

## **MEMORANDUM**

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

**FROM:** Jennie Campbell, Director  
Office of Information Management (OIM)  
Office of Mission Support (OMS)

**TO:** Senior Information Officials

Colleagues,

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 Warehouse (READ).

This data call requires READ record stewards to update information associated with their records, and for Information Management Officers (IMOs) to provide IT investment related information to support the FY21 IT Portfolio Review (ITPR) process. In order to align with the ITPR process, this year's data call will occur from Friday, January 29 to Friday, February 19, 2021.

### **Purpose**

The purpose of this request is to ensure that program offices and regions update their existing READ records and create records for new applications and/or models. Maintaining READ records is essential as many EPA programs use READ for planning, reporting, and decision making.

Each READ record has an assigned steward responsible for populating/updating information within that record. As was the case during last year's data call, IMOs must populate IT investment related information. IMOs will continue to have edit access to all their respective programmatic or regional records.

EPA's Chief Information Officer (CIO) will be performing a detailed review of your entire IT portfolio and READ will be a significant source of information for these reviews. To assist you in meeting the requirements of this year's data call, the READ Data Call SharePoint Site provides ready access to relevant information and instructions associated with this data call. Weekly office hours will be scheduled to provide training and answer questions. A READ Data Call Qlik dashboard has also been developed to provide a status of READ record updates.

IMOs for each AAship and Region should:

- Ensure stewards update existing READ records associated with their AAship or Region;
- Ensure records for new applications/models are created based on READ inclusion criteria (see attachments); and
- Verify the investment information provided in all READ records.

## **Instructions**

Attachments A and B provide instructions to stewards for accessing READ and for identifying fields subject to this request. These instructions, FAQs, instructional videos and other information needed to respond to this data call are available at the READ Data Call SharePoint Site.

Once a steward has completed updating a READ record, pressing submit is necessary to confirm the update and to notify the appropriate IMO of the update. **When all updates and new entries to READ have been completed (including the IMO adding/verifying investment information), please have your IMO email Michael Pendleton at [Pendleton.Michael@epa.gov](mailto:Pendleton.Michael@epa.gov).**

If you have questions on READ, please email [READ\\_HELP@epa.gov](mailto:READ_HELP@epa.gov); for questions on CPIC and IT investments contact Chi Tran at [Tran.Chi@epa.gov](mailto:Tran.Chi@epa.gov), and for questions regarding the technology section, contact Vince Allen at [Allen.Vince@epa.gov](mailto:Allen.Vince@epa.gov)

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  
Todd Holderman, OIM  
Mike Hart, OIM  
Michael Pendleton, OIM  
Vince Allen, ODSTA  
Chi Tran, OCAPPM

# Attachment A – 2021 Instructions for Application Records

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.

For artifacts related to this data call go to the [READ Data Call SharePoint site](#).

For questions about Application Records, please contact [READ\\_HELP@epa.gov](mailto:READ_HELP@epa.gov).

Relatively minor changes were made to READ in preparation for this data call. Changes are indicated in **highlighted** text.

## Criteria for Including Applications in READ

An application should have a record in READ if **any** of the following criteria apply:

- Requires \$25,000 or more to develop, or annual maintenance exceeds \$25,000; or
- Has been developed by EPA or another organization and 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.

**Note:** Externally hosted applications (including cloud-based services) should be registered in READ.

Register APIs, widgets and web services in EPA’s Shared Services Resource Catalog (<https://sscatalog.epa.gov>)

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

## Create a New Record in READ

1. Use the **Google Chrome browser** to navigate to the READ homepage: [www.epa.gov/read](http://www.epa.gov/read).
2. Select **Login for EPA & Partners** on the right side of screen.
3. At the login screen, enter your EPA LAN ID and password.
4. Select the **Create** Tab.
5. Fill in the requested fields and select **Submit Request**.

