

# EPA Data Governance Council

Meeting Summary – April 25, 2022

## General Updates

- EPA's Chief Data Officer, Richard Allen, welcomed the group.
- FY 22 ITPR Data Discussions began in April 2022.
- Ongoing DGC project updates are available in the 04/25/2022 DGC Project Updates wiki.

## Paperwork Reduction Act and Information Collection Request Requirements

- Courtney Kerwin presented an overview of the Paperwork Reduction Act (PRA) and Information Collection Request (ICR) requirements.
- The PRA requires OMB approval before a federal agency undertakes a collection of information directed at ten or more persons.
  - This protects the public from unnecessary, duplicative and burdensome requests for information by the federal government.
  - It ensures the greatest possible benefit from information collected by the federal government.
- Failure to comply with the PRA can result in a halt to information collections, an affirmative defense in an enforcement case and/or reporting to Congress as part of the Information Collection Budget of the United States.
- If someone only needs to provide their name, email address or address, for example, to register for a webinar, you are not required to complete an ICR.
- There is a generic ICR process for satisfaction surveys that is much quicker.
- Asking questions of Federal employees as part of their job does not require an ICR.
- The ICR Team does not have a contracting vehicle to support offices in the development of ICRs, but many offices have their own contract support to assist with this.
- The PRA is not waived when there is an emergency, but there is an expedited process that can be used in the case of an emergency.
- Each program office and region has an ICR desk officer.

## Data Sharing

- Cat Foley presented the data sharing decision tree developed in support of the implementation of the Evidence Act.
- The draft data sharing decision tree provides guidance on the appropriate way to share Agency data in alignment with EPA's priority for increased access to data.
- The next step is to review EPA's infrastructure to ensure that it can support the approach outlined in the decision tree.
- EPA is developing an overall approach to collecting and disseminating information so that programs can adopt EPA processes. This will be incorporated in the governance processes being developed.
- The DGC Data Inventory Subcommittee is looking at solutions for tagging and metadata.
- EPA is in the process of procuring a metadata management tool that will assist with data sharing.
- There is EPA senior leadership support for this effort which is important in successfully implementing a standardized process. A Proof of Concept could be beneficial in reinforcing the value in the effort.

## Governance Subcommittee Updates

- Heather Barnhart presented an update on the DGC Governance Subcommittee activities.
- **Action:** DGC members to review and comment on the Data Governance - Aligning Existing Governance-Subcommittee Feedback.docx and Data Activities-DGC Full List- March 2022.xlsx by May 20, 2022.
- Next Steps
  - DGC Governance Subcommittee Update-Roadmap Update-March 2022.docx
  - May - June: Finalize Governance.
  - May - July: ITPRs and Data Discussions.
  - September: Evaluate Data Management Process Project for CY 22/23 Work.
  - October: Finalize Data Officer Suggested PARS Elements.

## Communications Subcommittee Updates

- Stephanie Montrallos presented an update on the DGC Communications Subcommittee activities.
- The purpose of the Communications Subcommittee is to effectively coordinate internal and external communications for the DGC.
- The strategy is to implement the foundations for subcommittees to document and plan their communication needs and coordinate communication among those subcommittees.
- For subcommittee-specific communication plans, the Communications Subcommittee needs to know what and when subcommittee deliverables and updates are.
- **Action:** The Communications Subcommittee is seeking representatives from each subcommittee to liaise with on communications needs and updates by April 25, 2022.