ICIS-NPDES Electronic Data Transfer (EDT)

Integrated Project Team (IPT) Charter

Final April 27, 2016

This Charter defines the mission, leadership, and membership of an Integrated Project Team (IPT) that will guide the update of the existing ICIS-NPDES data flow as a result of the NPDES Electronic Reporting Rule. IPTs achieve successful solutions to complex problems that affect multiple organizations. They are multi-disciplined, cross-functional teams designed and intended to bring together all the business and technology skills required to construct a successful solution and to include representation from the various organizations that have different functional roles relevant to the problem.

**Project Name:** ICIS-NPDES EDT IPT

**Program Name:** NPDES Electronic Reporting Rule

**IPT Sponsor:** John Dombrowski, EPA, Office of Compliance

**EPA Co-Chair:** Joe Carioti, EPA, Office of Compliance

**State Co-Chair:** Christy Monk, Alabama Department of Environmental Management

**IPT Start Date:** March 2016 (Original Start: March 2007, Reconvened November 2009)

**IPT End Date: Phase 1**: December 2016

 **Phase 2**: December 2018

**NPDES Electronic Reporting Rule Program Background**

On October 22, 2015, EPA published the final National Pollutant Discharge Elimination System (NPDES) Electronic Reporting Rule. This regulation requires the electronic reporting and sharing of Clean Water Act NPDES program information instead of the current paper-based reporting of this information. By modernizing this Clean Water Act reporting program, permittees and regulators will use existing, available information technology to electronically report data related to the NPDES permit program. This regulation will help provide greater clarity on who is and who is not in compliance and enhances transparency by providing a timelier, complete, more accurate, and nationally-consistent set of data about the NPDES program. The transition from paper to electronic reporting will require close coordination and cooperation between EPA and authorized NPDES programs and will occur in two phases. The effective date for Phase 1 of the rule is December 2016, and the effective date for Phase 2 of the rule is December 2020.

The regulation requires authorized NPDES programs to electronically submit additional data elements, located in Appendix A of the rule, that were not previously required for authorized programs to submit. Additionally, there will be other data elements that will no longer be needed. Therefore, the existing ICIS-NPDES XML schema needs a major update to reflect these changes.

**Overview of ICIS-NPDES EDT Plan**

Appendix A of the rule is a list of the 366 required NPDES data elements, of which 212 (48 for Phase 1 and 164 for Phase 2) are not currently in ICIS-NPDES. 178 of these data elements are program specific (e.g., CAFO, Biosolids, Pretreatment) with 34 data elements supporting all NPDES programs. The ICIS-NPDES XML schema will be updated in two phases to meet the rule implementation requirements. Please note that Phase 2 schema changes will be completed in advance of the Phase 2 effective date.

*Phase 1 (March 2016 - December 2016)*

Phase 1 updates include Basic facility and permits, DMRs, Compliance Monitoring, Enforcement, and Biosolids Annual Reports. The numbers of new data elements needed to be added to ICIS-NPDES are in parentheses.

Phase 1 Data Elements (48)

* Discharge Monitoring Reports support –functionality for unscheduled DMRs needs to be developed (0)
* Basic Permit Information (16)
* Basic Compliance Monitoring (2)
* Basic Program Report (4)
* Biosolids (22)
* Enforcement (4)

*Phase 2 (January 2017 - December 2018)*

The Phase 2 updates include General Permit reports. The general permit reporting requirements include: Notices of Intent, Notices of Termination, Low Erosivity Waivers, No Exposure Waivers, Program and Annual Reports. The numbers of new data elements needed to be added to ICIS-NPDES are in parentheses.

Phase 2 Data Elements (164)

* General Permit/monitoring (7)
* Small Multiple separate storm sewer systems (MS4) (24)
* Industrial/Construction Stormwater (10)
* Combined Sewer Overflow (CSO)/Separate Sewer Overflow(SSO) (21)
* Pretreatment/Publicly Owner Treatment Works (POTW) (44)
* Non-contact cooling waters/Thermal variance (16)
* Combined Animal Feeding Operations (CAFO) (42)

**Purpose and Structure of this IPT**

Through joint governance and multi-agency representation, the ICIS-NPDES EDT IPT will facilitate the successful update of the ICIS-NPDES XML schema, which will allow users to submit the required data to ICIS-NPDES electronically. The IPT will:

1. Review XML schema updates that will be shared with the team through multiple releases
2. Reach agreement on EDT error message content
3. Submit test XML submissions to the ICIS test environment
4. Perform User Acceptance Testing
5. Provide input on all Exchange Network documents that are required as part of the Flow Documentation Package
6. Identify necessary EDT user training

The IPT will meet via conference call and web conferencing. These calls will focus on the mission and responsibilities presented in the Charter. The frequency of IPT calls will be determined based upon IPT stakeholder needs and may be adjusted throughout the project’s period of performance. The IPT Co-Chairs will determine the call process, schedule, and topics with input from the IPT members.

**IPT Co-Chairs and Management Responsibilities:**

1. Facilitate participation of, and communication with, all IPT members
2. Facilitate agreement among IPT members on the XML schema updates
3. Communicate the schedule containing primary milestones
4. Assemble draft final data exchange documentation package, in accordance with guidelines presented at <http://www.exchangenetwork.net/knowledge-base/>. Submit complete package to E-Enterprise and Exchange Network Interoperability and Operations Team (IOT) for Exchange Network Conformance Review
5. Respond to all IOT conformance review findings and submit final package for posting to <http://www.exchangenetwork.net/data-exchange/icis-npdes/>. Provide updated “Data Exchange Description” and “Flow Implementation Guide” as required. Provide final text for an EN Alert.

**IPT Member Responsibilities:**

1. Participate in all required conference calls
2. Review draft XML schema updates and provide input, such that the schema can be revised as appropriate
3. Participate in User Testing of the modified schemas
4. Review and validate final XML schema updates
5. Provide input on the draft final data exchange documentation package
6. Provide input on response to all IOT conformance review findings

**Related, But Separate, IPTs**

There are two related, but separate, IPTs that also have roles pertaining to ICIS-NPDES EDT:

* [*NPDES E-Reporting Rule Implementation Plan IPT*](http://www.exchangenetwork.net/npdes-e-reporting-ipt/)

Under the rule, all authorized NPDES programs are required to submit an Implementation Plan for achieving the “Phase 2” E-Reporting requirements to EPA. Through joint governance and multi-agency representation, the NPDES E-Reporting Rule Implementation Plan Integrated Project Team (IPT) developed and distributed a template for creating the required implementation plans. The IPT held its Kickoff call November 18, 2015. The IPT delivered its final product and sunset on February 4, 2016.

* *ICIS-Air Electronic Data Transfer IPT*

The ICIS-Air Electronic Data Transfer Integrated Project Team (EDT IPT) developed a flow of Clean Air Act compliance and enforcement data from States, Territories, Tribes, and local Partners to EPA’s ICIS-Air system. The IPT provided oversight to the design, development, testing, and implementation of the ICIS-Air data flow. The ICIS-NPDES and ICIS-Air data flows share the same XML schema. The IPT sunset in 2015.