*Table 1. Requested Fields*

	Information Resource Type
	Information Resource Acronym

<b>Information Resource Fields</b>	Information Resource Title
	Information Resource Short Title
	Information Resource Short Description
	Information Resource Long Description
	Keywords
<b>Contact Information Fields</b>	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.*

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

**Note:** As required by the SLCM Procedure, register an application in READ at the Definition phase.

## Edit an Existing Record in READ

- Follow steps 1-3 above under **Create a New Record in READ**.
- Select the **Manage** tab, which defaults to the **Search Info Resource** sub-tab.
- Find a READ record by entering an information resource title, acronym, or keyword(s).
- To open the READ Record, select the hyperlinked title or acronym of the information resource.
- To navigate within the READ record, select tabs and sub-tabs at the top of the screen.
- As you update your READ record, save your updates using **Save** located at the bottom of each page.

**Note:** As required by the SLCM Procedure, update a READ record at each phase of the lifecycle.

## Tabs, Sub-tabs and Data Elements Subject to Data Call

- The fields for applications are located in the table below.
- Fields are either (1) Pre-Populated; (2) Optional; (3) Required; or (4) Submit Mandatory.
  - Submit Mandatory fields must be completed to Submit. If Submit Mandatory fields are incomplete, an error message will appear. Complete these fields, and then select **Submit**.
  - Some 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 any of the fields or need more instruction on the type of information being requested, click on the **Show Info** icon located on each sub-tab.
- REMINDER:** Always use the Google Chrome browser to access READ.

Table 2. READ Application Record Fields

General Tab		
Sub-tab	READ Data Element	Requirement
<b>Description</b> <i>(needed for a record)</i>	Information Resource Identifier	Pre-populated;
	Information Resource Title	<b>For IMOs:</b> Ensure investment name is consistent or the same across eCPIC, READ, BFS, and ADC
	Information Resource Short Title	
	Acronym	
	Short Description	Pre-populated, verify accuracy
	Description	Pre-populated, verify accuracy; <b>For IMOs:</b> If the Information Resource is either a CPIC investment or a component/part of a CPIC investment, describe the relationship between the Information Resource and the CPIC investment <u>or</u> the CPIC investment to the information resource. Insert this text in the front of the Description.
	Ownership Type	Pre-populated
	Information Resource Type	Pre-populated, verify accuracy
	On Official System Inventory	Optional
	Does the system/application store or manage tribal information?	Submit Mandatory, verify accuracy (if not applicable, select N/A)
Alternate Names	Optional	
<b>Keywords</b> <i>(supports record discovery)</i>	Keywords	Required, verify accuracy
<b>Contacts</b> <i>(needed for a record)</i>	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	Pre-populated
	Organizations	Pre-populated (contact IMO for changes)
<b>Access</b> <i>(supports finding the information resource)</i>	Internet URL/Extranet URL	Submit Mandatory (if not applicable, select N/A)
	READ Public Display Approved	Required for all applications
	Explanation for non-display	
	Does application have an associated widget?	Submit Mandatory (if not applicable, select N/A)
Does application have an associated web service or API?		
<b>Life Cycle</b> <i>(supports CPIC &amp; EA)</i>	Current Life-Cycle Phase	Required for all applications
	Anticipated Date of New Version	Optional

<b>Investment</b> <i>(IMO to complete this section)</i> <i>(supports CPIC)</i>	Investment Category		Required for all applications; <b>IMOs must complete this section for 2021 data call.</b> IMOs must provide investment data for BY22. Data provided last year (BY21) are pre-populated. ( <a href="#">How-to Video for HQ IMOs</a> ; <a href="#">How-to Video for Regional IMOs</a> )
	Budget Year – <b>BY22 for 2021 READ data call</b>		
	CPIC Investment Name		
	Project IT Code		
	CPIC OMB Unique Project Identifier (UPI)		
<b>Users</b> <i>(supports EA)</i>	User Type		Required for all applications
	EPA Users – AAShips		Optional
	EPA Users-Regions		
	Customers-Individuals, Types of Individuals, or Groups		
<b>Records</b> <i>(EPA Records Program to complete this section)</i> <i>(supports records management)</i>	Does the application/system meet the criteria?		Pre-populated if applicable; EPA Records Program to complete this section
	If Yes, please select the schedule number		Pre-populated
<b>Interdependencies Tab</b>			
<b>Data Exchanges</b> <i>(supports EA)</i>	Data Exchanges		Submit Mandatory (if not applicable, select N/A)
<b>Resource Relationships</b> <i>(supports EA)</i>	Resource Relationships		
<b>Strategic Plans &amp; Laws Tab</b>			
<b>Strategic Plan</b> <i>(connects information resource to mission)</i>	Strategic Plan		If blank, add 2018-2022 Plan; Submit Mandatory for all applications
	Goal/Cross Agency Strategy		Submit Mandatory
	Objective		
	Sub-Objective		Submit Mandatory, if applicable
<b>Laws &amp; Regulations</b> <i>(legal basis for info resource)</i>	Title of the Statute		Submit Mandatory (if not applicable, select No laws or regulations apply)
	Relevant Statue Sections		
	Related CFRs		
<b>Technologies &amp; Contracts Tab</b>			
<i>(Business categorizations and technology support business need/EA; contracts supports financial management)</i>	Business Categorizations	Administrative	Submit Mandatory
		Mission	
	Technologies	<b>COTS/GOTS/Custom (see definition)</b>	<b>Please recheck previous answers to ensure proper information is given – see definitions provided for COTS/GOTS in READ interface.</b>
		Cloud or Hosting Service Provider	Submit Mandatory
		Application Software Platform	

