U.S. EPA

Office of Environmental Information

FY 2013 National

Program Guidance

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OFFICE OF ENVIRONMENTAL INFORMATION

Fiscal Year 2013 National Program Manager Guidance

EXECUTIVE SUMMARY

I. PROGRAM OFFICE: OFFICE OF ENVIRONMENTAL INFORMATION

This Office of Environmental Information (OEI) National Program Manager (NPM) Guidance for Fiscal Year (FY) 2013 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 transparency and quality of environmental data.

II. INTRODUCTION/ CONTEXT

This Guidance describes key actions OEI will undertake, with support from across EPA, and with states, tribes, and territories in FY 2013.

III. OFFICE OF ENVIRONMENTAL INFORMATION PRIORITIES

As an office that supports achievement of all Agency environmental programs, and as EPA's NPM for Information, the Chief Information Officer (CIO) has set a vision in which information is readily available and serves as a strategic resource for protecting the environment and human health. The mission and vision directly support the Administrator's Priorities and the Agency Strategic Plan and Cross-Cutting Fundamental Strategies. On August 4, 2010, CIO Malcolm Jackson announced five priorities:

1) **Focus on Service Quality:** OEI will carry out activities with a focus on customer service and customer needs.

2) **Run OEI Like a Business:** Supporting Administration goals for government-wide efficiencies in the information technology (IT) arena, OEI will manage resources efficiently and develop metrics for success.

3) **Strengthen State Tribal and Territorial Partnerships:** OEI will support national exchange of environmental data through the Exchange Network and work collaboratively with our partners in states, tribes and territories across the Federal government to promote improved access to and transparency of environmental data.

4) **Establish a Strategic Direction:** In FY 2013, OEI will develop an Information Management/ Information Technology (IM/IT) Strategic Plan charting the path to success in meeting the business requirements of the Agency.

5) **Invest in Talent Management:** OEI will build the capacity of the Agency's IM/IT workforce to support the Agency in meeting environmental goals.

IV. IMPLEMENTATION STRATEGIES

OEI's NPM Guidance describes, in general terms, the work that needs to be done in FY 2013 to support EPA's FY 2010-2015 Strategic Plan, including the Cross-Cutting Fundamental Strategies, which support Government-wide initiatives as well as the CIO's five priorities. OEI is providing guidance on areas of focus in the interest of transparency and enhanced emphasis within the Agency.

As described through this guidance, the key to transforming and improving operations relies on shared IM/IT solutions and platforms. Guidance is provided with the expectation that all EPA organizations will participate in consistent application of the most effective platforms to enhance the IT effort.

In order to organize these actions and provide a framework for implementation, the Guidance organizes the actions around:

- **Executive/Government-wide Initiatives and Mandates:** In FY 2013, OEI will work within the Agency to implement a wide array of high priority enterprise-wide initiatives designed to strengthen and improve how our government manages information assets and IT resources. These include the President's directive for Transparency and Open Government, the U.S. Office of Management and Budget's (OMB) 25-Point Implementation Plan for Federal IT Reform, and the 2010 Telework Enhancement Act.

- **Transformational Initiatives:** In addition to implementing government-wide initiatives, in FY 2013, OEI also will collaborate across the Agency and with states, tribes, and territories as appropriate to implement *transformational* initiatives designed to provide the building blocks for how the Agency will operate in future years, from both an information management and an IT perspective. These transformational activities include Information Security, Collaboration Tools, Content Management and eDiscovery, the Geospatial Platform, OneEPA Web, E-Reporting, Green Travel, and improvements to the Exchange Network.

- **Ongoing Activities Needing Agency Support:** OEI works to support Agency-wide initiatives in locations throughout the country.

  - Enterprise-wide services: In FY 2013, the Agency will improve operational efficiency by moving to additional enterprise-wide services.
  - Enhancing TRI Data Quality
  - Library Network
  - Shared Services Strategy
  - EPA Quality Program
  - Facility Registry Service(FRS) Data Quality

V. SIGNIFICANT CHANGES TO PRIORITIES FOR FY 2013

OEI does not expect significant changes to its priorities in FY 2013 other than those driven by improved support for government-wide initiatives or improvements in Agency operations and management.

