated by a primary steward.

Facility Linkage Application Responsibilities: Recommend data corrections through the Facility Linkage Application. These corrections will need to be approved by Regional Data Stewards before they are incorporated into FRS's production layer.

Emergency Response Secondary Data Stewards:

Who: Secondary Stewards from the Regions who are familiar with emergency response data needs and/or the emergency response community in their Region.

General Responsibilities:

- Serve as a point of contact between the FRS team and the emergency response community in the Region.
- Work with FRS's data stewardship community on emergency response and preparedness related projects.

- Work with FRS team to get improved regional data that is a result of emergency response activities back into FRS for future use.

Facility Linkage Application Responsibilities:

- Make data corrections related to emergency response and preparedness projects. These corrections will need to be approved by Regional Data Stewards before they are incorporated into FRS's production layer.
- Run reports needed for emergency response and emergency preparedness activities.

C. STATE/TRIBAL DATA STEWARDS:

General Responsibilities:

- Act as a point of contact for State data needs and data quality issues.
- Coordinate with Regional FRS Data Stewards as needed.

Facility Linkage Application Responsibilities:

- Run reports that show discrepancies between FRS data and State system data.
- Make corrections to FRS data as needed (these corrections will need to be approved by Regional Data Stewards)

Note: State/Tribal Data Stewards only have access to non-sensitive data.

D. OTHER ROLES IN FRS:

Headquarters Points of Contact:

Who: Data system owners and/or program office staff who are responsible for specific program datasets that are flowed to FRS.

General Responsibilities

- Serve as a point of contact for your data system
- Assist with resolving data quality issues regarding your data system
- Act as an FRS point of contact with your office
- Assist with FRS data improvement projects that relate to your program

Facility Linkage Application Responsibilities:

- Run reports that show discrepancies between FRS data and program system data
- Can also be a secondary steward which will make it possible to make data corrections to FRS data (these corrections will need to be approved by a Regional Data Steward).