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 July 27, 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
Szajgin, Tracy
Thadkamalla, Ganesh

3.0   Discussion Topics

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

Batch and deferred processing for data requests was discussed and the following decisions made:

- In choosing the Deferred and Batch label names, select names that people would most easily recognize with a reasonable minimum of ambiguity. Final design was changed to a group box named *Batch Processing* with the processing buttons *Immediate* and *Overnight*.

- Check for status before processing manual batch requests. Process only if the status is not Completed.

- Include Activity Category and Replicate number for Habitat Assessment results downloads as implemented for Regular result downloads.

- Make the Activity Category – Rep Num report selection a default for all result downloads.

- Create a manual procedure to remove Batch jobs, both Immediate and Overnight, which are running more than 8 hours.

3.3 Report Module

Decisions made between CCB Meetings were as follows:

- Remove sorting from the exports matching the Central Warehouse downloads.

- Pad the column values with spaces to match the Central Warehouse downloads.

3.4 Reference Table Module

The project team demonstrated the Reference Table Module and the following comment were noted.

- Always enable Insert, Accept, and Cancel.

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 12th.	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
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

Number	Action Item	Assignment	Date Issued	Status	Date Completed
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
0026	Check on availability of DBMS_JOB package in production environment.	K. Christian	07/13/2005	Closed	07/19/2005

5.0   Next Meeting

The next meeting was scheduled for August 17, 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

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Kevin Christian   Date
Job Assignment Manager

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ATTACHMENT A

Software Incident Report Log

Software Incident Reports Since Last CCB - Period: 07/13/2005 - 07/26/2005			
System Version	**Date Initiated**	**SIR Number**	**Description**
C2.0.5	07 13 2005	1712	Add Category and Replicate number for Habitat Assessments to Extract, Transform, and Load (ETL), interface as selectable report column, and Habitat Assessment download. Implement as done for Regular and Biological downloads. This will provide ability to distinguish rows of data for Replicate Habitat Assessments.
C2.0.5	07 20 2005	1713	Make the concatenated fields Category Type Code and Replicate Number a default column for the Regular, Biological, and Habitat Assessment downloads.

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

ATTACHMENT B

User Support Log

User Support Log - Period: 07/13/2005 -07/26/2005			
Date Received	**System Version**	**Issue**	**Response**
7/19/05	P2.0	The National Park Service Water Resources Division has numerous records of the density of seawater expressed in terms of sigma-t. We would prefer to enter the values in STORET as sigma-t since that is a common way seawater density is recorded and used by oceanographers. What is your recommendation on how we may be able to do this? Can you research this potential unit for conversion factors and validity.	The value Sigma-t should probably be represented as an addition to the Characteristic table rather than Unit of Measure (UOM). Use the same UOM_TYPE (SUBST) and D_SCR_TYPE_CD (CHEM) as for the current Density characteristic. My guess would be to also apply the same PROC_REQ_IND_CD, SAMP_FRAC_REQ_CD, VALID_FOR_QC_IND as well. I really don't have any advice at this time for External Serial Number or Aliases, if any. The user should have this characteristic available for selection in appropriate places in the Data Entry Module (like Density), may enter a value (e.g., 30), and choose the corresponding unit (most likely kg/m3) from the available list. You may want to consider adding the other Sigma versions "Sigma" and "Sigma-theta". Although they represent different in situ factors for salinity, temperature, and pressure, for the purposes of the database, they can all be like Density. As always, please call if you have questions.
7/21/05	R2.0	Provide the following source files for recompilation while connected to an Oracle 9i database: • calendar.pll. • d2kdlstr.pll. • d2khelp.pll. • d2kwutil.pll. • exportreport.pll. • navigate.pll. • picklist.pll. • strrpt.pll. User also noted the use of Forms 6.0.	Zip file (REP_MOD_PLL_FILES.zip) has been uploaded to the ftp://upload.epa.gov/incoming/storet/ site with the current PLLs. It may be easier for the user to retrieve these PLL's from the STORET v2.0 Report Module disk in the INSTALL\Forms directory. The form source .fmb files are there as well if needed. Updated exportreport.pll and new repblob.pll files (also included in the zip) are in the Report Module version 2.0.5 package available on the STORET Web site. As a side note, the user indicated use of Forms 6.0. We are using Forms 6i. You may want to check if the user is working with STORET Report Module v1.2 which used Forms 6.0.

User Support Log - Period: 07/13/2005 -07/26/2005			
Date Received	System Version	Issue	Response
07/26/2005	P2.0	Provides the rule(s) for Activity ID and Replicate Number regarding uniqueness. User also curious about methods for storing depth profiles.	The combination of the Activity ID and the Replicate Number must be unique for a given Station Visit. Note that a Replicate Number of zero (i.e., 0) is generated and stored in the Replicate Number column for non-Replicate Activities. This makes the rule applicable to Replicate and non-Replicate Activities. For depth profiles, the user may want to consider utilizing the Portable Data Logger (PDL) concept by applying the readings taken at each depth to separate Data Line, thereby organizing the readings taken at each depth under a single Activity. This may be easier if it fits their sampling "business".

Legend for System Version:
System Letter is concatenated with Version Number. System Letter Key:
P = Data Entry Module, R= Report Module