

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

Spill Incident Tracking System Improvement and Enhancement

Project Organization -

Agency Bureau/Division/Unit

Bureau of Materials Management & Compliance Assurance (MMCA), Emergency Response & Spill Prevention Division (ERSPD)

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

MMCA

Project Manager - Who is responsible for defining business requirements and coordinating the implementation of this project?

Peter Zack

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?

The incident tracking system is an agency supported Access database that logs information on spills reported to the DEP through the DEP Emergency Dispatch Center (EDC). Callers report spill incidents to the EDC and emergency response personnel are dispatched if warranted. The system was never completed and is approximately 10 years old and in need of improvement. Currently the system does not have the ability to incorporate the ER staff field reports of emergency incidents nor any follow-up information such as correspondence, sample results, photos and referrals to other programs. The design of the database makes the quality of the information suspect as it is sometimes inaccurate. It is extremely susceptible to human error.

The enhanced functionality would include:

1. Change most form fields to a list of choices to be captured instead of typing words, so that there can be no misspellings or use of synonyms. Add drop down boxes to standardize terms used. Add the ability to spell check any other entries with a chemical dictionary.
2. Integrate mapping/GIS/SIMS information with the spill address. This will show dispatchers what resources may be impacted (rivers, public wells, aquifer protection areas, public water supplies, ect.) Mapping would aid in confirming the correct address or location if no address is present (example: truck spill on side of a highway).
3. Wireless transmission of Spill Incident Reports and mapping information by the dispatchers to the Emergency Response Coordinators laptop/tablet PC by air card allowing Emergency Response personnel wireless access to the DEP network to access information and file reports.
4. Wireless access to the internet will allow responders to research information on chemicals and their properties, get up to date weather conditions, driving directions, phone numbers etc.
5. Improved QA/QC would allow for automated notification of spill incident reports to municipal officials. Currently all reports are manually faxed daily (approximately 16,000 to 20,000 are faxed annually).
6. Electronic "Daily Work Tickets" for all incidents where DEP opens the fund for mitigation and clean-up of a site and then defers the recovery of those funds to the Cost Recovery Unit. This would greatly improve the timeframe it now takes to pay our contractors. These work tickets can be filled out on-site and electronically checked against the current contract. If there are any discrepancies or problems, they can be discussed and fixed on-site that same day.
7. Electronic inspector reports which can be completed on tablet PC's and linked to the incident report.
8. Sync-up type transfer of reports to agency database.
9. Electronic referrals to other DEP programs for follow-up.
10. Conversion from MS Access to Sequel Server.

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

The benefits include gathering accurate information on reported spills to better prioritize responses.
Consistent collection and reporting of information.
Improved quality of information to determine the risk to the public, the environment and natural resources.
Efficient and rapid transfer of information to DEP management and other responding agencies.
Integration with SIMS will give the public and staff the ability to look up incident and field reports.
Efficient transfer of information when referring case information to DEP programs or other agencies.

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

Sec. 22a-450 Report of discharge, spill, loss, seepage or filtration.

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.

There are many other business processes that rely on the data. These include but are not limited to the following: The Cost Recovery Program, Storage Tank Enforcement Unit, Site Assessment and Support Unit, UST Clean-up Account Program, the RCRA Program, the Solid Waste Program, Remediation, and Air programs.

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?

Many programs inside and outside of the DEP access information on spills/releases. The Air Bureau uses the data to estimate emissions. The Underground Storage Tank Enforcement Unit, The Site Assessment and Support Unit and the UST Clean-up Account Program rely on the system for reports of UST release. The remediation program uses the information to determine sources of soil and groundwater contamination. The Long Island Sound program needs information on spills effecting the Sound. The Inland Water Resources Division and The Fisheries Division need to be informed of spills to lakes and rivers. Water Permitting need to be informed of sewage spills from municipal treatment systems.

The DEP is required to inform municipal elected officials and the local health departments of all reported spills daily. EPA and the Coast Guard must also be contacted if the release of hazardous materials has the potential to or has already entered a navigable waterway.

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

Department of Public Health, Department of Agriculture, including Aquaculture, , Department of Emergency Management and Homeland Security, Department of Transportation, Department of Consumer Protection, Department of Public Safety, Office of the Attorney General, State Emergency Response Commission. Federal agencies including; US EPA, US Fish and Wildlife, US DOT, US Coast Guard and the FBI.

Project Costs -

What are the anticipated costs of this project?

Estimate \$100,000

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

The Emergency Spill Response Account.

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 Dependencies - (inside or outside of DEP)

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

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What other projects are affected by this project?

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Is this project part of a larger initiative? Explain.

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

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

Possible issues are related to IT policies regarding wireless access to the DEP. There are three databases that were created by a prior consultant that worked for the Waste Bureau that use information from the SITS database. These links need to be maintained and would have to be checked to see if they would continue to work.

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.

None

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?
The information can be collected manually for a short period of time (days).

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:

Most likely a integration of the above.

To scale this project, estimate the number of concurrent users, and/or file records involved (weekly, monthly, annually)
Currently there are approximately 27 staff that can enter spill reports into the database and/or edit a current record. Most have 24 hour edit capability, but a few have no hour restrictions on their editing capability. Approximately 40 additional staff have Read Only access. In addition, there are plans to make the (Read Only) database available to the public in the Public File Room.

Will the new solution need to access historical data in a new format or access the data in its current form?
Yes. The data we currently have in electronic format consists of: The current SITS Database that was created in MS Access and was put in to use in the middle of 1996 and a compressed file that contains files from 1991 to 1996 and are in a "Text" format. It would be beneficial if these early years of text files could be converted and incorporated in to a new program.

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

Training:

Training on how to use the new program is necessary for users.

More in-depth training will be required for the dispatchers in order to integrate the mapping/GIS/SIMS information. The field staff will need additional training on how to transfer the information collected in their reports (including jpeg picture files and possible digital video files) using their laptop computers or tablet PC's to DEP's Headquarters. The clerical and support staff with also need this training. Most of this training can be done by Division staff with the help of OIM and vendors the of special equipment.

Special Equipment

The special equipment needed will depend on the degree of automation involved in completing this project and will include items such as tablet PC's, Air Cards, wireless portable printers, hardware used for electronic faxing and any other hardware that DEP IT may need.

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 type="checkbox"/> Administration | <input type="checkbox"/> Affirmative Action | <input checked="" 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 |
| <input checked="" type="checkbox"/> Inspections | <input type="checkbox"/> Licensing/Permitting/
Registration | <input type="checkbox"/> Monitoring |
| <input type="checkbox"/> Planning | | <input type="checkbox"/> Pollution Prevention |
| <input checked="" type="checkbox"/> Remediation | <input type="checkbox"/> Resource/Assets Mgmt | <input type="checkbox"/> Training |
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Primary Resource: What primary resources will be associated with this project?

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| <input checked="" type="checkbox"/> Air | <input type="checkbox"/> Radiation | <input checked="" type="checkbox"/> Water |
| <input checked="" type="checkbox"/> Waste & Materials Mgmt | <input type="checkbox"/> Land | <input type="checkbox"/> Forestry |
| <input type="checkbox"/> Wildlife | <input type="checkbox"/> Fisheries | <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Coastal | <input type="checkbox"/> Vegetation/Plants | <input type="checkbox"/> Non-Resource |
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