

This form assists the Office of Information Management in planning and allocating its resources. Instructions are available.  
Completed by (name/unit) Peter Zack/Site Assessment & Support Unit, Paula McDowell/UST Cleanup Program  
Date submitted to OIM 7/7/2006

## DEP Project Profile

For Proposed Projects, only the BLUE fields are required. For Funded Projects, please attempt to complete all fields.

**Project Name -** Identify a project name that best describes the purpose of this project  
LUST Trust database and UST Cleanup Program Database Project

### **Project Organization -**

#### **Agency Bureau/Division/Unit**

MMCA, Emergency Response and Spill Prevention Division, Site Assessment & Support Unit and FSS, UST Cleanup Program

**Project Sponsor -** Who is the main stakeholder of this project?

Waste Management, Emergency Response and Spill Prevention Division, Site Assessment & Support Unit (funding from EPA Grant) and FSS, UST Cleanup Program (funding from UST Cleanup Account)

**Project Manager -** Who is responsible for defining business requirements and coordinating the implementation of this project?  
Peter Zack and Paula McDowell

### **Project Description -**

**Describe in business terms what this project will accomplish when completed.** What are the business objectives and functionality expected when the project is complete?

To complete work on each database that was begun but never completed under a previous IT services contract.

Lust database will incorporate daily updates from a variety of departments and databases in the agency, including: LUST, Cost Recovery, UST Enforcement, UST Cleanup Account, monthly reports, correspondence, case logs, new SITS and Old SITS DB records, and allows instant snapshot reporting capability from these varied sources. It will also have GIS interface capabilities, photo and document storage retrieval.

UST Cleanup Account Database will be used by 20 users to track reimbursement claims (in excess of 12 million annually) filed with the State of Connecticut by or on behalf of owners of motor fuel (commercial) underground storage tanks. The data recorded includes documentation of incurred costs by claimants, payments approved by the State, technical information about facilities and narrative information such a policy and correspondence. Data and information converted into and from MS applications written in EXCEL and WORD. The UST Petroleum Cleanup Program is also looking for additional maintenance and enhancements based on new legislation requirements.

The project will use the DOIT IT professional services contract. See attached statement of work (SOW).

**What are the benefits** of this project to the division or bureau?

To comply with EPA's Grant requirements and to enhance business practices and research.

**What are the state/federal statutes, regulations, mandates or deadlines** for this project?

EPA's Grant requirements to identify all open and closed sites, to provide money for reimbursement or payment pursuant to section 22a-449.

**Identify the business processes** associated with this project. What other DEP divisions or bureaus are involved with this process? Identify any existing applications and databases that would be utilized in this process.

The project strictly pertains to the individual databases.

**What user groups inside and outside DEP need access** to this solution or the information provided to do their jobs and what kind of access is needed? Are there any plans to provide the public or outside constituencies the ability to complete online transactions or access data generated by this solution?

There have been discussion/plans to provide the applicants the ability to complete online applications or retrieve read only data from the database.

**List the state/federal agencies** requiring access or otherwise impacted by this project in addition to DEP.

EPA's Grant requirements for LUST to identify all open and closed sites will not be completed.

### **Project Costs -**

**What are the anticipated costs** of this project?

Approximately \$160,000.00 depending on how long it will take to complete the conversion to SQL Server.

**What funds and sources have been identified** to complete this project, e.g. grant or General Fund? Are they committed? Are there constraints?

Grant (Federal Leaking Underground Storage Trust Fund \$100,000) and special funding (UST Cleanup Account, currently there are no constraints.

#### Project Timing -

**When should the project start, when should it be completed, and what are its major phases?**

Project should start as soon as possible; project should be completed NO LATER THAN 6/30/2007 which is the end date for the EPA Grant. Major phases: convert to SQL Server, enhance the applications, test the applications, install new applications in a test environment and move it into production.

#### Project Dependencies - (inside or outside of DEP)

**Are there other projects or initiatives** that need completion before or during this project?

Not at this time.

**What other projects are affected by this project?**

None.

**Is this project part of a larger initiative? Explain.**

The long term strategy for this application is to move the data to SIMS so that it can be integrated with other agency information needs.

**What are the constraints** of the project? (e.g. expenditure deadlines, operational deadlines, resource availability, timing, training, technology, locations, security)

Database is needed to satisfy grant commitments. Funding has been extend twice. We could lose grant funding if not completed by June 30, 2007.

#### Issues and Risks - Describe any other issues, and any other risks which may affect this project.

Not completing Federal Grant requirements (loss of funding) and timely business practices for reimbursements under the UST Cleanup Account.

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#### Project Technical Requirements -

**Technical Coordination** – With whom are you working in OIM? Please identify any other technical resource outside of OIM associated with this project.

Currently, Irene Garcia maintains the backup and compacting of the databases on a daily basis and restores the database in the event of the system crashing.

**What are the consequences if this new system or application is interrupted or becomes unavailable? How long an outage can users sustain before work is seriously impacted?**

EPA's Grant requirements can't be completed. Will effect business procedures if down for more than a week.

**Will the new system utilize**

- Commercial Off-The-Shelf Software (COTS)
- A software solution developed for another state or environmental agency
- A customized solution designed specifically to meet your needs

Comments:

Currently, we have a system designed for our specific use in access this will be tranfered to SQL server and any additional specific needs will be enhanced under that system.

**To scale this project, estimate** the number of concurrent users, and/or file records involved (weekly, monthly, annually)

File records are use on a daily basis, currently there are approxiately 30 users.

**Will the new solution need to access historical data** in a new format or access the data in its current form?

Our current data will be transfer to SQL server and maintaned under this system.

**Does this project require any special equipment or special training** of users or technical support staff?

**The final project will be transfer from the consultant/developer to IT staff for maintenance and/or support.**

**Function/Activity** What internal & external business functions or activities will be included or interfaced with for this project? These fields will be used to assess potential information integration.

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|--|--|--|
| <input checked="" type="checkbox"/> Administration         | <input type="checkbox"/> Affirmative Action                | <input type="checkbox"/> Education & Outreach            |
| <input checked="" type="checkbox"/> Enforcement/Compliance | <input checked="" type="checkbox"/> Finance                | <input checked="" type="checkbox"/> FOIA – Public Access |
| <input type="checkbox"/> Human Resource Mgmt               | <input checked="" type="checkbox"/> Incidents & Complaints | <input type="checkbox"/> Information Technology          |

Inspections

Licensing/Permitting/  
Registration

Monitoring

Planning

Pollution Prevention

Remediation

Resource/Assets Mgmt

Training

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**Primary Resource** What primary resources will be associated with this project?

Air

Radiation

Water

Waste & Materials Mgmt

Land

Forestry

Wildlife

Fisheries

Recreation

Coastal

Vegetation/Plants

Non-Resource

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