Upon receiving OEI's draft FY 2013 Guidance, OCFO will post it on its website and notify its Agency counterparts. The review period lasts approximately one month, from February 17 to March 19, 2012.

States, tribes, territories, and other stakeholders may send their comments to OEI using EPA's official template, available on EPA's planning and budgeting website (http://www.epa.gov/planandbudget/annualplan/fy2013.html). Comments and suggestions will be considered by OEI for the final version of the Guidance to be released in late April.

Executive/Government-wide Initiatives and Mandates

Expanding the Conversation on Environmentalism:

In FY 2013, OEI will continue to expand the conversation by leveraging EPA's Open Government implementation. OEI will revise the EPA Open Government Plan (OGP) and Strategic Data Action Plan (SDAP) which together, define a roadmap for EPA's Open Government efforts. OEI will continue to work across the Agency to improve access to environmental data while also engaging and empowering communities and partners. Increasing the availability of publicly accessible Agency data through Data.gov will provide understandable and useable information for the public, Agency partners, and other Federal Agencies. Open Government efforts increase transparency, expand public participation, and encourage collaborations among stakeholders to find solutions for environmental problems. EPA's Open Government flagship initiative is Community Engagement. Expanding the conversation to include those historically under-represented in environmental decision-making helps EPA, states, tribes, and territories:

- Strengthen partnerships that will make the Agency more effective in achieving its mission goals and objectives through enhanced transparency and opportunities for participation and collaboration.

- Improve consistency in information management procedures and increase efficiency for partners.

- Expand the accessibility, transparency, and quality of environmental information available to the public.

In FY 2013, OEI will:

- Revise the EPA's OGP and SDAP.

- Track and report on progress in implementing EPA's OGP and SDAP.

- Support EPA publishing 70 new datasets and 10 applications in Data.gov to improve access to EPA's data in support of community and citizen involvement in environmental decision-making.

EPA organizations will work together to implement Open Government by:

- Cataloging additional data resources and applications in Data.gov, including appropriate metadata to make the information useful to the public.

- Supporting Data.gov communities, which focus and facilitate public discussion on topics such as Energy, Law and Oceanic data.

- Promoting opportunities for the public to participate and collaborate in the decision making processes and development of solutions supporting Agency's missions and objectives. This includes utilization of Regulations.gov to engage the public in the development of EPA regulations.

States, Tribes, and Territories may implement Open Government by:

- Sponsoring additional state, tribal, and territory data on Data.gov

- Creating a specific state, tribal, or territory Data.gov site

- Publishing state, tribal, and territory data exchanged through the Exchange Network on Data.gov

Strengthening EPA's Workforce and Capabilities:

In FY 2013, OEI will implement the Telework Enhancement Act of 2010 to strengthen EPA's workforce and capabilities, ensuring that EPA is an excellent workplace, with a workforce positioned to meet and address the environmental challenges of the future. OEI will deploy IT solutions and applications that support expansion of the Agency workforce's ability to work remotely.

In FY 2013 OEI will support:

One EPA Workplace: EPA's intranet presence will continue to be enhanced with access to additional tools, applications and information. EPA will work to adopt standard templates for all program and local sites to provide a consistent look and feel across the agency's intranet. The implementation of an intranet governance framework will begin, as well as planning for the migration to the agency's standard web content management system.

Videoconference Equipment: Increasing the use of green conferencing and green meeting practices will continue in FY 2013, as OEI tracks videoconference equipment use. Across EPA, monitoring of utilization of video equipment will help ensure those resources are utilized to the fullest extent possible.

Identity, Credential, and Access Management (ICAM): OEI, through the Enterprise Identity and Access Management project, is identifying business processes and tools to authenticate and provide access to EPA enterprise systems securely. OEI will foster effective ICAM policies and enable trust across the Agency's organizational, operational, physical, and network boundaries. OEI will identify opportunities to leverage existing credentials to authenticate and provide access to Agency information resources.

Also, in FY 2013, OEI will implement collaboration tools and digitize documents as part of the movement to strengthen EPA's workforce and capabilities. The implementation of collaboration tools and digitizing documents are transformational initiatives discussed in further detail later in this Guidance.

