Office of Information Management (OIM)

SUMMARY:

The following is a list of high-visibility activities within OIM that are of significant relevance:

- **Business Automation:** OIM has established a business automation team that is focusing on automating existing processes, with the current focus being on internal processes. In 2024, OIM developed an electronic telework form and workflow process that takes this process from a paper/pdf-based process to an electronic end-to-end process for all EPA staff. OIM has identified additional processes for automation and will work through those in 2025.
- **EPA Occupied Facilities Project:** OIM has developed a tool that visualizes the footprint for EPA's facilities and office spaces. This includes an online visualization of where staff are currently located, planning tools for space management, and will include tools for identifying and reserving hoteling space. Agencywide Implementation will happen in FY '25 in partnership with the Infrastructure and Extramural Resources team.
- **Information Collection Request (ICR) Process:** Under the Paperwork Reduction Act, EPA currently manages over 400 ICRs. The urgency and workload have increased significantly to the numerous grant programs created in both the Bipartisan Infrastructure Law and the Inflation Reduction Act. This urgency and workload had highlighted opportunities for evaluating the internal processes, identifying additional training opportunities, and improving the tracking of ICR package tracking.
- **Library Transformation:** The EPA Library Network is made up of 22 physical libraries located at EPA Headquarters and the Regions. The libraries have historically been managed independently with a focus on serving their local communities. In 2023, EPA initiated a transformation project to move toward a consolidation of the oversight of these libraries through collaborative governance, assessment of space usage, collaboration on learning opportunities, and collaborating on the services that the libraries provide. Activities in 2024 focused mostly on establishing the collaborative governance.
- **National Environmental Information Exchange Network Reinvigoration:** The Exchange Network provides a collaborative forum, grants program, and set of technical capabilities that enable the sharing of information between EPA, States, Tribes, and Territories. The Exchange Network is in its 24th year, and OIM has focused on reinvigorating the relationships between EPA, States, Tribes, and Territories to enable a renewed focus on the data and responsibilities that we share. Further, the technology specification that the Exchange Network is built upon that enables data sharing needs modernization. OIM is leading this effort in partnership with the States and Tribes.

BACKGROUND:

OIM manages Agency environmental data from EPA programs and external customers, including States, Tribes, territories, and the public. OIM also provides the policies and tools to collect, analyze, optimize, visualize, discover, and publish environmental information to support the Agency's mission.

The table below outlines the programs and projects OIM manages:

Program	About	Related Projects / Systems
Central Data Exchange (CDX)	The Agency's electronic reporting site.	There are numerous agency systems that connect with CDX for their regulatory reporting and for enabling the exchange of information between EPA, States, and Tribes.
Cross-Media Electronic Reporting Regulation (CROMERR)	Provides the legal framework for electronic reporting and signature under EPA's regulatory programs.	
Dockets	Provides centralized management for the Agency's dockets, including the EPA Docket Center. Often associated with an opportunity for public comment, EPA dockets consist of materials used in a rulemaking or other agency action.	
Facility Registry System (FRS)	A centrally managed database that identifies facilities, sites, or places subject to environmental regulations or of environmental interest. FRS creates high-quality, accurate, and authoritative facility identification records through rigorous verification and management procedures.	
Forms Management Program	Provides review and oversight for the Agency's forms (both internal and external).	
Geospatial Program	Coordinates and integrates the use of geospatial data to protect human health and the environment. Using place-based data, the Agency can identify, locate, and assess environmental factors key to EPA operations, such as gauging environmental risks, enforcing environmental regulations, and addressing potential homeland security issues, including the impacts of climate change.	• EPA Geoplatform
Information Collection Requests	Provides review and coordination with OMB on the Agency's Information Collection Requests pursuant to the Paperwork Reduction Act.	
National Environmental Information Network (Exchange Network) and Grant Program	A partner-inspired, developed, implemented, and governed information network that facilitates data sharing among EPA, States, Tribes, and Territories. This program includes a grant program, technical components that enable data exchange, and cooperation between EPA, States, Tribes, and Territories to enable data sharing.	
National Library Program	EPA's libraries collect and preserve materials generated by EPA and provide access to other reference materials as a resource to EPA staff and the public.	
Open Data	Pursuant to the Evidence Act, EPA is working to make data available to the public whenever possible. This includes the development of online tools, data standardization, and the cataloging of data and metadata.	• Enterprise Data Catalog (EDC) • Envirofacts • MyEnvironment • How's My Waterway • EJ Screen • AirNow • ECHO
System of Registries (SoR)	A resource for environmental system developers and enterprise architects. It also provides environmental program managers and users of environmental information with automated services to enable better understanding of environmental terminology and data used by the Agency.	
Toxic Release Inventory (TRI)	Tracks the industrial management of toxic chemicals. TRI data are reported annually by industrial and Federal facilities that meet reporting requirements. EPA makes this data	• Envirofacts • TRI-MEweb

Program	About	Related Projects / Systems
	available through multiple online tools, many of which add context to help make the reported data more understandable.	
Web Infrastructure and Management	Manages the infrastructure for EPA's external web presence (www.epa.gov) and internal web presence (https://work.epa.gov). This includes overseeing the tools for publishing web content and analysing use and compliance of Agency resources.	

KEY EXTERNAL STAKEHOLDERS:

☒ Congress ☒ Industry ☒ States ☒ Tribes ☐ Media ☒ Other Federal Agency

☐ NGO ☒ Local Government ☐ Other (name of stakeholder) _____