

Portable Equipment Registration Program (PERP) Database – Updated Version 2

April 20, 2006

As a result of regulatory changes, the PERP Data Management System will need to process information associated with multiple-engine-discount inspections and meet the fee disbursement requirements. An improved means of handling the annual reporting requirements will also be necessary. Effectively handling the collection of fees, documenting the engine inspections, properly disbursing inspection fees to districts and the calculation of fleet averages are all major important tasks that will need to be addressed. No efficient way of accomplishing these will be possible without significant improvements in the PERP data management system. A new updated system is proposed that will incorporate major improvements.

The primary elements to be included in the new system are the following:

1. A profile and associated account will be established for each registrant of portable engines and equipment units. Users will be able to review their account information at any time to see what engines are registered, expiration dates, etc. The database system, with the assistance of the database administrator, will maintain the user profiles. Registrants will have 24/7 access to their accounts via secure password.
2. The web interface will not use the current PERP paper-based forms. The same information will be distilled into a series of electronic forms, which will direct the user according to their selections.
3. Online payment will be by credit card only. The issuance documents will be released electronically to the registrant once the credit card transaction has cleared. An effort will be made to include wire transfers as a means of payment. Our goal is to have approximately 60% or more of the PERP accounts using online registration.
4. The online registration will be limited to engines only. The system will incorporate processes to handle portable engine registration, Change of Ownership (COO), and registration renewals. An attempt will be made to include TSE as well. Equipment units will be excluded from online registration.
5. Existing registrants have the option to make “home-district” designation changes upon renewal only. Districts will be notified electronically when this occurs.
6. Engine inspection uploads will be accomplished online.

**CAPCOA Enforcement Manager's Meeting
April 20 & 21, 2006**

7. Online registrants will receive all engine related registration documents online for download or via email. This will help eliminate the associated mailing of paper documents for those using the Internet to register an engine. PERP registration stickers will continue to be mailed out.
8. Where it is possible the renewal notices will be sent out automatically by the system.
9. The registrant will be able to upload and store PERP related digital images that are part of the registration process (i.e., photos of engine plates).
10. All registration information (name, email, address, company name, etc.) will be checked to prevent redundancy (an online search capability will be available to search for existing company names and addresses). The system will make extensive use of 'validation' to minimize the potential of incorrect online submittal introducing incorrect data into the system.
11. District staff and ARB Enforcement staff will be able to download and upload data to and from the PERPv2 system remotely using a Tablet PC or similar sized device from the field. The goal is to have inspectors use the system for reporting purposes. This will have to the additional benefit of improving PERP inspection data quality over time. This is being coordinated with the ARB staff involved in assessing vapor recovery unit performance in order to provide common interface "look-and-feel".

Reporting

12. The new PERPv2 Data Management System will provide reports to management and district staff on a regularly scheduled basis. We are looking at making these reports customizable by the user. Standard reports for districts access will be created and made available.
13. The system will process annual reports **if provided to PERP data administrators in a known standard format defined and provided by PERP.** Reports will be created to summarize this information. This application can be designed to handle the home-district switch. The system will notify air districts when it appears that a "home-district" change has occurred.
14. Inspection information will be uploaded to the system. Inspection reports will be **available if inspection information is provided to PERP data administrators in a known standard format defined and provided by PERP.** Reports will be created to summarize this information.

Milestones

- Design Document Development, Review and Approval – 3 to 4 months
- Design Review, Development, Prototype, and Completion – 12 to 18 months