25-Point Implementation Plan to Reform Federal IT Management (25 Point Plan)

EPA is implementing the White House Office of Management and Budget (OMB)'s 25 Point Plan recommendations for IT reform in the areas of operational efficiency and large-scale IT program management. The following website provides information about the 25 Point Plan: http://www.cio.gov/documents/25-Point-Implementation-Plan-to-Reform-Federal%20IT.pdf.

In FY 2013, OEI will:

Implement a Data Center Consolidation Plan: EPA updated its Data Center Consolidation Plan to OMB in September 2011, as part of the Federal Data Center Consolidation Initiative (FDCCI). During FY 2013, OEI will continue to optimize EPA's network and servers, and also drive efficiencies in procurement, deployment, and application administration. Specifically, OEI will provide remotely accessible data and applications to support continued operations and emergency response across the EPA.

Move to Cloud Computing: EPA is aggressively moving toward cloud services. In FY 2013, all of EPA will be able to place orders for cloud computing services via:

- OEI contracted external cloud services via GSA for low sensitivity applications.

- OEI managed private cloud computing services for medium sensitivity applications that require high availability and internal data integration.

Currently, several of EPA's hosted applications are leveraging cloud technologies, and EPA has migrated Managed Trusted Internet Protocol Services (MTIPS) and Enterprise Service Desk to cloud services. In FY 2013, OEI will provide support for evaluating cloud computing alternatives as part of the Capital Planning and Investment Control (CPIC) process, and assist Agency components with transitioning applications into the cloud computing infrastructure.

Strengthen IT Project Management: OEI will continue to strengthen IT project management and leverage best practices in support of OMB's TechStat model. OEI will work with the program offices in the implementation of the TechStat Toolkit for evaluating the health of its IT investments.

Leverage IT Procurement and Enterprise Maintenance and Licensing: OEI will continue to leverage and expand centralized IT Procurement capability and utilize enterprise maintenance and licensing solutions. As we acquire better visibility into software and hardware used across the Agency, licensing and maintenance of these applications and products can be done centrally, thereby achieving both operational and cost efficiencies. The projected benefits of this effort are cost savings due to economies of scale, enhanced IT hardware planning, and improved lifecycle asset management.

Major Transformational Initiatives

Information Security:

Effective information security requires vigilance and adaptation to new challenges every day. Threats to EPA's information and information entrusted to EPA, such as the public's and partners' data, are continually evolving and increase potential impact on EPA's ability to successfully provide essential services.

In FY 2013 OEI will:

- Build on progress made in evolving the information security program by taking actions such as:

    - Maturing use of continuous monitoring tools and processes,
    - Focusing on protecting information,
    - Refining incident response capabilities, and
    - Streamlining the IT Standards Profile to align with federal guidance and federal and industry best practices.

- Continue to improve user awareness training,

- Develop a Controlled Unclassified Information (CUI) implementation plan that reflects National Archives and Records Administration's (NARA) feedback to EPA's initial strategy for implementing the governance, policy, training, technology and oversight of CUI, and

- Strengthen role-based training and credentialing program.

Content Management:

A comprehensive Content Management (CM) strategy enables EPA to leverage its information assets to increase productivity, reduce costs, and meet legal requirements.

In FY 2013, OEI will:

- Continue developing tools to facilitate electronic content management, including use of the newly launched eDiscovery Service. eDiscovery is a new service launched in 2012 to support the EPA legal community in the collection of electronic documents and records

to support litigation. A Records Workgroup (RWG) and Electronic Discovery workgroup (EWG) have been convened comprised of representatives from across EPA who will continue examination of current records management and content management policies, procedures and practices, working in partnership to refine and better define agency business practices.

- FY 2013 will be the first full year that the Agency's newly launched eDiscovery service will be in place. OEI will continue developing and supporting tools that facilitate electronic content management and will continue working with the Agency's EWG on the eDiscovery workflow model that will serve as the foundation for the Agency's eDiscovery Service. This includes continued development of electronic data searches, storage and protection of discovered information, and development of tools for use by the EPA legal community to present data in legal settings.

- Develop national Freedom of Information Act (FOIA) processing procedures; revise FOIA regulations; and develop a new FOIA system in partnership with other federal agencies, re-using the existing eRulemaking system infrastructure.

