

U.S. EPA

Office of  
Environmental  
Information

FY 2014 National Program  
Manager Guidance

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# **OFFICE OF ENVIRONMENTAL INFORMATION**

## **FISCAL YEAR 2014 NATIONAL PROGRAM**

### **MANAGER GUIDANCE**

## **AGENCY OVERVIEW TO THE FY 2014 NPM GUIDANCES**

The Overview of EPA's National Program Manager Guidances (NPM Guidances) communicates important agency-wide information and should be reviewed in conjunction with each of the draft Program Managers' FY 2014 NPM Guidances and corresponding appendices. The Overview also includes relevant background information and cross-program areas that are important to effective implementation of EPA's environmental programs in FY 2014. Read the overview at: <http://www2.epa.gov/planandbudget/fy2014>.

## **I. INTRODUCTION**

The Office of Environmental Information (OEI) National Program Manager (NPM) Guidance for FY 2014 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.

This Guidance describes key actions OEI will undertake, with support from across EPA, and with states, tribes, and territories in FY 2014.

## **OFFICE OF ENVIRONMENTAL INFORMATION**

Within the Agency, OEI serves to deliver information, technology and services to advance the protection of human health and the environment. OEI's foundational leadership values: vision, integrity, resilience, talent management, unity and excellence (VIRTUE) support the overall goals and mission of OEI to lead, innovate, and transform how EPA uses information in FY 2014 and beyond.

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. The mission and vision directly support the Administrator's Priorities, the Agency Strategic Plan, and Cross-Cutting Fundamental Strategies. On July 10, 2012, CIO Malcolm Jackson announced five goals towards OEI's mission:

- 1) Prepare Employees for the Future;

- 2) Deliver Customer-Focused Services and Solutions;
- 3) Enable Business Anytime and Anywhere;
- 4) Find, Understand, and Use Information for Environmental Protection; and
- 5) Collect, Exchange, and Manage Information

## **IMPLEMENTATION STRATEGIES**

OEI's NPM Guidance describes, in general terms, the work that needs to be done in FY 2014 to support EPA's FY 2010-2015 Strategic Plan, including the Cross-Cutting Fundamental Strategies, which support National Areas of Focus, as well as the five goals towards OEI's mission. OEI is providing guidance in the interest of transparency and to enhance emphasis within the Agency.

As described through this Guidance, the key to transforming and improving operations relies on shared Information Management/Information Technology (IM/IT) solutions and platforms. This 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.

## **II. NATIONAL AREAS OF FOCUS**

### **A. Expanding the Conversation on Environmentalism**

#### **Description:**

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 2014, OEI will continue to expand the conversation on environmentalism 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 and recognizes that some information cannot be shared due to security and 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 their data to EPA but indicate which data they would like used for internal purposes only.

#### **Activities:**

In FY 2014, OEI will:

- Track and report on progress in implementing EPA's Open Government Plan and Strategic Data Action Plan; and
- Support EPA publishing 60 new datasets and 5 applications in Data.gov to improve access to EPA's data in support of community and citizen involvement in environmental decision-making.
- Collaborate with the Office of Enforcement and Compliance Assurance (OECA) to expand the availability and use of emissions monitoring information under the E-Enterprise and the Next Generation compliance initiatives. OEI will facilitate the exchange and reuse of new monitoring data, and will make the data publicly available.

EPA programs and regions will work together to implement Open Government by:

- Assigning regional data stewards and data system coordinators to catalog their datasets (e.g., raw data, GIS data) in the Environmental Dataset Gateway (EDG) and their IT services (e.g., software tools, REST web services, widgets) in the Reusable Component Services (RCS). OEI manages and integrates the EDG and RCS, including tools, standards, and procedures to create, validate, and catalog metadata for data resources and their IT services. EDG pulls from RCS and feeds metadata records for Federal public data resources to Data.gov and other interagency sharing sites which, in turn, make the resources available to the public;
- Supporting Data.gov communities, which focus and facilitate public discussion on topics such as Energy, Law and Ocean data; and
- 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. This includes utilization of Regulations.gov to engage the public in the development of EPA regulations.

