



**To:** Distribution

**From:** Stephen Smith, Technical Writer

**Thru:** Teresa Sutch, 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 January 18, 2006 via teleconference. 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**

Christian, Kevin - Job Assignment Manager  
Sutch, Teresa - Project Manager

## **3.0 Discussion Topics**

- 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.

### **3.2 Report Module**

A pre-production copy of the Report Module Quality Assurance/Quality Control (QA/QC) Reporting feature will be delivered by the close of business (COB) January 20, 2006. This will allow EPA sufficient time for review of the product before project closeout. Updated versions of the associated documentation (i.e., Report Module User Guide, Report Module Reference Guide, and Report Module Quick Reference Guide) and Help sub-system will be delivered with the

production version. The production version will be delivered before project closeout scheduled for January 27, 2006.

In an earlier phone conversation, it was determined that Characteristic Range interrogation will be handled differently for Single Taxon Frequency Class – Physical Results. Lower Range values will be evaluated against TSRRCI.lower\_bnd\_amt result values, and Upper Range values will be evaluated against TSRRCI.upper\_bnd\_amt result values. When range criteria are satisfied, the Result Value as Text column will still receive the asterisk flag as previously designed.

#### 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

Number	Action Item	Assignment	Date Issued	Status	Date Completed
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
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

Number	Action Item	Assignment	Date Issued	Status	Date Completed
0025	Provide list of display names truncated by the Taxonomy Update Utility.	G. Thadkamalla	05/17/2005	Closed	05/17/2005
0026	Check on availability of DBMS_JOB package in production environment.	K. Christian	07/13/2005	Closed	07/19/2005
0027	Send latest TSRUOM to SDC development team.	K. Christian	08/16/2005	Closed	08/23/2005
0028	Send Source file for STORET v2.0 Installation Instructions.	E. Bryant	08/30/2005	Closed	08/30/2005
0029	Send script(s) that modify TSRUOM for unit conversion.	S. Smith	08/30/2005	Closed	08/31/2005
0030	Send material for Extensible Markup Language (XML) sample output.	K. Christian	09/28/2005	Closed	10/3/2005
0031	Make inquiries to the user community to develop and prioritize QA needs.	K. Christian	10/11/2005	Closed	11/08/2005

## 5.0 Next Meeting

The next meeting was not scheduled.

## 6.0 Distribution

Name	Email
Christian, Kevin	Christian.Kevin@epamail.epa.gov
McElhinney, Cary	McElhinney.Cary@epa.gov
Sutch, Teresa	
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: 01/05/2006 - 01/18/2006</b>			
<b>System Version</b>	<b>Date Initiated</b>	<b>SIR Number</b>	<b>Description</b>
			None.

Legend for System Version:  
System Letter is concatenated with Version Number.

**ATTACHMENT B**

User Support Log

User Support Log - Period: 01/05/2006 - 01/18/2006			
Date Received	System Version	Issue	Response
1/11/06	N/A	Please send another copy of STORETINFO at the end of the current contract Period of Performance with any additional SIRs in the format as delivered on 09/30/2005.	To be provided before project closeout.
1/11/06	C	Please send information regarding Central Warehouse download columns that should be included as defaults for improved interpretation of data.	Sent via email the SIR reference numbers 1713 and 1722 with textual descriptions providing the impacted reports, additional default columns, and justifications for inclusion.
1/18/06	R2.0.7	Please provide a summary of the Quality Assurance/Quality Control (QA/QC) Reporting capability that will become available in the Report Module.	Email sent: Report Module version 2.0.7 will provide Quality Assurance/Quality Control (QA/QC) reporting capabilities. This feature is implemented on the Physical/Chemical, Biological, and Habitat Assessment (Web Default) reports as the ability to define range/tolerance values for Characteristic Results. These range values may be interrogated against result values to retrieve data within the defined range or outside the defined range; as in the case to identify outliers. This feature may also be applied by defining a single boundary limit to retrieve all data either above or below the limit. Ranges may be established for multiple Characteristics for simultaneously interrogation against result values. As additional functionality, you may opt to show all result rows for the selected Characteristics while flagging those rows where the result value is "satisfied" by the defined range. If further measurement/observation data is needed regarding an Activity where a range criteria is "satisfied", you may include on your report the additional measurement/observation data recorded during that Activity.

Legend for System Version:  
System Letter is concatenated with Version Number.  
C = Central Warehouse, R = Report Module