- Identify and establish processes to capture "electronic" versions of records rather than receiving or printing paper copies. This activity will allow the Agency to serve Teleworking employees better and reduce space associated with the storage and preservation of paper records. In addition, it will facilitate the identification of responsive documents and support e-Discovery, FOIA requests, and Agency litigation activities. This activity will pave the way for an Agency-wide effort to establish a records digitization program and infrastructure. Offices across EPA should participate in the assessment of site specific paper records in the context of EPA's electronic content management efforts and provide input into enterprise requirements and training needs.

Collaboration Tools:

As part of the Agency effort to increase efficiency and expand telework, in FY 2013, OEI will take the next steps for defining, acquiring, and deploying the appropriate suite of collaboration tools. These tools will support EPA employees in both their individual and cooperative work, irrespective of their geographical location. OEI is evaluating an enterprise solution for a professional networking environment to help employees work more efficiently and effectively by providing on-line tools with the capability to easily create on-line profiles, locate expertise, share files securely, create community/project workspaces, post and vote on innovative ideas, and conduct on-line discussions. Furthermore, OEI will evaluate, identify, integrate, and deploy collaboration tools (including communication, conferencing, and coordination tools) into One EPA Workplace to improve employees' access to, awareness of, and proficiency in applying current and emerging technologies to enable their environmental protection work.

EPA Geospatial Platform:

EPA has historically been at the forefront of integrating place-based approaches into our environmental program efforts. Geospatial technology has become ubiquitous, and the growth in use of these technologies has been extremely rapid.

In FY 2013, OEI will:

- Operationalize the EPA Geoplatform infrastructure to support many internal EPA business processes and to share data, maps, code, and logic on an agency-wide basis, and promote standard approaches for intranet and public access geospatial application development.

- Ensure requirements from all EPA programs, regional offices and labs are integrated into the GeoPlatform planning process.

- Conduct outreach and training to promote effective use of the geoplatform to support information sharing and decision making.

- Implement a revised governance model for the National Geospatial Program and the GeoPlatform to prioritize development of required geoservices, identify resource requirements to maintain the geoplatform and develop critical shared resources, coordinate with the Federal Geoplatform efforts, and manage cost and performance management tools for the Program.

- Centrally track geospatial software and data licenses to support enterprise geospatial software. OEI will discuss with the Quality Information Council (QIC) options for allocating costs across the Agency.

Exchange Network:

The Environmental Information Exchange Network (Exchange Network) is a collaborative effort among the U.S. EPA, states, tribes, and territories to exchange environmental data securely over the internet. As previously communicated by the Deputy Administrator, EPA and its partners should continue to use the Exchange Network to share critical program data, thereby lowering costs, increasing data quality and timeliness, and leading to better informed environmental decision making. It is a critical mechanism for strengthening state, tribal and territorial partnerships and supports EPA's Cross-Cutting Fundamental Strategy to Strengthen State, Tribal and International partnerships.

In FY 2013, OEI will:

- Expand to 72 the number of major EPA environmental systems that use Central Data Exchange (CDX), enabling faster receipt, processing, and quality checking of data.

- Increase to 85 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 to more than 60,000, the number of unique users from states, tribes, laboratories, and others that actively use CDX to report environmental data electronically to EPA.

How EPA will work together to support the Exchange Network:

- Request that program grant recipients make specific commitments for using the Network for the ongoing exchange of data with Agency priority data systems.

- Establish dates for phasing out legacy methods for reporting data to the Agency.

- Make Exchange Network data reporting an eligible activity for funding under categorical program grants.

- Prepare and post on the web a comprehensive list of all Exchange Network grants awarded to date.

- Continue coordination across the Agency to ensure that state, tribal and territory grant work plans reflect the commitment to use the Exchange Network.

How States, Tribes, and Territories can support the Exchange Network:

- Implement the data flows using grant funding and continue utilizing the Exchange Network for data exchange.

- Participate in governance and surface issues of concern early to Agency contacts.

As a reminder, data systems operations and maintenance for Exchange Network data flows are eligible activities for funding under categorical program grants.