## **B. Strengthening State, Tribal, and International Relationships**

### Description:

EPA is committed to delivering a clean and healthy environment through consultation and shared accountability with states, tribes, and the global. As part of this commitment, OEI will ensure that Executive Order 13175 on Consultation with Indian tribal governments and the EPA Policy on Consultation and Coordination with Indian tribes (May 2011 Consultation Policy) are appropriately applied to actions or decisions that have the potential to affect tribal interests. EPA's relationship with states and tribes will grow stronger as a result of the activities described below. For example, the Exchange Network currently provides significant benefits to EPA and its partners by improving

information quality, timeliness, and accessibility as well as making state, tribal, and EPA data exchanges more efficient. The Exchange Network (described in Sections IIF) has the potential to provide additional benefits in the future as it matures and expands. E-Enterprise and the TRI program (described in Sections IIG and IIH) also promise significant benefits for EPA, the Agency's state and tribal partners, and the regulated community.

Activities:

In FY 2014, OEI will continue to strengthen state, tribal, and international relationships by:

- Implementing the OEI Tribal Strategy (progress made toward these goals and objectives will be detailed in the annual Tribal Accomplishments Report);
- Providing leadership and support to International Pollutant Release and Transfer Register (PRTR) efforts aimed at protecting vulnerable communities and sustainable development;
- Co-chairing joint EPA-state-tribal governance bodies such as the Exchange Network Leadership Council;
- Co-chairing Integrated Project Teams (IPT) with state and tribes to address specific information management or partnership issues (e.g., virtual node services IPT, Exchange Network communications, E-Enterprise and outreach IPT); and
- Co-chairing the 2014 Exchange Network National Meeting which is attended by representatives from EPA, states, tribes, and territories, both in planning and actively participating as moderators and presenters.

EPA programs and regions will work together to strengthen state, tribal and international relationships by:

- Supporting state and tribal participation in the grant programs for E-Enterprise and the Exchange Network described in Sections IIF and IIG below; and
- Participating in IPT's with the states and tribes to address specific information management or partnership issues.

States, tribes, and territories will likewise work together by:

- Participating in EPA-state-tribal governance bodies;
- Participating in IPT's with OEI, programs, and regions to address specific information management or partnership issues; and
- Participating in EPA's grant programs. In addition to strengthening relationships among partner governments, this participation will offer a concerted effort to

reduce regulatory burden and streamline the processes and technologies for electronic transactions for the regulated community.

## **C. Strengthening EPA's Workforce and Capabilities**

### Description:

OEI is an Agency partner in strengthening 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.

### Activities:

In FY 2014, OEI will support:

One EPA Workplace: EPA's Intranet presence provides employees with access to the tools, applications, and information they need to work effectively. One EPA Workplace will continue to provide employees with uniform access to enterprise web-based tools, applications, and resources regardless of their physical location. EPA programs will:

- Adopt the Agency's standard templates for all program and local sites to provide a consistent look and feel across the Agency's Intranet; and
- Participate in the planning to determine a migration path for Intranet content into an Agency standard Web content management system.

Section 508 Program: The EPA's Section 508 (of the Rehabilitation Act) program was developed to ensure that our electronic and information technology (EIT) is accessible to people with disabilities. The program will:

- Provide 508 services that support the evolving goals and priorities across the Agency and responds to the EIT needs of EPA staff and the public; and
- Expand the 508 Toolkit to provide additional factsheets, resources, best practices, and other tools for achieving 508 compliance for common EIT (presentations, work documents, PDFs, etc.).

EPA programs and regions should ensure that all EIT developed, procured, maintained, or used is accessible to people with disabilities.

