MEMORANDUM

SUBJECT: Annual Review - Registry of EPA Applications, Models and Data Warehouses (READ)

FROM: Matthew Leopard, Director
Office of Information Management
Office of Mission Support

TO Senior Information Officials

I am writing to request that your office perform its annual review and update of data in the Registry of EPA Applications, Models and Data Warehouses (READ) by April 26, 2019. Maintaining READ records is essential as numerous EPA programs use READ for planning and reporting activities.

Purpose

The purpose of this request is to ensure that existing READ records are updated and that records are created for new applications or models. Each READ record has an assigned steward who has editing rights and is responsible for updating the record. Information Management Officers (IMOs) also have edit access to all their respective programmatic or regional records.

For this year's review, a special question was added to READ to help identify agency applications that collect or manage information about Native American tribes. This year's review will also collect additional information about the statutory basis for an information resource.

As a part of the FY19 FITARA IT Portfolio Review (ITPR), it is important that you update your records in READ. READ will be used as the authoritative source for information for your ITPR meetings. EPA's Chief Information Officer (CIO) will be performing a detailed discussion of your entire portfolio, which will include information from READ.

IMOs should ensure for following:

- The investment name is consistent across eCPIC, READ, BFS, and ADC systems;
- If multiple READ applications map to a CPIC investment, identify (in the Long Description field in the Description tab) which applications map to that investment; and

- Verify the CPIC OMB Unique Project Identifier in READ (see Investment tab) and the UII in eCPIC are identical.

The accuracy of your office's IT investment information will ensure proper interpretation by the CIO.

Special Instructions for 2019

- Attachments A and B provide directions to stewards for accessing READ and for identifying fields subject to this request.

- Attachment C provides a status of data standards conformance in applications subject to Capital Planning and Investment Control (CPIC). This information is pulled from READ and was self-reported by your stewards. The Office of Inspector General requests that you review the status of data standards adoption in your applications, and asks stewards to identify and document additional opportunities to implement data standards using the "Data Standards" tab in READ.

Once a steward has completed updating a READ record, pressing submit is necessary to confirm the update and READ will send an email notification to the appropriate IMO. **When all updates and/or new entries to READ have been completed, please have your IMO email Michael Pendleton at Pendleton.Michael@epa.gov**.

Contact Michael Pendleton (Pendleton.Michael@epa.gov) for questions regarding READ; contact Chi Tran (Tran.Chi@epa.gov) for questions regarding CPIC and IT investment; contact Jody Zeugner (Zeugner.Jody@epa.gov) for questions regarding the Architecture/Infrastructure section; contact Vince Allen (Allen.Vince@epa.gov) for questions regarding the Architecture/Business or Application sections; and contact Scott Ellinger (Ellinger.Scott@epa.gov) for questions regarding the model records.

Thank you in advance for your attention in this matter.

Attachments

cc: OEI Senior Leadership Team
        Information Management Officers
        Information Resource Management Branch Chiefs and Backups
        Maja Lee, OIM
        Todd Holderman, OIM
        John Harman, OIM
        Michael Pendleton, OIM
        Jody Zeugner, ODSTA
        Vince Allen, ODSTA
        Chi Tran, OCAPPM
        Scott Ellinger, ORD

Attachment A – 2019 Instructions for Application Records

For questions about READ, please contact Michael Pendleton at (202) 566-1658.

Accessing a Record in READ
1. Go to the READ homepage: www.epa.gov/read.
2. Select 'Login for EPA & Partners' on the right side of screen.
3. At login screen, enter your EPA LAN ID and password.
4. Select the 'Manage' tab, which defaults to the 'Search Info Resource' sub-tab.
5. Find a READ record by entering an information resource title, acronym, or keyword(s).
6. To open the READ Record, select the hyperlinked title or acronym of the information resource.
7. To navigate within the READ record, select tabs and sub-tabs at the top of the screen.

Creating a New Record in READ (*See READ inclusion criteria at the end of this document*).
1. Follow steps 1-3 above for Accessing a Record in READ.
2. Select the 'Create' Tab.
3. Fill in the requested fields and press the 'Submit Request' button.

What information do I need?

