

Intermountain West Data Warehouse (IWDW) Data Stewards Committee (“Project Stewards”)

Date: March 22, 2016

Background:

In 2011, the U.S. Environmental Protection Agency Region 8 Office (“EPA”); the Bureau of Land Management State Offices, Colorado, Wyoming and Utah (“BLM”); the U.S. Forest Service, Rocky Mountain Region, Intermountain Region, and Southwestern Region (“FS”); the National Park Service Intermountain Region (“NPS”); the Colorado Department of Public Health and Environment (“CDPHE”); the Wyoming Department of Environmental Quality (“WDEQ”); and the Utah Department of Environmental Quality (“UDEQ”) signed the Memorandum of Understanding (MOU) for the Three State Study to collaboratively address the need to more efficiently and expeditiously collect air quality data and to develop a data warehouse that stores the data for assessing air quality issues in the inter-mountain west region. The Federal and State agency offices that are party to this MOU are hereinafter referred to as the “Cooperators.” After the completion of the Three State Study, the Cooperators signed another MOU for the Intermountain West Data Warehouse for Air Quality (IWDW-AQ) in 2016 to continue the maintenance and operations of the air quality monitoring, air quality modeling, and data warehouse. In the continuation of the study, the study expanded to include the Bureau of Land Management State Office in New Mexico (“BLM”); the Fish and Wildlife Service, Mountain-Prairie Region 6 (“FWS”); and the New Mexico Environment Department (“NMED”) as Cooperators.

The Intermountain West Data Warehouse (IWDW) is a repository of air quality data related to ambient monitoring data, emission inventories, meteorology, air quality modeling inputs and output, and evaluation and visualization tools. The IWDW has been developed to accommodate the needs of the Cooperators for air quality planning, including planning for the National Environmental Policy Act (NEPA) analyses. The data stored in the IWDW are available for use to the Cooperators and public for air quality projects.

As outlined in the MOU, the Oversight Committee may facilitate the creation of sub-workgroups on an ad hoc basis to address technical and operational questions. Based on the project needs, the Oversight Committee created a Data Stewards Committee to support the project’s needs.

Purpose:

This document describes the IWDW Data Stewards Committee, and outlines the roles, goals, scope, communications, and participants of the committee.

Goals:

The function and goal of this committee is to review data requests submitted through the IWDW and distribute the IWDW-AQ data to the recipients in an efficient and expeditious manner.

Roles:

The Data Stewards Committee is a small group of expert technical and program staff representing the Cooperators sponsoring and overseeing the IWDW and associated regional modeling efforts. Stewards usher data requests through an authorization process, and oversee projects through their life cycle in the IWDW. The Project Steward’s role in each data request includes:

- acting as a point of contact and liaison for projects requesting data from the IWDW;
- acting as a technical liaison for individual projects;
- designating Team Members to support the data request;
- tracking and understanding the results from the modeling studies applying IWDW data;
- communicating with the data requestor contact(s); and
- tracking and facilitating the return of modeling data resulting from the application of the data request data back to the IWDW upon completion of the modeling study.

Scope:

On a monthly basis, the key Cooperators will review all data requests submitted through the IWDW, and prioritize the authorization and release of the IWDW-AQ data to the recipients. The review will ensure that the data requests fulfill the following requirements prior to the distribution of the data:

- Completes a Data Request Form that outlined requested files;
- Abides by the Protocols and Procedures of the IWDW;
- Provides written approval by a IWDW-WAQS Coordinator/Sponsor;
- Provides a Modeling Study Description with sufficient detail for the study that will use the IWDW-WAQS Data;
- Accepts the terms outlined in the IWDW Data Use Agreement; and
- Sends new data results back to the IWDW for storage, cataloging, and application.

Formal guidelines are located: <http://vibe.cira.colostate.edu/wiki/wiki/1076/project-and-data-request-overview>

Communication Plans (Current as of February 2016):

- Meeting Time: Monthly, XXXXX
- Meeting Location: Conference Calls
- Communication Avenues: Phone
Email
- Tracking System: IWDW-WAQS Project Stewards
<http://vibe.cira.colostate.edu/wiki/wiki/5096/iwdw-waqs-project-stewards>

Key Cooperators:

Name	Agency	Email	Phone
Mike George	National Park Service	Michael_george@nps.gov	303-987-6926
Mike Barna	National Park Service	Mike.barna@colostate.edu	970-491-8692
Charis Tuers	BLM WY	ctuers@blm.gov	307-775-6099
Ryan McCammon	BLM WY	rmccammon@blm.gov	307-775-6156
Gail Tonnesen	EPA Region 8	tonnesen.gail@epa.gov	303-312-6113
Kevin Briggs	CDPHE	kevin.briggs@state.co.us	303-692-3222