Videoconference Equipment: In FY 2014, OEI will continue to expand and promote the use of videoconferencing for routine activity and for events that have typically been addressed by way of travel. An event planning/execution model will be implemented to structure and formalize large conferencing events to facilitate the reduction of travel and

conferencing costs while meeting the Agency mission. This model will incorporate other tools such as Web conferencing.

The activity will also have improved help desk support which will provide an enhanced capability of accessing and analyzing data to enhance decision-making for service improvements. Videoconferencing utilization will continue to be monitored and reported to ensure those resources are fully utilized to the fullest extent possible.

Collaboration Tools: As part of the Agency effort to increase efficiency and expand telework in FY 2014, OEI will continue implementing My Workplace and other appropriate collaboration tools. These tools will support EPA employees in both their individual and cooperative work, irrespective of their geographical location. 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.

## **D. Information Security**

### Description:

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

### Activities:

In FY 2014, 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,
  - Measuring performance,
  - Maturing risk management processes,
  - Continuing to update and implement the information security architecture,
  - Refining incident management capabilities, and
  - Continuing to update system security plans to meet EPA-defined standard format and content.
- Use Personal Identity Verification (PIV) cards to expand multi-factor authentication protections;
- Continue to improve user awareness and foster desired behavior;

- Strengthen the role-based training and credentialing program; and
- Continue to update existing procedures for programs and regions to support Primary Information Security Officers and comply with security policies.

## **E. EPA Geospatial Platform**

### Description:

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.

### Activities:

In FY 2014, OEI will:

- Ensure that the GeoPlatform is fully operational and used as the solution of choice by all Agency programs.
- Ensure that the usage of the GeoPlatform continues to expand within EPA, with active users growing from 675 by the end of FY13 to over 1000 by the end of FY14, costs avoided by using the GeoPlatform to publish internal and public mapping tools increasing by at least 30% from FY13 to FY14, and the number of shareable maps, geodata services, and applications available for use via the GeoPlatform also increasing by at least 30% during FY14.
- 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 NPM 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 assure 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;
  - Serve as the point of contact for GIS user support and training for both desktop analysis and EPA GeoPlatform components;

- Assist the national geospatial support team with managing geospatial software license distribution and tracking within each office;
- Advise the GIO and the OEI Geospatial Team with regards to technology decisions, including implementation of new data and capabilities on the EPA GeoPlatform; and
- Support National Geospatial Program performance and cost management and tracking efforts through timely responses to data calls and providing other assistance as needed.

## **F. Exchange Network**

### Description:

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. In FY 2014, EPA and its Network partners should focus in two areas. The first area of focus is the ongoing efforts to complete implementation of reporting to priority data systems using the Exchange Network. As previously communicated by both the Administrator and 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. Moreover, partners that are currently using the Network to report data using the Network should continue to do so. Partners that have used the Network in the past to report data, but are not currently doing so should resume use of the Network.

The second area of focus includes the initiatives and projects for implementing the second phase of the Network. In Phase 2, the Network community will:

- Expand Network publishing (data owners making their information available to other partners on the Network using automated services);
- Develop applications (both mobile and desktop) and websites (including public sites) that analyze and/or display data accessed using Exchange Network services;
- Expand the use of the Network for data reporting to additional EPA data systems;
- Expand intra-partner data sharing including programs where EPA does not have a central data store (e.g., institutional controls for cleanup sites); and
- Develop new technologies that make using the Network easier and less costly.

### Activities:

In FY 2014, OEI will:

- Expand from 75 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 95 to 98 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 70,000 to 75,000, the number of unique users from states, tribes, laboratories, and others that actively use CDX to report environmental data electronically to EPA;
- Conduct robust outreach activities to increase awareness of virtual Node and CROMERR services and the benefits of using these services;
- Approve CROMERR applications from authorized programs that propose to use shared CROMERR services;
- Continue implementing tools, such as online application forms, to speed up CROMERR application processing;
- Provide expanded access to approved solutions, updates and status on CROMERR applications;
- Enhance available CROMERR application guidance materials, technical assistance, and develop additional materials as needed;
- Establish a CROMERR central customer help desk;
- Conduct ad hoc state forums to highlight and identify approaches that facilitate CROMERR compliance; and
- Increase the number of tribes that join the Network through the use of virtual Node services from one in FY 2013 to five in FY 2014, and increase the number of existing partners with virtual Node services from six in FY 2013 to ten in FY 2014.

