eSMR User Group Meeting Minutes

Date: January 9, 2008
Time: 10am-3pm
Room: San Luis Obispo Regional Water Quality Control Board
Watershed 3 Room, 1st Floor (please bring a picture ID to show to security)
Directions:
http://www.waterboards.ca.gov/centralcoast/Board/Meetings/documents/DirectionsRWQCB.pdf
Teleconferencing Number: 916-262-2271
WebEx Session Name: eSMR User Group
WebEx Password: water24
WebEx URL: http://waterboards.webex.com/waterboards

Item	Description	Purpose	Notes
1	Meeting Items	▪ Introductions ▪ Approve past minutes ▪ Review minutes ▪ Past Action Items	See items 2, 7, 9, and 10 for updated action items.
2	Process Flowchart	▪ Make changes as needed for revised process flow	Flowchart recommendations were described and edited.
3	Business Process Concepts	▪ Review the major concepts in the business process concepts	A different approach was decribed and suggested. See eSMR_report_levels.xls document
4	Lunch	From 12pm-1:15pm	All
5	Major Issues	▪ Review issues with permit coding and error check	This topic was cancelled and the report level document processes was confirmed.
6	Screen Mockups	▪ Look at alternatives to the current discharger submission screens	Francisco Chiang gave an overview of the screen changes that have been suggested.
7	Day Summary	▪ Summarize eSMR process and requirements gathered during meeting	All

Past Action Items:

Item #	Who	Action Item	Status/Notes
1	Darrin/Russ	Coding Process	Decide on policy of electronic submission process. Decide if submission is required in both electronic and paper format. Possibly break up into interim and long-term policy.
2	All	Coding Process	COMPLETE. Review process for permit coding in eSMR process flow document.
3	Don/All	DDLs	Review drop-down values used for electronic coding process and determine if there are any missing or no longer valid.
4	All	Confirm Requirements	Due 1/16/2008. Confirm process for level 2 eSMR functionality. eSMR_report_levels.xls
5	Hoang/Francisco	Level 2 Design Draft	PENDING. Mock-up screens created and reviewed during 1/9 meeting. At conclusion of requirements gathering complete mock-up screens will be created.
6	Ron/Don	Discharger Submission	Review Mantis issues related to "discharger screen", "error check", and "CDF Tool".
7	Ron	Process Flowchart	COMPLETE. Review level2_eSMR_process_flow_080114.pdf
8	Don	Accelerated Monitoring	New. Discuss with Russ/Susan/Dan (1) interpretation, (2) how to handle, (3) develop a use case testing scenario to ensure system accommodates requirements.
9	Dischargers	Volunteer to Host 2/13/2008 meeting	COMPLETE. February meeting will be held at 110 California Street, Santa Cruz, CA. Details to be included in a later agenda/minutes.
10	Darrin	Steering Committee	COMPLETE. The first CIWQS Steering Committee meeting on Friday, January 25, 2008, from 9:30 am to 12:30 pm. This first meeting will be held in Training Room 5 (on the 5th floor) in the CalEPA Building in Sacramento. The second meeting will be held Thursday February 14.