

UPA Go Live Essentials
January 15, 2009

1. Work closely with local agency IT support (if any)
 - 1.1. Establish an implementation plan and timeline using the information provided in this document
 - 1.2. Establish new or revised billing and permitting process if needed
 - 1.3. Identify minimum computer systems needs for agency staff
 - 1.4. Determine if public access computers will be provided and if so, who supports them.
 - 1.5. Review Unidocs/state system and identify any existing local agency information requirements not in the state system.
 - 1.5.1. Work with Cal/EPA to include that information in online submission process
2. Upload all existing facilities information from your current system
 - 2.1. Identify the source(s) of information
 - 2.2. Capture the data somehow
 - 2.2.1. A flat file export from current system
 - 2.2.1.1. Your IT staff should be able to help you
 - 2.2.2. Key data entry by a contractor
 - 2.2.2.1. Enter chemical inventory from previously submitted HMBP/HMI
 - 2.2.3. Temporary employees to do key data entry directly into state system.
 - 2.2.4. Option: scan to pdf all site plans, facility maps, emergency contingency plans and other relevant documents; upload as pdf.
 - 2.3. Review uploaded facility data (some degree of data validation should be performed)
 - 2.3.1. Use contract staff, part time staff, volunteers, clerical staff and inspectors
 - 2.3.2. Have businesses verify their data
3. Train local staff to use the state Unidocs/UPDS application where necessary
 - 3.1. Include a process workflow diagram as part of the training.
 - 3.2. Provide task specific training.(ex: how to review or approve submitted data, how to update facility information, or how to submit new information)
 - 3.3. Provide specific training on entering chemical information.
4. Change agency staff's perspective and priorities
 - 4.1. Could be the biggest challenge. It's a totally new process.
 - 4.2. Long time staff will have many years of tradition to overcome when converting to electronic submission.
 - 4.2.1. There is a new learning curve and a feeling that this process may take longer than paper submission.

5. Create outreach notification to regulated businesses
 - 5.1. This should be done in coordination with Cal/EPA actions.
 - 5.2. Send announcement with the annual permits.
 - 5.3. Require industry to submit electronically after a specified date.
 - 5.4. Consider adding a data entry fee to cover costs of data entry if business can't submit electronically
 - 5.5. Post announcement on local agency and on Cal/EPA website(s)
 - 5.6. Provide training for business users

6. Sustainability of the process
 - 6.1. Take steps locally to ensure that the process is integrated fully into the daily operation.
 - 6.1.1. What is the agencies plan for reviewing new electronic submissions?
 - 6.1.2. What is a reasonable time limit for staff to review and act on a submission?
 - 6.1.3. Who will check that these time periods are kept?

7. Define the local data retention/destruction policies
 - 7.1. Local agency policy may affect state records
 - 7.2. Since state system keeps all submissions, Cal/EPA and local agencies will need to decide how to remove/destroy data to be consistent with local agency's records retention program.

8. Security
 - 8.1. State system will have a new password access program so local users need to understand how it is set up.
 - 8.2. Each agency staff person must have their own password, rather than use a shared password.
 - 8.3. Agencies must identify one or more lead staff that have authorization to approve business and staff requests for access.
 - 8.4. There needs to be fundamental security of state system training for users. Can be online.

9. Address local Public Records Act request processes
 - 9.1. How will this differ from paper process?
 - 9.2. Who will be responsible for processing?

10. Help Functions
 - 10.1. Is there a need for a call in number, an active email and/or chat for first some months during the transition process and after?
 - 10.2. Train any existing local help functions in the new processes.