How EPA programs and regions will work together to support the Exchange Network:

- 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 for using the Network for the ongoing exchange of data with Agency priority data systems;

- Make Exchange Network data reporting an eligible activity for funding under categorical program grants;
- Expand the number of systems able to receive data through the Exchange Network; and
- Enable data publishing for all 10 priority data systems.

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; and
- 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.

## **G. E-Enterprise**

### Description:

E-Enterprise is an Agency-wide initiative to expand access to environmental monitoring data, streamline regulatory information collections, and achieve performance goals for regulatory burden reduction and cost avoidance. The E-Enterprise program will be institutionalized through policies, supported by shared services, coordinated with governmental partners, and overseen by intra-agency and interagency governance structures.

OEI's role in E-Enterprise will focus on leveraging information technology to streamline transactional services for regulated entities. A key component of E-Enterprise is converting existing paper-based regulatory programs to electronic systems. This initiative will also make the best use of EPA, state, tribal, and third-party resources by implementing shared (central) information technology and data services that enable re-use, rather than continuing to build disconnected, separate information systems. Among several areas of consideration, EPA and states are working to provide shared services that can meet reporting requirements under the Cross-Media Electronic Reporting Rule and virtual Exchange Network Node services that consolidate and reduce operational resources by centralizing and sharing services. In FY 2014, EPA intends to have these services available as an option for data exchange partners.

### Activities:

In FY 2014, OEI will:

- Working with E-Enterprise governance, establish an integrated project plan with the identification of key milestones and important interdependencies. The

performance goals will include objectives for regulatory burden reductions and IT program cost avoidance and/or return on investment.

- Update the existing Exchange Network grant program to support states and tribes with integration and interoperability standards for services related to the E-Enterprise initiative.
- Collaborate with the Office of Enforcement and Compliance Assurance to facilitate the exchange and reuse of new advanced monitoring data, and make the data publicly available.

EPA programs and regions should provide the following support to the E-Enterprise program:

- The Office of Policy and program offices should coordinate with the E-Enterprise governance structure to meet the requirements of Executive Order 13610 and the corresponding June 22, 2012 OMB memorandum on “Reducing Reporting and Paperwork Burdens.”
- Senior Information Officials and Information Management Officers for the program offices and regions should support the processes for establishing E-Enterprise.

States, tribes, and territories should work together with OEI by:

- Co-chairing Integrated Project Teams (IPT) with OEI, program offices, and regions to address specific information management or partnership issues (e.g., virtual node services IPT, Exchange Network communications, E-Enterprise and outreach IPT).

## **H.Toxics Release Inventory**

### Description:

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 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 2014, OEI will continue to:

- Address the growing demand for sustainability and pollution prevention data through enhancements to TRI-MEweb that increase reporting of TRI information

and identify new opportunities to encourage the use of TRI data to promote pollution prevention (e.g., use webinars and other outreach efforts to communicate enhancements to the reporting community);

- Collaborate with academic institutions to broaden the understanding and use of TRI data; and
- Provide opportunities for consultation with tribal governments on issues that may affect tribal interests.

