ERP Pilot Project Quarterly Report – VA DEQ UST ERP

10/19/06 – First Quarterly Report – The schedule of major project tasks should be shifted forward two months to begin on August 3, 2006 the grant award date.

VA-DEQ has held several in-house meetings with the DEQ Office of Information Services (OIS) to prepare for the development and rollout of a properly interfacing software ERP tool. Key discussion topics involved web-hosting, security, contracting, and timing and interfacing with the agency-planned web platform decisions currently underway.

Negotiations began immediately after grant award with the Virginia Commonwealth University's (VCU) Center for Environmental Studies for a draft Scope of Work (SOW) to begin the project by developing a decision tree mapping that follows the EPA UST ERP Workbook and software design. Key Deliverables: UST ERP Workbook logic path/decision tree developed represented as a logic flow diagram using Microsoft VISIO 2003 with an electronic version and hardcopy provided; software design specifications documentation with design concepts, prototypes and design constraints. As of October 19, 2006 the draft SOW proposal was approved by both entities and the VCU sponsored programs group will negotiate the final contract with DEQ-Administration-Finance for a 12/01/06 start date through a 6/1/07 completion. By then the DEQ-OIS should have an agency platform decision which will determine whether a CD-ROM or web-based ERP product is best.

On September 25, 2006 as requested by EPA a revised Quality Assurance Project Plan (QAPP) was developed and submitted to EPA after extensive discussions in-house and via conference call with EPA statistical advisors. Sampling error is to be avoided at all costs.

The UST database was random sampled for the approximately 100 selected ERP facilities with the 20 UST facility type categories (e.g. airline, gas station, commercial, utility, etc.) being used and samples weighted based on the total active facilities existing within each type. A broad spectrum of owners and facility types are included. The associated UST owners will be contacted to begin the process of encouraging them to volunteer for participation in the ERP project. DEQ inspection staff and facility owners will make up the key stakeholders for this pilot project. Discussions with major oil trade association representatives have been kept them apprised of this project.