Information Resource Fields
Information Resource Type
Information Resource Acronym
Information Resource Title
Information Resource Short Title
Information Resource Short Description
Information Resource Long Description
Keywords

Contact Information Fields
Primary Information Resource Steward*
Primary Managing Organization*
Ownership Type: Internal/External/Shared
Comments

*Use the Lookup link to open a search window to populate this field

What Happens Next?
After you submit a request, it is reviewed and approved by the READ System Administrator. You will receive email notification when the record has been approved/disapproved, after which you can access READ to modify the system record as necessary.

What are the Criteria for Including Applications in READ?
READ catalogs applications and models to help the Agency, and the individual regions and program offices, improve information management, comply with internal and external data calls, avoid duplication, and meet various planning and business needs. EPA's Enterprise Architecture (EA) Policy and System Lifecycle Management (SLCM)

Procedure both require registering IT applications in READ. These broad objectives require READ to be comprehensive and inclusive. An application should have a record in READ if any of the following criteria apply:

- **Has required $25,000 or more to develop, or annual maintenance exceeds $25,000; or**
- **Has been used by 10 or more employees; or**
- **Has been developed by another organization but supports EPA operations and contains EPA information (e.g., a financial system managed by another federal agency but used for internal EPA purposes); or**
- **Contains Controlled Unclassified Information (CUI)* such as trade secret information or personally identifiable information (PII); or**
- **Is an information resource the program office or region deems important for tracking.**

Externally hosted applications (including cloud-based services) should be registered in READ. Similarly, as required by the SLCM Procedure, please register an application in READ at the Definition phase with updates to the READ record at each subsequent phase of the lifecycle. Please register widgets and web services in EPA's Reusable Component Services (www2.epa.gov/rcs).

*For information about Controlled Unclassified Information, go to: http://www.archives.gov/cui

Updating a Record in READ: Tabs, Sub-tabs and Data Elements Subject to Data Call
As you update your READ records, save your updates using the 'Save' button located at the bottom of each page.

The fields for applications are located below. Fields are either (1) Pre-Populated; (2) Optional; (3) Required; or (4) Submit Mandatory. All Submit Mandatory fields must be completed to Submit. If 'Submit Mandatory' fields are incomplete, an error message will appear. Complete these fields, and then press the Submit button.

Some fields are required only for applications subject to the Capital Planning and Investment Control (CPIC) process. Other fields require no steward action, either because the fields are pre-populated or population is not mandatory at this time.

If you are unfamiliar with the fields below or need more instruction on the type of information being requested, click on the 'Show Info' icon located on each sub-tab.

Tab	Sub-tab	READ Data Element	Requirement
General	Description (needed for a record)	Information Resource Identifier	Pre-populated; **Special Requirement for IMOs for 2019:** Ensure investment name is consistent or the same across eCPIC, READ, BFS, and ADC
		Information Resource Title	
		Information Resource Short Title	
		Acronym	
		Short Description	Pre-populated, verify accuracy
		Description **Special Requirement for IMOs for 2019**: if the Information Resource is either a CPIC investment or a component/part of a CPIC investment, identify the relationship between the Information Resource and the CPIC investment or the CPIC investment to the information resource. Insert this text in the front of the Description.	Pre-populated, verify accuracy;
		Ownership Type	Pre-populated
		Information Resource Type	Pre-populated, verify accuracy (most READ records existed before the Data Warehouse option was added)
		On Official System Inventory?	Optional
		Special Question for 2019: Does the system/application store or manage tribal information?	Submit Mandatory (if not applicable, select N/A)
		Alternate Names	Optional
	Keywords (supports record discovery)	Keywords	Required, verify accuracy
	Contacts (needed for a record)	Role: Project Manager	Submit Mandatory (if not applicable, select N/A)
		Role: Primary Information Resource Steward	Pre-populated (contact IMO for changes)
		Role: Information Management Officer	Required/Pre-populated
		Organizations	Pre-populated (contact IMO for changes)
	Access (supports finding the information resource)	**Internet URL/Extranet URL**	Submit Mandatory (if not applicable, select N/A)
		READ Public Display Approved	Required for all applications
		Explanation for non-display	Required for all applications
		Authentication Required of End Users	Submit Mandatory (if not applicable, select N/A)
		Does application have an associated widget?	Submit Mandatory (if not applicable, select N/A)
		Does application have an associated Web Service?	Submit Mandatory (if not applicable, select N/A)
	Life Cycle	Current Life-Cycle Phase	Required for all applications