EPA programs and regions should continue to work with OEI to implement the TRI program and in particular:

- Enhance the TRI data quality by conducting 500 annual data quality checks;
- Support the expansion of efforts to develop approaches to engage communities in using TRI and related information;
- Participate in the planning and implementation of TRI related training and outreach opportunities including the Spring 2014 TRI and Environmental Conditions in Communities National Training Conference (tentative);
- Actively participate in the Agency TRI Steering committee and work with OEI to collaboratively identify TRI Program implementation priorities and goals; and
- EPA Regions should conduct data quality checks to enhance accuracy and reliability of TRI data in support of the EPA performance measure to perform 500 data quality checks in FY 2014; and
- Participate in the development and implementation of TRI related training and outreach opportunities focusing on expanding the use of pollution prevention data collected by the TRI program.

## **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 organization 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 2014, OEI will:

- Initiate the revision of the EPA Quality Policy (CIO 2106.0)<sup>1</sup> and Procedure (2106-P-01)<sup>2</sup> in collaboration with the EPA QA Community<sup>3</sup>;
- Provide technical support and guidance to EPA organizations implementing the QA Standard for Environmental Data (CIO 2106-S-01)<sup>4</sup> and to non-EPA organizations implementing QA Standard CIO 2106-S-02<sup>5</sup>. When the Quality Standard (CIO 2106-S-02), which will replace CIO 2105.0, is issued, further guidance will be provided about the effective implementation dates;
- Complete at least nine Quality Management Plan (QMP) reviews;
- Conduct Quality System Assessments (QSAs) of at least six EPA organizations. Generally, OEI conducts a QSA of each EPA organization every three years;<sup>6</sup>
- Provide the 2014/2015 QA Annual Report and Work Plan (QAARWP) template developed by an internal OEI-led workgroup and review the 2013/2014 QAARWPs submitted by EPA Organizations;
- Provide training for the EPA QA community by:
  - Hosting virtual training events; and
  - Updating at least 10% of the core QA courses and making them available in Skillport.
- Collaborate with the EPA QA Community to address Agency-wide concerns regarding the quality of data used to support environmental decision-making;
- Continue to integrate other program initiatives such as the Field Operations Group (FOG) Guidelines and the Forum on Environmental Measurements (FEM) Laboratory Competency policies into the EPA Quality Program. Plan to issue the FOG Guidelines as a Quality Policy (CIO 2106) Procedure. Solicit feedback on agency implementation of the FEM Laboratory Competency policies during Quality System Assessments;

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<sup>1</sup> EPA Quality Policy (<http://www.epa.gov/irmpoli8/policies/21060.pdf>)

<sup>2</sup> Procedure for Quality Policy (<http://www.epa.gov/irmpoli8/policies/2106p01.pdf>)

<sup>3</sup> OCFO Overview to the FY 2014 NPM Guidances <http://www2.epa.gov/planandbudget/fy2014>

<sup>4</sup> Final Draft Quality Standard for Environmental Data Collection, Production and Use by EPA Organizations, (CIO 2106-S-01), [OEI plans to issue the standard in FY 2014]

<sup>5</sup> Final Draft Quality Standard for Environmental Data Collection, Production and Use by non-EPA Organizations, CIO 2106-S-02), [OEI plans to issue the standard in FY 2014]

<sup>6</sup> EPA Order, 5360.1 (CIO 2105.0), Section 7(a)(3), (<http://www.epa.gov/irmpoli8/policies/21050.pdf>)

- Provide an annual EPA Quality Program summary report. The report will provide an overview of the status of the EPA Quality Management and the proposed activities for the next fiscal year; and
- Provide oversight of EPA Information Quality Guidelines and facilitate the development of Agency responses to the public's request for correction of EPA disseminated information.

### **III. Program Specific Guidance**

#### **A. Facility Registry Service (FRS) Data Quality**

##### Description:

The Facilities Registry Service (FRS) integrates data from over 90 different datasets, and 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 representative geospatial data, along with integrating contact, corporate and location information from these multiple data sources. This allows EPA, the public, academic, and investment communities to evaluate compliance with multiple environmental regulations. In addition, by providing a robust, 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 2014, 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; and
- Evaluate the results of a comprehensive requirements gathering process conducted in 2013 and will develop and test new ways for meeting these complex requirements. This includes developing and testing new policies, data models, data quality processes and training that could improve the ways that FRS associates information on regulated facilities with their components, contacts, and parent organizations.