The Environmental Information Exchange Network has provided the foundation for EPA, states and tribes to now move aggressively to convert from old fashioned paper reports to electronic reporting. To reduce burden, improve compliance, expand the information available to the public about pollution that affects them, and improve the ability of EPA, states, and tribes to implement environmental programs, the Agency has commenced a comprehensive initiative to convert to electronic reporting. EPA is focusing this initiative in two main areas: (1) developing an Agency wide policy to ensure that new regulations include electronic reporting in the most efficient way; and (2) developing and then implementing an Agency plan to convert the most important existing paper reports to electronic, while also looking for opportunities to reduce or streamline outdated paper reporting. Since this work is cross-cutting, EPA has established an Agency Electronic Reporting Task Force to lead and manage this work.

The Agency invites each state to provide the Electronic Reporting Task Force with its plans for moving from paper to electronic reporting. We are interested in learning from the states and tribes about their successes and challenges in converting from paper reporting to electronic. And, the Agency will keep states and tribes informed about its progress in this initiative. If a state or tribe would like to share information with the Electronic Reporting Task Force, please contact Andrew Battin for more information.

It is a priority of the Agency to ensure compliance with Title VI of the Civil Rights Act of 1964, http://www.epa.gov/civilrights/t6lawrg.htm. This statute prohibits discrimination based on race, color, and national origin, including limited English proficiency (LEP), in programs or activities receiving Federal financial assistance.

- As required by implementing EPA regulations at 40 C.F.R. Part 7, EPA applicants must complete EPA Form 4700-4 to demonstrate compliance with Title VI and other non discrimination statutes and regulations, http://www.epa.gov/ogd/forms/adobe/4700-4_sec.pdf. The Exchange Grant program has required Form 4700-4 to be a part of assistance applications since the inception of the program and will continue to require submission of this form. The regulations also impose specific obligations on grant recipients, including providing compliance information, establishing grievance procedures, designating a Title VI Coordinator, and providing notices of non-discrimination, http://www.epa.gov/civilrights/docs/40p0007.pdf.

- EPA also published a Title VI Public Involvement Guidance for EPA Assistance Recipients Administering Environmental Permitting Programs, http://edocket.access.gpo.gov/2006/pdf/06-2691.pdf.

E-Reporting:

In FY 2013, the Exchange Network program will expand upon the Agency's efforts to increase e-reporting by expanding the use of the Network. EPA will create an open platform "electronic reporting file" data exchange standard, modeled after that used by the IRS to collect tax data and based on a service-oriented architecture. The intent is to unleash the expertise of the private sector marketplace to create new electronic reporting tools for three enforcement focused data flows. These private sector electronic reporting tools would be based on EPA and Exchange Network data standards and protocols and would replace the largely paper-based reporting systems that evolved over the past 30 years. Further, in those programs where EPA has already built electronic reporting tools, the private sector may enhance these tools to support industry needs and, over the longer term, enable EPA largely to eliminate the need to continue to fund the operation and maintenance of these tools. As a reminder, OEI wishes to note that systems that receive Title 40 reports electronically will need to be CROMERR compliant.

OneEPA Web:

EPA.gov is our most valuable communication tool. It is the Agency's primary public interface for providing public access to environmental information.

In FY 2013 OEI will:

- Implement a revised web governance model to support One EPA Web's focus on priority topics;

- Begin agency-wide implementation of a replacement Web Content Management system;

- Support the publication of resource directories and microsites for priority topics and high quality metadata for the searchable collection;

Green Travel:

OEI is executing its green travel strategy. This strategy emphasizes reducing travel for government business. Green travel significantly reduces environmental impacts of travel and is

often less costly and more efficient than traditional travel. OEI is measuring usage of the Agency-sponsored green conferencing tools (e.g. Video conferencing, web conferencing) and will use the data collected to inform the Agency on the usage and, more importantly, opportunities to improve Agency-wide efforts.

In FY 2013, OEI will:

- Continue to strategically replace conference workshops with webinars to reduce/replace trip durations for conference participants.

- Encourage and use green conferencing tools, such as the video conference equipment which has been installed around the Agency, and measuring usage rates for the equipment.

- Identify opportunities to introduce additional technologies to achieve better results for green travel and improved utilization of deployed technologies.

Ongoing Activities Needing Agency Support

Toxics Release Inventory (TRI) Data Quality:

The Toxics Release Inventory (TRI) Program is EPA's flagship community right-to-know program. The 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 opportunities. As such, it is critical that the Agency ensure the data are delivered in a timely fashion and are of the highest possible quality.