Tab	Sub-tab	READ Data Element	Requirement
	(supports CPIC and EA)	Version	Required for all CPICs
		Life Cycle Phase	Required for all applications
		Planned Start Date	Required for all CPICs (click on the Edit hyperlink or Version hyperlink to edit)
		Actual Start Date	
		Comments	
		Are there any major enhancements planned in the next 12 months	
		If yes, please explain	
	Investment (supports CPIC)	Investment Category	Pre-populated for all CPICs; Special Requirement for IMOs for 2019: For CPICs verify OMB UPI in READ and UII in eCPIC are the same
		Budget Year	
		CPIC OMB Unique Project Identifier (UPI)	
		CPIC Investment Name	
	Users (supports EA)	User Type	Required for all applications
		Government Users	Required for all applications
		EPA Users – AAShips	Optional
		EPA Users-Regions	Optional
		Customers-Individuals, Types of Individuals, or Groups	Optional
	Records (supports records management)	Does the application/system meet the criteria?	Pre-populated
		If Yes, please select the schedule number	Pre-populated
Interdependencies	Data Exchanges (supports EA)	Data Exchanges	Submit Mandatory (if not applicable, select N/A)
	Resource Relationships (supports EA)	Resource Relationships	Submit Mandatory (if not applicable, select N/A)
Strategic Plan & Laws	Updated for 2019: Strategic Plan (connects information resource to mission)	Strategic Plan	Add 2018-2022 Plan. Submit Mandatory for all applications
		Goal/Cross Agency Strategy	Submit Mandatory for all applications
		Objective	Submit Mandatory for all applications
		Sub-Objective	Submit Mandatory for all applications
	Updated for 2019: Laws & Regulations (legal basis for information resource)	Title of the Statute	Submit Mandatory (if not applicable, select No laws or regulations apply)
		Relevant Statue Sections	
		Related CFRs	

Tab	Sub-tab	READ Data Element	Requirement
Architecture		**Note: EPA updated READ with v2 of the Federal reference models (BRM, ARM, IRM). To access your application's historical reference model mappings, click on the "here" link in the Business, Application, and Infrastructure pages in READ.**	
	Business (supports EA)	Primary BRM Code	Submit Mandatory for all applications
		Primary BRM Name	
		Secondary BRM Mappings	Optional
	Application (supports EA)	**Application Reference Model: System**	Required for all CPICs; "System" category is Submit Mandatory for all applications
		Application Reference Model: Application Components	
		Application Reference Model: Interfaces	
	Data (supports EA)	Area	Not required at this time
		Class	
		Subclass	
	Infrastructure (supports EA)	**Architecture Diagram**	Optional
		Infrastructure Reference Model	Optional
		COTS/GOTS/Custom	Submit Mandatory for all applications
		Application Technologies – Hosting Environment	Submit Mandatory for all applications
		Application Technologies – Hosting Environment Provider	Submit Mandatory for all applications
		User Environment – Operating System	Required for all applications
		User Environment – Client	
		Application Technologies - Platform	
		Application Hosting Environment – Host Operating System	
		Application Technologies - Environment	
		Application Technologies – Geospatial Tools	
		Application Technologies – Development Environment/Languages	
		Application Technologies – Database Mgmt Sys	
		Data Technologies – Business Intelligence	
		Data Technologies – Geo Data Mgmt	
		Data Technologies – Cont and Doc Mgmt	
		Data Technologies - ETL	
		Protocols Employed	
	Segment (supports EA)	Primary Segment Secondary Segments	Required for all CPICs
Data Standards	(Supports data standards policy and program)		Required for all CPICs

