

## 2016 READ Data Call

### MEMORANDUM

**SUBJECT:** Data Call for Registry of EPA Applications, Models and Databases

**FROM:** Steven Fine  
Principal Deputy Assistant Administrator  
Office of Environmental Information

**TO** Senior Information Officials

All offices must perform their annual reviews and updates of data in the Registry of EPA Applications, Models and Databases (READ) by **July 18, 2016**. READ is EPA's authoritative inventory for applications and models, and is updated by a program or regional steward. Maintaining READ records is essential because numerous EPA programs rely on READ for planning and reporting activities.

### Requirements for this Data Call

This data call is to help ensure that existing READ records are updated and that records are created for new applications or models. The steward for a READ record is identified on the "Contact" screen. The steward has editing rights and is responsible for updating the record. Information Management Officers (IMOs) also have edit access to all of their respective programmatic or regional records.

### Special Instructions for 2016

- Attachments A and B provide directions to stewards for accessing READ and for identifying fields subject to this data call.
- 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.
- The Privacy Program relies on READ to track information resources that contain Personally Identifiable Information (PII). We request that stewards ensure completeness of the Privacy Threshold Analysis so EPA can meet federal reporting commitments. For applications that contain PII, READ requires stewards to provide additional information for an annual report that the Privacy Program prepares for OMB.

- The National Archives and Records Administration (NARA) requires agencies to identify applications containing Controlled Unclassified Information (CUI). READ has a section to identify whether an application contains CUI.

Once a steward has finished updating a READ record, they must press the “Submit” button to confirm their updated information. READ will then 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 ([pendleton.michael@epa.gov](mailto:pendleton.michael@epa.gov)) and the Enterprise Architecture Team ([ea\\_team@epa.gov](mailto:ea_team@epa.gov)).**

For questions about READ, please contact Michael Pendleton at (202) 566-1658. For questions about EPA enterprise architecture, please contact Michael Blake at (202) 566-1615. For any questions about model records in READ, please contact Lara Phelps at (919) 541-5544.

Thank you in advance for your attention to updating your records in READ.

## Attachment A – 2016 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](http://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 1-4 above for Accessing a Record in READ.
2. Select the ‘Manage Info Resources’ tab, then select the ‘Create New Info Resource’ sub-tab.
3. A pop-up window will appear. Fill in the requested fields and press the ‘Submit’ button.

### **What information do I need?**

<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

<b>Contact Information Fields</b>
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 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 it:

- 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](http://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**

The fields for applications are located below. 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
		Information Resource Title	
		Information Resource Short Title	
		Acronym	
		Short Description	Required for all applications
		Description	
		Ownership Type	Pre-populated
		Information Resource Type	Pre-populated, but please verify the accuracy. (Most READ records existed before the Data Warehouse option was added.)
		On Official System Inventory	Optional
		Alternate Names	Optional
	Keywords (supports record discovery)	Keywords	Optional
	Contacts (needed for a record)	Role: Primary Information Resource Steward	Required/Pre-populated
		Role: Information Management Officer	
		Organizations	
	Access (supports finding the information resource)	Internet URL/Extranet URL	Submit Mandatory for all applications: Either an Internet or Extranet URL is required in order to update the READ record
		Internet Help Desk Contact Email and Phone	Optional
		Intranet/Extranet Help Desk Contact Email and Phone	
		READ Public Display Approved	Required for all applications
		Explanation for non-display	
		Authentication Required of End Users	
		Does application have an associated widget?	
	Does application have an associated Web Service?		
	Life Cycle (supports CPIC and EA)	Current Life-Cycle Phase	Required for all applications
		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	
	Budget Year		

Tab	Sub-tab	READ Data Element	Requirement
		CPIC OMB Unique Project Identifier	
		CPIC Investment Name	
	Users (supports EA)	User Type	Submit Mandatory for all applications
		Government Users	Submit Mandatory for all applications
		EPA Users – AAShyps	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	Interfaces with Other Info Resources (supports EA)	Interfaces	Required for all applications
	Subsystems and Relationships (supports EA)	Subsystems and Relationships	
Mission Support	Strategic Plan (connects information resource to mission)	Strategic Plan	Submit Mandatory for all applications
		Goal/Cross Agency Strategy	Submit Mandatory for all applications
		Objective	Required for all applications, if applicable
		Sub-Objective	Required for all applications, if applicable
	Statutes (connects information resource to legal basis)	Acronym: Title of the Statute	Required for all applications (if not applicable, mark N/A checkbox)
Applicability of Statue to Info Resource			
Architecture	<b>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.</b>		
	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			