The TRI Program actively engages in a variety of data quality efforts including reviewing release information reported by facilities to identify potential reporting errors and non-compliance. Agency staff makes follow-up calls to facilities to discuss their submissions. When errors are confirmed, EPA will prompt facilities to revise their revisions.

In FY 2013, OEI will:

- Resolve data quality issues concerning TRI facility submissions and work collaboratively to support OECA's identification of enforcement priorities by conducting 500 data quality checks to enhance accuracy and reliability of environmental data.

- Continue to address the growing demand for sustainability or pollution prevention data and identify opportunities to encourage the use of that TRI information for promoting pollution prevention.

- Support replication of best practices developed from the TRI Community Engagement Pilot Project including concrete actions to be taken and measurable results. The project overall desired result is to develop approaches for engaging communities to address their

environmental concerns using TRI data and related information. One of the outcomes of the pilot projects is to produce a guide that can be used by communities to implement some of the best practices gleaned from the pilot projects.

- Continue supporting Tribal conversations on environmentalism through implementation of the OEI Tribal Strategy and through specific actions under TRI to facilitate Tribal participation in the program. The TRI program will also continue to provide opportunities for consultation with tribal governments on issues that may affect tribal interests.

Moving Towards a More Enterprise-wide Entity:

OEI will design, develop, and deploy information management and information technology solutions for the enterprise across the Agency. In FY 2013, OEI will make available an enterprise contract vehicle for desktop management, print management, and hardware procurement. Additionally, OEI will deploy enterprise solutions for wireless local area network and virtual desktops.

Shared Service Strategy (Commodity IT):

OEI will improve performance by utilizing best practices for provisioning commodity IT. In FY 2013, OEI will continue to pool requirements across the Agency and identify opportunities to provide more efficient and effective service delivery and support. OEI will also leverage the existing IT governance structure as a mechanism to discuss service improvement, service and process management issues and challenges, and to share expertise and learning.

National Library Network:

In FY 2011, the Library Network (composed of libraries and repositories located in the Agency's Headquarters, regional and field offices, research centers, and specialized laboratories) published a strategic plan that lays out goals in four key areas—Governance; Services; Collections; and Communications, Outreach and Training.

In FY 2013, the Library Network will focus on Phase 2 action items, including:

- Establish a formal framework for fluid library operations to ensure continuity of services across all locations.
- Develop and enhance library services that support the evolving goals and priorities across the Agency.
- Build and manage electronic and physical collections across the Network through digitization, standardized cataloging, and coordinated acquisitions.
- Develop and implement strategies for increasing collaboration across Network libraries and providing additional training opportunities.
- Ensure that EPA libraries are implementing the Network policy and procedures at the local level.

EPA Quality Program:

OEI will continue to implement a program that enhances the quality of data and information used in environmental decision-making. In the past year, OEI has expanded its use of technology tools to improve the effectiveness of the EPA Quality Program.

In FY 2013, OEI will:

- Issue an updated EPA Quality Policy and Procedure
- Implement two QA standards for environmental operations
- Host virtual training events for the EPA QA community
- Collaborate with the EPA QA Community to address agency-wide concerns regarding the quality of data used to support environmental decision-making
- Provide a summary report based on QA Annual Reports and Work Plans submitted by EPA Program Offices, Regions and ORD Centers/Laboratories
- Provide a user-friendly application that will enhance the development and revision of electronic Quality Management Plans

Facility Registry Service (FRS) Data Quality:

The Facilities Registry Service (FRS) assigns a unique identifier to facilities, sites, or places of interest from 22 program offices as well as 57 states, tribes, and territories. FRS improves program facility data validity from roughly 40% to over 95% by selecting best contact and location information from these multiple data sources. This allows EPA, public, academic, and investment communities to evaluate compliance with multiple environmental regulations. In addition, by providing a robust, complete view of facility information, it facilitates cross-media analyses, including community based initiatives, environmental justice analyses, NEPA assessments, and emergency response efforts.

The FRS program is continually working to improve the quality of EPA data on regulated facilities and their locations. Towards this end, the FRS program is making its processes more transparent; engaging states to utilize FRS data; developing an array of tools for identifying data errors and correcting them; and building a network of data stewards. Regions are encouraged to actively participate in these efforts and in monthly FRS web conferences.