		Database Software Platform		
		User Device/Interface		
		Development Language		
		User Authentication Technique		
			Typical Update Release Frequency	Submit Mandatory
			Code Repository	
			Major Approaches Used to Determine User Needs	
Contracts		Add System DME Contract	Submit Mandatory; at least one, can be the same as the O&M contract; see <a href="#">video instructions</a> for details.	
		Add System O&M Contract	Submit Mandatory; at least one, can be the same as the DME contract see <a href="#">video instructions</a> for details.	

**Sensitive Information Tab**

<p><b>Controlled Unclassified Information</b> <i>(NARA requirement)</i></p>	Does the information resource store, process or transmit any of the following (refer to EPA Category when responding). Select one or more.	<p>Changes were made to EPA and NARA CUI categories. Please review table and update answers as needed.</p> <p>Submit Mandatory (if this application does not store, process, or transmit any CUI, check box at top of screen). Review/update information as needed, and select <b>Save/Confirm</b> to update confirmation date</p>
	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 select <b>Other</b> then please describe how CUI is secured)	
	Select <b>Save/Confirm</b> after completing this screen	
<p><b>Privacy Threshold Analysis</b> <i>(supports privacy program)</i></p>	Is this a Capital Planning and Investment Control (CPIC) Major or Lite System?	<p>Submit Mandatory – Select <b>Save/Confirm</b> to update confirmation date</p>
	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	
	Select <b>Save/Confirm</b> after completing this screen	
<p><b>Privacy Information</b> <i>(supports privacy program)</i></p>	Privacy Impact Assessment – download guidance and form; fill it out, and upload it	<p>Required if Privacy Threshold is met; Select <b>Save/Confirm</b> to update confirmation date</p>
	Additional Privacy Information Questions	
	System Information Related Questions	

	Routine Use Disclosure Related Questions	
	Forms Related Questions	
	Record Keeping Related Questions	
	Select <b>Save/Confirm</b> after completing this screen.	
<b>Documents Tab</b>		
		Not required at this time
<b>Submit Tab</b>		
N/A	Submit Info Resource	<b>Required for all applications</b> (Selecting <b>Submit Info Resource</b> 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.

# Attachment B – 2021 Instructions for Model Records

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.

For artifacts related to this data call go to the [READ Data Call SharePoint site](#).

## Criteria for Including Models in READ

A model should have a record in READ if **any** of the following criteria apply:

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

**Note:** Externally hosted models (including cloud-based services) should be registered in READ.

Register APIs, widgets and web services in EPA’s Shared Services Resource Catalog (<https://sscatalog.epa.gov>)

## Create a New Record in READ

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8. Select **Login for EPA & Partners** on the right side of screen.
9. At the login screen, enter your EPA LAN ID and password.
10. Select the **Create** Tab.
11. Fill in the requested fields and select the **Submit Request** button.

*Table 3. Requested Fields*

<b>Information Resource Fields</b>	Information Resource Type
	Information Resource Acronym
	Information Resource Title
	Information Resource Short Title
	Information Resource Short Description
	Information Resource Long Description
	Keywords
<b>Contact Information Fields</b>	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.