Tab	Sub-tab	READ Data Element	Requirement
Sensitive Information	Controlled Unclassified Information (NARA requirement)	Does the information resource store, process or transmit any of the following (refer to EPA Category when responding). Check one or more.	Submit Mandatory (if this application does not store, process, or transmit any CUI, check box at top of screen)
		If the information resource does not store the actual CUI, does it have fields that point to where the CUI resides outside of the system?	
		If Yes, then check one or more of the following (if you check 'Other' then please describe how CUI is secured)	
		Click 'Save/Confirm' button after completing this screen	
	Privacy Threshold Analysis (supports privacy program)	**Is this a Capital Planning and Investment Control (CPIC) Major or Lite System?**	Submit Mandatory – Press 'Save/Confirm' button to update confirmation date
		Does this system collect medical information on an individual?	
		Does this system collect financial information on an individual?	
		Does this system collect social security numbers in any form (full or truncated)?	
		Does this system collect any of these PII elements? Check all that apply	
		Click 'Save/Confirm' button after completing this screen	
	Privacy Information (supports privacy program)	Privacy Impact Assessment – download guidance and form; fill it out, and upload it	Required if Privacy Threshold is met; press 'Save/Confirm' button to update confirmation date
		Additional Privacy Information Questions	
		System Information Related Questions	
		Routine Use Disclosure Related Questions	
		Forms Related Questions	
		Record Keeping Related Questions	
		Click 'Save/Confirm' button after completing	
Documents			Not required at this time

Tab	Sub-tab	READ Data Element	Requirement
Submit			**Required for all applications** (Pressing the 'Submit Info Resource' button will date stamp the record and send an email to the program IMO or Regional IRM Branch Chief.) All 'Submit Mandatory fields must be completed in order to Submit. If 'Submit Mandatory' fields are incomplete, an error message will appear. Complete these fields, and then press the Submit button.

Attachment B – 2019 Instructions for Model Records

For questions about model records in READ, please contact Scott Ellinger at (214) 665-8408.

Accessing a Record in READ
8. Go to the READ homepage: www.epa.gov/read.
9. Select 'Login for EPA & Partners' on the right side of screen.
10. At login screen, enter your EPA LAN ID and password.
11. Select the 'Manage' tab, which defaults to the 'Search Info Resource' sub-tab.
12. Find a READ record by entering an info resource title, acronym, or keyword(s).
13. To open the READ Record, select the hyperlinked title or acronym of the information resource.
14. To navigate within the READ record, select tabs and sub-tabs at the top of the screen.

Creating a New Record to READ (*See READ inclusion criteria at the end of this document*).
4. Follow steps 1-3 above for Accessing a Record in READ.
5. Select the 'Create' Tab.
6. Fill in the requested fields and press the 'Submit Request' button.

What information do I need?

Information Resource Fields
Information Resource Type
Information Resource Acronym
Information Resource Title
Information Resource Short Title
Information Resource Short Description
Information Resource Long Description
Keywords

Contact Information Fields
Primary Information Resource Steward*
Primary Managing Organization*
Internal/External/Shared
Comments

*Use the Lookup link to open a search window to populate this field

What Happens Next?
After you submit a request, it is reviewed and approved by the READ System Administrator. You will receive email notification when the record has been approved/disapproved, after which you can access READ to modify the model record as necessary.

What are the Criteria for Including Models in READ?
READ catalogs systems and models to help the Agency, and the individual regions and program offices, improve information management, comply with internal and external data calls, avoid duplication, and meet various planning and business needs. EPA's Enterprise Architecture (EA) Policy and System Lifecycle Management (SLCM)

Procedure both require registering systems and models in READ. These broad objectives require READ to be comprehensive and inclusive. A model should have a record in READ if any of the following criteria apply:

- **Has required $25,000 or more to develop, or annual maintenance exceeds $25,000; or**
- **Has been used by 10 or more employees; or**
- **Has been developed by another organization but supports EPA operations and uses EPA information (e.g., a water flow model managed by another federal agency but used for internal EPA purposes); or**
- **Is a model the program office or region deems important for tracking.**

Externally hosted models (including cloud-based services) should be registered in READ. Similarly, as required by the SLCM Procedure, please register a model in READ at the Definition phase with updates to the READ record at each subsequent phase of the lifecycle. Please register widgets and web services in EPA's Reusable Component Services (www2.epa.gov/rcs).