Tab	Sub-tab	READ Data Element	Requirement	
		Application Reference Model: Interfaces		
	Data (supports EA)	Area	Not required at this time	
		Class		
		Subclass		
	Infrastructure (supports EA)	Enterprise Diagram	Optional	
		Infrastructure Reference Model	Optional	
		COTS/GOTS	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	Required for all applications	
		Application Technologies - Platform	Required for all applications	
		Application Hosting Environment – Host Operating System	Required for all applications	
		Application Technologies - Environment	Required for all applications	
		Application Technologies – Geospatial Tools	Required for all applications	
		Application Technologies – Development Environment/Languages	Required for all applications	
		Application Technologies – Database Mgmt Sys	Required for all applications	
		Data Technologies – Business Intelligence	Required for all applications	
		Data Technologies – Geo Data Mgmt	Required for all applications	
		Data Technologies – Cont and Doc Mgmt	Required for all applications	
		Data Technologies - ETL	Required for all applications	
		Protocols Employed	Required for all applications	
		Primary Segment	Optional	
		Secondary Segment	Required for all applications	
	Segment (supports EA)			Required for all CPICs
			Does the information resource store, process or transmit any of the following (refer to EPA Category when responding). Check one or more.	Submit Mandatory for all applications
	Data Standards	(supports data standards policy and program)	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?	Required for all CPICs
Sensitive Infor		If Yes, then check one or more of the following (if you check 'Other' then please describe how CUI is secured)	Submit Mandatory for all applications	

Tab	Sub-tab	READ Data Element	Requirement
	Controlled Unclassified Information (NARA requirement)	Click 'Save/Confirm' button after completing this screen	Submit Mandatory for all applications
		Is this a Capital Planning and Investment Control (CPIC) Major or Lite System?	
		Does this system collect medical information on an individual?	
	Privacy Threshold Analysis (supports privacy program)	Does this system collect financial information on an individual?	Submit Mandatory for all applications Required if Privacy Threshold is met
		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 Impact Assessment – download guidance and form; fill it out, and upload it	
		Additional Privacy Information Questions	
	Privacy Information (supports privacy program)	System Information Related Questions	Required if Privacy Threshold is met Optional <b>Required for all applications</b> (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 Chief.) Several READ fields must be completed in order to Submit. If any of these 'Submit Mandatory' fields are incomplete, an error message will appear. Complete these fields, and then press the Submit button.
		Routine Use Disclosure Related Questions	
		Forms Related Questions	
		Record Keeping Related Questions	
		Click 'Save/Confirm' button after completing	
Documents			
<b>Submit</b>			

## Attachment B – 2016 Instructions for Model Records

For questions about model records in READ, please contact Lara Phelps at (919) 541-5544.

### Accessing a Record in READ

8. Go to the READ homepage: [www.epa.gov/read](http://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 'Manage Info Resources' tab, then select the 'Create New Info Resource' sub-tab.
6. A pop-up window will appear. Fill in the requested fields and press the 'Submit' button.

#### What information do I need?

<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

<b>Contact Information Fields</b>
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 it:**

- **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](http://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	Required for all models
		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: Primary Information Resource Steward	Required/Pre-populated
		Role: Information Management Officer	
		<b>Role: Primary Managing Organization</b>	
	Access	<b>Internet / Extranet URL</b>	Submit Mandatory
		<b>Model Available for Download</b>	Required for all models
		<b>READ Public Display Approved</b>	Required for all models
		<b>Explanation for non-display</b>	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		
Technology Requirements	Computer Hardware	Required for all models	
	Compatible Operating Systems		
	Other Proprietary Software Requirements		
	Operating Environment		
Using the Model	Model Inputs	Enter model inputs	Required for all models (if not applicable, mark N/A checkbox)
	Model Outputs	Description of model output	Required for all models (if not applicable, mark N/A checkbox)
	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	

Tab	Sub-tab	READ Data Element	Requirement
		User's Guide Description	
		User's Guide Publically 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 Publically Available?	
	User Support	Name	Required for all models (if not applicable, mark NA 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 Modal Type	Required for all models (if not applicable, mark N/A checkbox)
		Economic/Behavioral	
	Statutes	Add Statute	
	Releases to the Environment	Pollutant Type: select appropriate check box	
		Source Type: select appropriate check box	
	Ambient Conditions	Media Type: select appropriate check box	
		Simulation of Natural or Engineered Systems: select appropriate check box	
	Exposure or Uptake	Exposure or Uptake: select appropriate box	
Indicators	Human Health Indicators: select appropriate check box		
	Ecological Indicators: select appropriate check box		

Tab	Sub-tab	READ Data Element	Requirement
		Damage: select appropriate check box	
Interdependencie s	Interfaces to Other Info Resources	Click 'Add Interface' button if applicable.	Not required at this time (if not applicable, mark N/A checkbox)
	Subsystems and Relationships	Click 'Add Related Subsystem or Resource' button if applicable.	
Document s			Not required at this time
<b>Submit</b>			<b>Required for all models</b> (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.)