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

**Note:** As required by the SLCM Procedure, register an application in READ at the Definition phase.

## Edit an Existing Record in READ

7. Follow steps 1-3 above under **Create a New Record in READ**.
8. Select the **Manage** tab, which defaults to the **Search Info Resource** sub-tab.
9. Find a READ record by entering an information resource title, acronym, or keyword(s).
10. To open the READ Record, select the hyperlinked title or acronym of the information resource.
11. To navigate within the READ record, select tabs and sub-tabs at the top of the screen.
12. As you update your READ record, save your updates using the **Save** button located at the bottom of each page.

**Note:** As required by the SLCM Procedure, update a READ record at each phase of the lifecycle.

## Tabs, Sub-tabs and Data Elements Subject to Data Call

- The fields for models are located in the table below.
- Some 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 any of the fields or need more instruction on the type of information being requested, select the **Show Info** icon located on each sub-tab.
- **REMINDER:** Always use the Google Chrome browser to access READ.

*Table 4. READ Model Record Fields*

General Tab		
Sub-tab	READ Data Element	Requirement
Description	Information Resource Identifier	Pre-populated
	EIMS Entry ID	Optional
	Information Resource Title	Pre-populated
	Information Resource Short Title	
	Acronym	
	Short Description	Pre-populated, verify accuracy
	Description	
	Ownership Type	Pre-populated
	Information Resource Type	Required for all models
	On Official System Inventory	
Alternate Names		
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	
	Explanation for non-display	
Life Cycle	Current Life-Cycle Phase	Not required at this time
	Anticipated Date of New Version	
Users	User Type	Not required at this time
	EPA Users – AAships	
	EPA Users – Regions	
	Customers – Individuals, Types of Individuals, or Groups	
<b>Using the Model Tab</b>		
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, select N/A)
	Data Requirements	Required for all models
Model Outputs	Enter Model Outputs	Required for all models (if not applicable, select N/A)
	Model Output Types	
	Model Variables	
User's Guide	User's Guide Name	Required for all models (if not applicable, select N/A)
	User Guide Type (upload document or add URL)	
	User's Guide Description	
	User's Guide Publicly Available?	
Other User Documents	User Document Name	Required for all models (if not applicable, select N/A)
	User Document Type (upload document or add URL)	
	User Document Description	
	User's Document Publicly Available?	
User Support	Name	Required for all models (if not applicable, select N/A)
	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, select N/A)
Details	Base Software Cost	Required for all models
	Recurring Annual Cost	
	Other Cost Considerations	
	Open Source	
	Software Version	
	Last Known Software Update	
<b>Model Science</b>		
Problem Identification	Description of the problem and objectives	Required for all models (if not applicable, select N/A)
Model Structure	Description of model structure	Required for all models (if not applicable, select N/A)

<b>Model Evaluation</b>	Description of model evaluation	Required for all models (if not applicable, select N/A)
<b>Model Scope</b>	Description of model scope	Required for all models (if not applicable, select N/A)
	Decision Sector	
	Time Scale	
	Spatial Extent	
<b>Case Studies</b>	Technical Skills Needed to Apply Model	Not required at this time (if not applicable, select N/A)
	Type	
	Title	
	Description	
<b>Publicly Available?</b>	Publicly Available?	Not required at this time (if not applicable, select N/A)
<b>Model Attributes</b>		
<b>Model Type</b>	General Model Type	Required for all models (if not applicable, select N/A)
	Economic/Behavioral	
<b>Statutes &amp; Regulations</b>	Add Statutes & Regulations	
<b>Releases to the Environment</b>	Pollutant Type	
	Source Type	
<b>Ambient Conditions</b>	Media Type	
	Simulation of Natural or Engineered Systems	
<b>Exposure or Uptake</b>	Exposure or Uptake	
<b>Indicators</b>	Human Health Indicators	
	Ecological Indicators	
	Damage	
<b>Interdependencies</b>		
<b>Data Exchanges</b>	Select <b>Add Data Exchange</b> if applicable.	Not required at this time (if not applicable, select N/A)
<b>Resource Relationships</b>	Select <b>Add Related Resource</b> if applicable.	
<b>Documents Tab</b>		
		Not required at this time
<b>Submit Tab</b>		
		<b>Required for all models</b> (Selecting <b>Submit Info Resource</b> will date stamp the record and send an email to the program IMO or Regional IRM Branch Chiefs.)