



California Regional Water Quality Control Board

San Diego Region



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9174 Sky Park Court, Suite 100, San Diego, California 92123-4353
(858) 467-2952 • Fax (858) 571-6972
<http://www.waterboards.ca.gov/sandiego>

TO: John Robertus, Executive Officer
Shipyard Sediment Site Advisory Team

FROM: David Barker, Supervising Water Resources Control Engineer
Shipyard Sediment Site Cleanup Team
SAN DIEGO REGIONAL WATER QUALITY CONTROL BOARD

DATE: December 18, 2006

SUBJECT: Electronic Document Index for Shipyard Sediment Site Cleanup and Abatement Order Proceedings

This is a status report on the San Diego Water Board Cleanup Team's progress in preparing an electronic index of documents and other information from the San Diego Water Board's records pertaining to the draft Shipyard Sediment Site cleanup and abatement order (CAO), and the supporting technical report. The San Diego Water Board's records containing this technical information are extensive and occupy approximately 130 linear feet of shelf space with material comprised of paper documents, microfiche, video tapes, and computer discs.

The estimated 130 feet of material was determined based on a preliminary listing of several hundred file records and technical references the Cleanup Team plans to scan and submit as evidence in the CAO proceedings. The final decision on what information is to be included in the electronic document index is determined as the specific file records are pulled and examined to prepare them for scanning. Accordingly the amount of material the Cleanup Team ultimately designates for inclusion in the electronic document index will possibly be somewhat less than the estimated 130 feet of material.

The projected cost for contractor services to prepare the electronic document index is estimated to be as high as \$152,000. In late June 2006 the State Water Resources Control Board (State Water Board) disbursed \$62,000 from the cleanup and abatement account (CAA) to augment approximately \$60,000 in San Diego Water Board funds allocated for contractor services to prepare the index. These funds were used by the Cleanup Team to retain the services of D-M Information Systems, Inc. (D-M Info) to scan the material and prepare the index. Additional funds may be needed to cover a

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projected \$30,000 shortfall if the Cleanup Team elects to scan the entire 130 feet of material.

The upcoming deployment of the State Water Board's Enterprise Content Document Management system (AKA Paperless Office System) is a complicating consideration in preparing the electronic document index. As you know the Paperless Office System is an integrated document management solution that will house an electronic library of the San Diego Water Board's file records. The Cleanup Team is working to ensure that the electronic document index will both meet the needs of the CAO proceedings and be fully compatible with the Paperless Office System for future document retrievals. In order to accomplish this it was necessary to delay start of the scanning effort until the Paperless Office System document classification protocols were finalized. I was heavily engaged in working with the State Water Board, Paperless Office Design Team, in the May – September 2006 time period to finalize the protocols.

The Paperless Office System document classification protocols were sufficiently finalized by late September, 2006 so that the Cleanup Team's contractor, DM-Info, could proceed with initial test document scanning and indexing to ensure compatibility. This testing was successfully completed in mid – October.

Documents and other material are now being submitted (and have been since mid - October) on a regular basis each week to the contractor for scanning and indexing. The process involves a substantial amount of staff set-up work to dismantle paper file volumes, batch the documents by numerous classification types, and prepare them for shipment to the contractor. The contractor in turn is scanning the documents and populating the document index fields. We have substantial staff resources assigned to the effort and we are continually working to crank-up our rate of document submissions to the contractor for scanning and indexing.

At this point I am anticipating that it will take several more months to fully complete the electronic document index. Upon completion of the electronic index the Cleanup Team plans to release the updated draft cleanup and abatement order, the technical report, and the electronic document index simultaneously to each currently named designated party to the CAO proceedings. We will provide you with a more definitive schedule for release of these documents and the electronic document index as preparation of the electronic administrative record index proceeds.

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