Regions are encouraged to actively participate in these efforts and in monthly FRS Web conferences, as well as targeted data quality improvement initiatives.

## **B. Content Management**

### Description:

EPA has identified a gap in delivering consistent content services to the Agency, as documented in a November 2010 Federal Managers Financial Integrity Act (FMFIA) weakness. The Agency is developing a comprehensive content management strategy to remediate this gap, including governance (policy, procedures, and standards) and a multi-project effort in the areas of FOIA, Records, and eDiscovery. The following activities describe EPA's commitments under this plan.

### Activities:

In FY 2014, OEI will:

- Continue developing tools to facilitate electronic content management, including use of the newly launched eDiscovery Service;
- Continue developing and supporting tools that facilitate electronic content management and will continue working with the Agency's Electronic Discovery Workgroup (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; fully transition to the new shared-service FOIA system (FOIA Online); expand partnership with other federal agencies to reduce duplicative systems and websites, increase processing efficiency, and expand public transparency and openness;
- Develop a FOIA Policy; Delegation; and mandate trainings to implement the Workgroup recommendations in FY 2014;
- Institute EPA mandatory use of FOIAonline. Its records compliant repository will address the FOIA component of the FMFIA weakness;
- Identify and establish processes to capture "electronic" versions of records, and eliminating wherever possible, receiving or printing paper copies; and

- In August 2012, OMB and National Archives and Records Administration (NARA) released the Managing Government Records Directive which mandates electronic recordkeeping to ensure transparency, efficiency, and accountability (see “Features” on <http://intranet.epa.gov/records/>). The Directive included a number of specific requirements to fulfill this mandate, including that each agency will develop and begin to implement plans to achieve this transition by December 31, 2013.

OEI will work with programs and regions on the development and implementation of this plan, the transition to email records management, and the transition to electronic records management via the cross-agency Records Work Group under the Quality Information Council’s Electronic Content Subcommittee (see <http://intranet.epa.gov/ecs/>).

## **C. One EPA Web**

### Description:

All of the contents on EPA’s website ([www.epa.gov](http://www.epa.gov)) will be transformed under OneEPA Web by September 30, 2014. This means that content on [www.epa.gov](http://www.epa.gov) will be redesigned as either a resource directory or microsite or moved to the searchable collection and tagged with quality metadata. All content remaining on [www.epa.gov](http://www.epa.gov) that might be of value for historic or reference purposes will become part of a searchable archive.

One EPA Web rebuilds [www.epa.gov](http://www.epa.gov) to:

- Improve the delivery of priority messages and information to the public, and
- Ensure people are able to find the right information to accomplish their tasks online.

### Activities:

During FY 2014, OEI will focus on:

- Supporting content transformation into the Drupal-based Web content management and publishing system through user training and system enhancements;
- Implementing a searchable archive infrastructure for relevant content that is no longer actively managed; and
- Providing an updated suite of Web analytics and quality assurance tools to support effective site management.

In FY 2014, EPA programs and regions should focus on:

- Developing and publishing resource directories and microsites for topics and high quality metadata for the searchable collection in accordance with the OneEPA transformation. This includes the transformation of content into the Drupal-based Web content management system.

## **D. Expanding the Use of EZ Tech and Moving to a More Enterprise-wide Entity**

### Description:

OEI will continue to design, develop, and deploy information management and information technology solutions for the enterprise across the Agency. EZ Tech manages the desktop hardware, software and other applications used by EPA employees; the Agency's network and multifunction printers; and the procurement of EPA's desktops, laptops, other hardware and associated software. The scope of the EZ Tech contract was expanded to include EPA's Regions.