Updating a Record in READ: Tabs, Sub-tabs and Data Elements Subject to Data Call
The fields for models are listed below. Some fields require no steward action, either because the fields have been pre-populated or population of the field is not mandatory at this time.

If you are unfamiliar with the fields below, or need more instruction on the type of information being requested, click on the 'Show Info' icon located on each sub-tab.

Tab	Sub-tab	READ Data Element	Requirement
General	Description	Information Resource Identifier	Pre-populated
		EIMS Entry ID	Optional
		Information Resource Title	Pre-populated
		Information Resource Short Title	
		Acronym	
		Short Description	Pre-populated, please check for accuracy
		Description	
		Ownership Type	Pre-populated
		Information Resource Type	
		On Official System Inventory	Required for all models
		Alternate Names	Required for all models
	Keywords	Keywords	Not required at this time
	Contacts	Role: Project Manager	Not required at this time
		Role: Primary Information Resource Steward	Required/Pre-populated
		Role: Information Management Officer	
		Organization Name	
	Access	**Internet / Extranet URL**	Not required at this time
		Model Available for Download?	Required for all models
		READ Public Display Approved	Required for all models
		Explanation for non-display	Required for all models
	Life Cycle	Current Life-Cycle Phase	Not required at this time
		Version	
		Life Cycle Phase	
		Planned Start Date	
		Actual Start Date	
		Comments	
		Major Enhancements in Next 12 months?	
		If yes, please explain	
	Users	User Type	Not required at this time
		Government Users	
		EPA Users – AAships	
		EPA Users – Regions	
		Customers	
Using the Model	Technology Requirements	Computer Hardware	Required for all models
		Compatible Operating Systems	
		Other Proprietary Software Requirements	
		Operating Environment	
	Model Inputs	Enter model inputs	Required for all models (if not applicable, mark N/A checkbox)
		Data Requirements	Required for all models
	Model Outputs	Description of model output, model output types, and model variables	Required for all models (if not applicable, mark N/A checkbox)

Tab	Sub-tab	READ Data Element	Requirement
	User's Guide	User Guide Type (if document, upload; if URL, provide)	Required for all models (if not applicable, mark N/A checkbox)
		User's Guide Title	
		User's Guide Description	
		User's Guide Publicly Available?	
	Other User Documents	User Document Name	Required for all models (if not applicable, mark N/A checkbox)
		User Document Type (if document, upload; if URL, provide)	
		User Document Title	
		User Document Description	
		User's Document Publicly Available?	
	User Support	Name	Required for all models (if not applicable, mark N/A checkbox)
		Phone Number	
		Email Address	
		Source of Support Materials	
		Types of Support Materials	
	User Qualifications	Description of user qualifications	Required for all models (if not applicable, mark N/A checkbox)
	Details	Base Software Cost	Required for all models
		Recurring Annual Cost	
		Other Cost Considerations	
		Open Source	
		Software Version	
		Last Known Software Update	
Model Science	Problem Identification	Description of the problem and objectives	Required for all models (if not applicable, mark N/A checkbox)
	Model Structure	Description of model structure	
	Model Evaluation	Description of model evaluation	
	Model Scope	Description of model scope	
	Case Studies	Type	Not required at this time (if not applicable, mark N/A checkbox)
		Title	
		Description	
		Publicly Available?	
Model Attributes	Model Type	General Model Type	Required for all models (if not applicable, mark N/A checkbox)
		Economic/Behavioral	
	Statutes	Add Statute	
	Releases to the Environment	Pollutant Type	
		Source Type	
	Ambient Conditions	Media Type	
		Simulation of Natural or Engineered Systems	

Tab	Sub-tab	READ Data Element	Requirement
	Exposure or Uptake	Exposure or Uptake	
	Indicators	Human Health Indicators	
		Ecological Indicators	
		Damage	
Interdependencies	Data Exchanges	Click 'Add Data Exchange' button if applicable.	Not required at this time (if not applicable, mark N/A checkbox)
	Resource Relationships	Click 'Add Related Resource' button if applicable.	
Documents			Not required at this time
Submit			**Required for all models** (Pressing the Submit Info Resource button will date stamp the review of the record and send an email to the program IMO or Regional IRM Branch Chiefs.)