



**EPA Office of Compliance
Enforcement Targeting and Data Division**

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Media Systems and Support Section, Data Systems and Information Management Branch, Enforcement Targeting and Data Division, Office of Compliance, Office of Enforcement and Compliance Assurance, U.S. Environmental Protection Agency, 1200 Pennsylvania Avenue, NW, Washington, D.C. 20460



The Air Facility System, Security, & You



**Akachi Imegwu,
Office of Compliance**

Purpose

The standard security approaches for AFS are intended to protect the air compliance data that State and local agencies submit to EPA. These procedures help protect AFS data from the risks associated with unauthorized access, while protecting EPA's computer system environment.

Consider the following...

General Security Practices for all users

- **Stay Current!** Be familiar with security policies, practices, and system documentation pertaining to AFS.
- **Be Accountable!** Don't use your system privileges to obtain data/files or run applications for anyone who is not authorized to view or use data that are sensitive.
- **Be Responsible!** Don't try to view, change, or delete data unless you are authorized to do so.
- **Be Alert!** Be alert to potential threats that could corrupt or destroy the AFS application and database.

Documentation Update

Registration and User Profile Form

<i>MDR/ FUNCTION</i>	<i>BATCH FILE</i>	<i>ONLINE DATA ENTRY</i>	<i>3rd PARTY INPUT</i>
Compliance Monitoring Activities: FCEs, PCEs, Stack Tests, TV Annual Certification Review, Investigations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Informal Enforcement Actions: Notices of Violation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Formal Enforcement Actions: Administrative Orders, Consent Decrees, Referrals, Civil Actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HPV Day Zero and Linkage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permit Program Data Elements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SIGNATURES REQUIRED³

PLEASE NOTE THAT BY SIGNING BELOW THE USER AGREES TO THE FOLLOWING :

Application Guidelines:

- ❖ Guard your user ID and password, do not loan out to others. In addition, do not use your system privileges to obtain data/files or run applications for any unauthorized individual. Neither should you attempt to view, change, or alter data you are not authorized to.
- ❖ Be familiar with security policies and practices to maintain proper security for the application. Also be alert to potential threats to corrupt or destroy the AFS application or data.

Handling Enforcement Sensitive Data

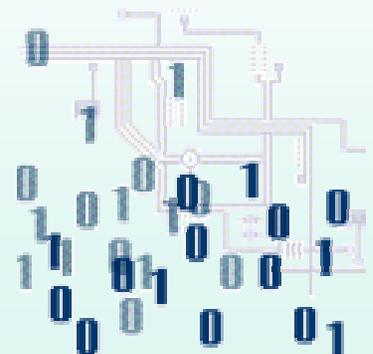
- ❖ Be sure that sensitive data is viewed only by those authorized. Use appropriate precautions with physical location of data and personnel limits.
- ❖ Accurately label sensitive documents as "Enforcement Sensitive". Don't store sensitive material on a hard drive. When sensitive material is not in use lock it away, and when no longer needed shred it.

Protecting Your Password

- ❖ Passwords should not be written down but memorized! Passwords should be changed often – preferably every 90 days; Mix letters and numbers in password; log off PC when not in use.

Access

- **Get Access!** You must have a NCC User ID.
- **Keep it to Yourself!** User ID only for assigned individual.
- **Be Wise!** Handle access information wisely and don't abuse.
 - Read Only
 - Update/Delete Non-Sensitive
 - Update/Delete Sensitive
 - Full Access



Consider the following...

Password Tips

- **Memorize!** Keep your password in your head rather than writing it down somewhere where it can be accessed.
- **Don't be Simple!** Using consecutive keys on a keyboard or all the same character should never be done.
- **Be Innovative!** Use new passwords and not the last 8 versions of your password.
- **Respond!** If you believe your password has been compromised, change it immediately.



Password Tips *cont.*

- **Control Access!** Log out of PC when you leave.
- **Change is Good!** Every 90 days change password. (prompted) Use at least 8 alphanumeric characters in your AFS password.
- **Don't get Personal!** Family names, birthdays, sports teams' names, or words that can be found in the dictionary should not be used.



Consider the following...

What are Enforcement Sensitive Data?

- Civil and Criminal Referrals
- Future dates in the Date Scheduled Field on any action other than the Title V Annual Cert Reviews
- CMS Frequencies (CMSI) and any of the optional planning fields
- CMS Investigations Initiated
- Certain Action Types



***P R O T E C T* Enforcement Sensitive Data**

- **Properly Label!** All documents containing sensitive data should be marked as “Enforcement Sensitive”
- **Restrict!** to authorized individuals
- **Observe!** surrounding traffic
- **Take it Away!** from easy access sources such as hard drives
- **Eliminate!** by shredding no longer needed documents
- **Cover it Up!** by locking away from easy access.
- **Time it Out!** Log off your computer when away from your work station!



Results of Non – Compliance with Security Procedures

- Access to AFS will be revoked
- Potential disclosure of enforcement sensitive data
 - Revealing of enforcement techniques
 - Adverse impact on both Federal and State compliance and enforcement programs.

Contacts

Betsy Metcalf

202-564-5962

metcalf.betsy@epa.gov

Akachi Imegwu

202-564-0045

imegwu.akachi@epa.gov