



**To:** Distribution

**From:** Stephen Smith, Technical Writer

**Thru:** Ernestine Bryant, STOrage and RETrieval (STORET), Project Manager (PjM),  
Solutions Delivery Center (SDC)

**Subject:** Minutes of STORET Change Control Board (CCB) Meeting

## **1.0 Purpose**

A CCB Meeting was held on June 22, 2005 at the SDC. The purpose of the meeting was to review and address the status of current project activities, resolve project issues, and ensure that activities are within the scope of the Job Assignment (JA).

## **2.0 Attendees**

Bryant, Ernestine - Project Manager  
Christian, Kevin - Job Assignment Manager  
Smith, Stephen  
Szajgin, Tracy  
Thadkamalla, Ganesh

## **3.0 Discussion Topics**

- Action Items.
- STORET Installations.
- Central Warehouse.
- Reference Table Module.
- Report Module.

### **3.1 Introduction**

Attendees opened the meeting with a summary of project activities and a status of open action items. The Software Incident Report (SIR) Log (Attachment A) and User Support Log (Attachment B) are included as deliverables with these CCB Minutes.

The delivery date for the Taxonomy Update Utility with software changes and Taxonomy Update Utility Reference Guide was established as June 30, 2005.

### **3.2 STORET Installations**

The requests for updates to STORET installations were discussed. The previous request to update the STORET database manual installation documentation for more complete and detailed instruction was reiterated. The feedback provided through collaborative efforts of Eric Wilson and K. Christian could be used as a basis. An additional request was made to review the observations from Rome Arquines and update the STORET v2.0 Installation documentation as necessary.

### **3.3 Central Warehouse**

Batch and deferred processing for data requests were demonstrated, discussed, and the following decisions made:

- Fields for identification initials and email address are mandatory.
- Email validation is not required.
- Do not supply default values for identification initials and email address fields.
- Identification initials and email address fields will be added to the “counts” pages.
- Limit characters for identification initials to alphabets and numbers; no special characters (e.g., !, -, \*).
- Process batch requests sequentially in the order received.
- Research possibility of applying an 8 hours limit for processing a single request.
- Vertically list the identification initials, email address, and Uniform Resource Locator (URL).
- Batch and deferred files will be compressed
- Provide an automated procedure to review batch job status and send an email to STORET user support (e.g., [storet@epa.gov](mailto:storet@epa.gov)) if a failure occurs.

The design for data retrieval based on Project ID commonality, referred to as National Projects, was demonstrated for validation and the following decisions made:

- The “filters” page will have the value “All Organizations (National Projects)” added as the second choice in the list.
- Make project selection for National Project retrieval mandatory.
- The Organization Name on the Project Popup page will be the same as the “filters” page.
- The Project Name applied to National Projects will be “National Project (e.g., X)” where “X” is the Project Name associated with any one of the many contributing Organizations. Name truncation will be acceptable.
- The Project field on the “filters” page will be modified to show the Project ID and Project Name for National and non-National Projects.
- The Organization field on the “counts” page will be modified to vertically list multiple contributing Organizations.
- The Project field on the “counts” page will be modified to show the Project ID concatenated with the Project Name for National and non-National Projects.

The Characteristic Inventory feature to retrieve Characteristics associated with selected filters will not be included at this time.

### **3.4 Reference Table Module**

The new functionality to export a given search list from the maintenance area will not be included at this time.

### **3.5 Report Module**

The scope of implementing the interrogation of Projects against Project Activity Assignments was reiterated as being for the ten result export reports.

The project team is in the process of analyzing the request for new report exports that match the default column selections of the Central Warehouse. A recommendation for creating new reports or modifying existing reports would be forthcoming.

Given the changes allocated to the Report Module, the project team felt that two additional SIRs could be implemented with minimal additional effort as follows:

- SIR 1642 - Add the Station Description to the Station Summary Export report. Station description would be added after Station Name.

- SIR 1686 - Add Taxon Sort Code to the Biological Export reports. The Taxon Sort Code will be added before the Characteristic Name. This positioning will keep the Characteristic Name in close proximity with the Result Value.

#### 4.0 Action Item Summary

Action items and their status are as follows:

Number	Action Item	Assignment	Date Issued	Status	Date Completed
0001	Research VB.NET capabilities and provide response.	B. Norris	06/02/2004	Closed	09/08/2004
0002	Provide STORET team with copy of Dasler software.	B. King	06/02/2004	Closed	08/25/2004
0003	Provide BEACHES program with STORET architecture information (e.g., Entity Relationship Diagram, data definitions).	J. Wilson	06/28/2004	Closed	07/28/2004
0004	Run Extract, Transform, and Load (ETL) software week of July 12 <sup>th</sup> .	J. Wilson	06/28/2004	Closed	07/28/2004
0005	Provide copy of email discussing required changes to implement Uniform Resource Locator (URL) encoding for the Station Home Page.	B. Norris	06/14/2004	Closed	08/06/2004
0006	Send Report Module v2.0.3 deliverable.	S. Smith	07/28/2004	Closed	07/28/2004
0007	Include scripts to remove orphaned rows and nullify type_name column in TSRCHALS for next reference table upgrade.	L. Manning	07/28/2004	Closed	08/23/2004
0008	Investigate Integrated Taxonomic Information System (ITIS) data acquisition and supplementary data processing.	L. Manning	07/28/2004	Closed	01/12/2005
0009	Examine Native American Land (NAL) data for compliance to the Environmental Data Registry (EDR).	B. Norris	08/23/2004	Closed	09/08/2004
0010	Review structure of TSMNAICS table to see if it was expanded from its original source.	S. Smith	08/23/2004	Closed	09/08/2004
0011	Send Data Entry Module v2.0.1 deliverable.	S. Smith	09/08/2004	Closed	09/08/2004
0012	Prepare Entity Relationship Diagrams of the Central Warehouse and STORET Database for the National Conference.	B. Norris	10/8/2004	Closed	12/01/2004