### Activities:

In FY 2014, OEI with the regions, will:

- Advance the transition of the Regions into the EZ Tech contract;
- Ensure goal of deploying new hardware and installing Windows 7 on existing computers is achieved at the time of the Windows XP end of support deadline of April 2014;
- Deploy 6,000 new hardware devices of the initial 12,000 desktops in accordance with the refresh schedule. The effort will also install Windows 7 on the remaining 5,000 EZ Tech Desktops. Over 1,000 new hardware devices will be deployed in FY 2013. Execute continuous service improvement activities as the EZ Tech service matures. OEI will continue to solicit feedback from the Senior Information Official community on how the service can be improved.

## **E. Shared Service Strategy (Commodity IT)**

### Description:

A comprehensive review of the commodity IT investment portfolio identifies opportunities to consolidate the acquisition and management of commodity IT and increase use of shared services.

### Activities:

In FY 2014, OEI will:

- Use the annual PortfolioStat process to lead an Agency-wide IT portfolio review to assess the current maturity of IT portfolio management process and make decisions on eliminating duplication and move to shared solutions;
- Use the PortfolioStat process to reduce duplication, set priorities among programs, and make targeted investments in critical priorities;
- Augment the content and enhance the reporting capabilities of its repositories and Enterprise Architecture (EA) tools to facilitate decision-making for program, system, and service changes. One of these updates is to codify a requirement for IT project managers to update annually EPA's EA repositories;
- Conduct an annual architecture review of the IT portfolio. The Chief Architect will examine EPA's IT investments with regard to their interoperability and their support of the Agency's mission and business functions and identify common services and tools/products used by the programs;
- Optimize the agency-wide wireless contracts by reducing the number of individually managed, agency wireless contracts.

## **F. National Library Network**

### Description:

The EPA National Library Network is composed of libraries and repositories located in the Agency's Headquarters, regional and field offices, research centers, and specialized laboratories, as well as web-based access to electronic collections. The combined network collection contains a wide range of general information on: environmental protection and management; basic sciences such as biology and chemistry; applied sciences such as engineering and toxicology; and extensive coverage of topics featured in legislative mandates such as hazardous waste, drinking water, pollution prevention, and toxic substances.

### Activities:

In FY 2014, the Library National Network (composed of libraries and repositories located in the Agency's Headquarters, regional and field offices, research centers, and specialized laboratories) will develop a follow-on Strategic Plan for FY 2015-2017, and will focus on completing action items of the current FY 2012-2014 Strategic Plan (<http://nepis.epa.gov/Exe/ZyPURL.cgi?Dockkey=P100BFBF.txt>) including:

- Maintaining the Network's governance structure and framework that provides for fluid library operations and ensures the continuity of services across all locations;

- Providing library services that support the evolving goals and priorities across the Agency, respond to the needs of public stakeholders, and focus on meeting local needs with coordinated services; and
- Building and managing electronic and physical collections across the Network through digitization, standardized cataloging, and coordinated acquisitions to ensure access to information, expand digital holdings, maximize use of online resources, and reduce duplication of effort by individual libraries.

**APPENDIX A**  
**EXPLANATION OF CHANGES BETWEEN FY 2013 AND FY 2014**  
*[Office of Environmental Information]*

Change from FY 2013 Guidance Document		Reason for Change	Affected Pages and Sections
<b>National Areas of Focus</b>	Introduced new discussion of OEI implementation activities planned for “Strengthening EPA’s Workforce and Capabilities” (Agency cross-cutting fundamental strategy)	OEI plays a role in the implementation of the Agency’s Strengthening EPA’s Workforce and Capabilities Strategy	National Areas of Focus, Page 5
<b>Program-Specific Guidance</b>	No changes.		
<b>Annual Commitment Measures</b>	No changes.		
<b>Tracking Process</b>	Updated goals towards completing OEI’s mission	In July 2012, the Chief Information Officer announced five new goals towards completing OEI’s mission	Introduction, Page 2
<b>Contact Information</b>	No changes.		

**APPENDIX B  
KEY CONTACTS APPENDIX**

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