

**eSMR User Group Meeting
December 5, 2007
Meeting Minutes**

Attendees:

<input checked="" type="checkbox"/>	Francisco Chiang	<input type="checkbox"/>	Jon Bishop	<input checked="" type="checkbox"/>	Joy Castaing
<input type="checkbox"/>	John Ginn	<input checked="" type="checkbox"/>	Mike Paulucci	<input type="checkbox"/>	Patrick Ingram
<input checked="" type="checkbox"/>	James Miers	<input checked="" type="checkbox"/>	Larry Kerrigan	<input type="checkbox"/>	Dan Pierce
<input checked="" type="checkbox"/>	Ron Robinette	<input checked="" type="checkbox"/>	Jason Sinkler	<input type="checkbox"/>	Kay Yamamoto
<input type="checkbox"/>	Don Swiden	<input checked="" type="checkbox"/>	Dan Jackson	<input checked="" type="checkbox"/>	Rachel Van Exel
<input checked="" type="checkbox"/>	Amy Tong	<input checked="" type="checkbox"/>	Imam Mohammed	<input checked="" type="checkbox"/>	John Carmona
<input type="checkbox"/>	Rueen-Fang Wang	<input checked="" type="checkbox"/>	Edward Filadelfia	<input checked="" type="checkbox"/>	David LaCaro
<input checked="" type="checkbox"/>	Paul Yao	<input checked="" type="checkbox"/>	Valerie Housel	<input checked="" type="checkbox"/>	Russ Colby
<input checked="" type="checkbox"/>	Hoang Nguyen	<input type="checkbox"/>	Mike Trouchon	<input type="checkbox"/>	Jack Price
<input checked="" type="checkbox"/>	Darrin Polhemus	<input checked="" type="checkbox"/>	Susan Bremser	<input type="checkbox"/>	Alex Carlos
<input checked="" type="checkbox"/>	Rassam Zarghami	<input checked="" type="checkbox"/>	Akin Babatola	<input type="checkbox"/>	

Meeting Summary: The focus of this meeting was to examine the current permit coding process. The following topics were discussed:

Coding Sheet Demo

Rassam gave the team a demonstration of the current permit coding process. He showed how an existing permit's requirements are first transferred to a "coding sheet" to ease the transition into coding the permit electronically in CIWQS. (See attachment coding07-06Rialto.xls).

Current Permit Coding Issues

The following issues were discovered during review of the current electronic coding process:

1. Some sample types missing
2. Dealing with intermittent discharge and related sampling frequency
3. Blending?
4. parameters not available
5. Better output of electronically coded requirements needed
6. Reporting frequencies not available (reporting semi-annual results in any month, etc.)
7. Dealing with annual sampling event
8. "Work In-Progress" environment for case work and discharger to work out permit coding issues before submitting eSMR

Action Items:

Item #	Who	Action Item	Status/Notes
1	Ron	Project Schedule.	New. Also include meeting schedule with potential topics.
2	Rassam	Coding Sheet	Send sample output of coding sheet to Ron.
3	Darrin/Russ	Coding Process	Decide on policy of electronic submission process. Decide if submission is required in both electronic and paper format.
4	All	Coding Process	Develop Quality Assurance/Quality Check process for electronic coding. Discharger/Case worker.
5	Don/All	DDLs	Review drop-down values used for electronic coding process and determine if there are any missing or no longer valid.
6	Susan/Kristen	Parameter List	Send Ron list of parameters that CIWQS does not have.

Item #	Who	Action Item	Status/Notes
7	All	Confirm Requirements	Confirm changes/requirements for permit coding process.
8	Hoang/Francisco	Permit Coding Design Draft	PENDING CONFIRMATION. Create mock-up screens for changes/requirements gathered for coding process.
9	All	Discharger Submission	Review Mantis issues related to "discharger screen", "error check", and "CDF Tool" as the 12/12 meeting will be spent review the discharger portion of eSMR.

Closed Items:

Item #	Who	Action Item	Status/Notes
1	Darrin	USEPA Compliance	COMPLETE. Received information from USEPA regarding the ICIS Schemas for Batch Processing. The full batch capabilities for all data will be available in FY 2009, while electronic DMRs and DMR data transfers is scheduled for the late FY2008.
2	Rassam/Ron	Categorize current Mantis issues related to process flow	COMPLETE. Field was added to Mantis issue tracker "eSMR Subcategory" with categories of Case Worker, CDF Tool, Discharger Screen, Error Check, and Permit Coding.
3	Ron	Project Website	COMPLETE. http://www.waterboards.ca.gov/ciwqs/usergroup_selfmonitorreports.html
4	All	12/5/2007 Meeting Focus: Coding Sheet Process	COMPLETE. Review mantis issues related to permit coding process.
5	Akin	Sampling Type	COMPLETE. Send Ron list of sampling types that are incorrect/missing in CIWQS.