Number	Action Item	Assignment	Date Issued	Status	Date Completed
0013	Prepare graphs showing results converted to target units for possible use at the National Conference.	S. Smith	10/08/2004	Closed	10/21/2004
0014	Email URL to access STORET Station Home Page and Extensible Markup Language (XML) stream to B. King.	B. Norris	12/01/2004	Closed	12/02/2004
0015	Update BLOBs on preformatted reports matrix for review at next CCB.	S. Smith	12/01/2004	Closed	12/16/2004
0016	Aggregate pertinent Reference Table SIRs for review and disposition.	S. Smith	01/12/2005	Closed	03/03/2005
0017	Schedule ITIS data load meeting.	E. Bryant	01/12/2005	Closed	02/16/2005
0018	Provide Practical Extraction and Report Language (PERL) and Statistical Analysis System (SAS) programs supporting ITIS data load to SDC.	L. Manning	01/12/2005	Closed	02/16/2005
0019	Add a comment to the ALL_TAB_COMMENTS view identifying the full name of each STORET and STORET1 table.	K. Christian	02/16/2005	Closed	05/04/2005
0020	Provide L. Manning a report of duplicate Display Names and Taxon Serial Numbers found in ITIS data.	G. Thadkamalla	03/23/2005	Closed	04/07/2005
0021	Send duplicate Taxon Serial Numbers found in data during development to L. Manning when duplicates are identified as Approved.	G. Thadkamalla	04/07/2005	Closed	04/21/2005
0022	Send duplicate display names to L. Manning when duplicates are within the same hierarchical branch.	G. Thadkamalla	04/07/2005	Closed	04/26/2005
0023	Provide rules and conditions for ITIS comment information extraction.	L. Manning	04/07/2005	Closed	04/26/2005
0024	Provide Report Module User Guide with Document/Graphic retrieval description.	S. Smith	04/21/2005	Closed	04/22/2005
0025	Provide list of display names truncated by the Taxonomy Update Utility.	G. Thadkamalla	05/17/2005	Closed	05/17/2005

## 5.0 Next Meeting

The next meeting was scheduled for July 13, 2005.

## 6.0 Distribution

Name	Email
Bryant, Ernestine	
Christian, Kevin	Christian.Kevin@epamail.epa.gov
McElhinney, Cary	Mcelhinney.Cary@epa.gov
Szajgin, Tracey	
Wilson, Joseph	Wilson.Joe@epamail.epa.gov

## 7.0 Approval of Minutes

\_\_\_\_\_  
Kevin Christian  
Job Assignment Manager

\_\_\_\_\_  
Date

**ATTACHMENT A**

Software Incident Report Log

<b>Software Incident Reports Since Last CCB - Period: 06/08/2005 - 06/21/2005</b>			
<b>System Version</b>	<b>Date Initiated</b>	<b>SIR Number</b>	<b>Description</b>
C	06 08 2005	1710	Provide an option to look up Characteristics for the filter selections made on the page. Name the feature Characteristic Inventory. Limit the entries in the lookup to 50 Characteristics. Allow multiple Characteristic selections. This feature is in addition to Search.
P2.0.3	06 08 2005	1708	Disable the ability to view Binary Large Objects (BLOBs) through the Data Entry Module. Retain other capabilities such as Save, Delete, and file name renaming.
R2.0.6	06 08 2005	1709	Create new export reports that match the default columns for downloads available in the Central Warehouse.

Legend for System Version:

System Letter is concatenated with Version Number. System Letter Key:

C = Central Warehouse, P = Data Entry Module, R = Report Module

**ATTACHMENT B**

User Support Log

<b>User Support Log - Period: 06/08/2005 -06/21/2005</b>			
<b>Date Received</b>	<b>System Version</b>	<b>Issue</b>	<b>Response</b>
6/20/05	C2.0.4	Document/Graphics are not being displayed in Result web downloads.	Investigated the data and communicated to K. Christian over the phone. The issue was: preliminary result data is not shown in the Data warehouse downloads. Document/Graphics of Station Visits, Projects, Citations and Operating Periods are stored in the Central Warehouse with no option of providing them in downloads. These can be deleted from the Central Warehouse. The FA_BLOB table is a copy of storet1.TSMBLOB.

Legend for System Version:  
 System Letter is concatenated with Version Number. System Letter Key:  
 C = Central Warehouse