

Information Management

Client Centered

TLI Solutions, Inc. (a TechLaw Company) is a leading nationwide provider with over 20 years of experience in the Information Management Services arena. We have extensive experience processing documents to create databases to organize large data collections for our clients.

TLI Solutions, Inc. (TLI) has the ability to successfully compile and present information to facilitate cost-effective data extraction and analysis, and exchange of information between stakeholders.

Environmental and other regulatory programs involve large amounts of information that must be organized, tracked, mapped, and analyzed. We have extensive experience processing documents to create databases using fielded, full-text, and mapping data to organize large data collections to facilitate review and use of the information by our clients. Specific databases have included document databases for capturing information (e.g., title and date), geographic information system (GIS) databases to track and present sampling and contaminant data, and correspondence tracking databases for U. S. Environmental Protection Agency (EPA) Section 104(e) information request letters. We have created databases to track historical cost information, waste transactions for landfill or recycling sites, and regulatory permit information for government offices. Our experience includes:

- Developing imaging technology for document management in the late 1980's as one of the first providers of Information Management Systems using electronic images in place of paper documents
- Successfully providing IMS support in thousands of technical and legal matters while saving our clients money and time

- The capacity to process document collections ranging from thousands to millions of pages a month
- Supporting hundreds of clients, including federal, state, and local government agencies; Fortune 500 corporations; and law firms

Information Management Services

- Document Acquisition
 - » Research to locate documents
 - » Document relevancy screening and acquisition
 - » Physical organization
- Document Conversion
 - » Paper to Image (TIF, PDF, JPG, etc.)
 - » Electronic to PDF
 - » Optical Character Recognition (OCR) image to text
- Database Building
 - » Development of database load files
 - » Database design and development
 - » Database population/coding
- Electronic Discovery
 - » Consulting services for risk management, business process reengineering, and records management
 - » Investigation and acquisition
 - » Data capture and analysis
- Data/Database Conversion
 - » Image format conversion
 - » Database data migration and format conversion
 - » Database data element (metadata) design consulting
- Document Indexing
 - » Metadata creation (e.g., author, title, date)
 - » Mark Sense Recognition capture of document level index information
 - » Linking of images to a GIS database
- Full-text Indexing
 - » Creation of full-text index data using OCR technology
 - » Capturing of searchable images on CD-ROMs

Geographic Information Systems

Visual presentations facilitate communication between parties. TLI has GIS capabilities for managing information using ArcGIS 8.2 (ArcView and Arc/Info) and AutoCad 2000. We have synthesized and modeled data from a large variety of current and historical sources including the following:

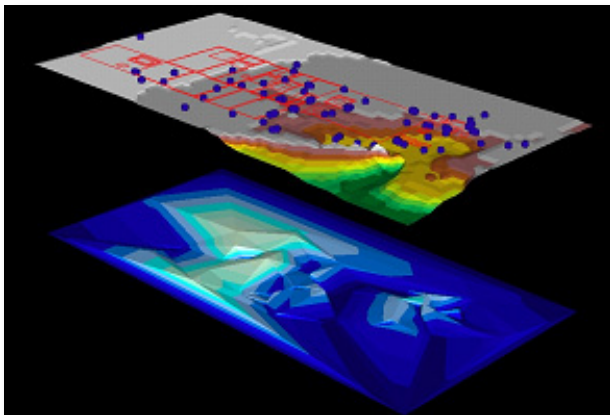
- Digital and hard-copy maps
- GPS data
- Hand-drawn maps
- Changes in ground water flow direction or levels
- Ground and surface water transport
- Contaminant transport
- Well logs
- Parcel maps
- Biological patterns
- Soil testing
- Air dispersion
- Topological data
- Aerial photographs
- Satellite images
- Projected land use impacts
- Public service information (such as sewer lines and pipelines)

TLI Project Examples

Department of Defense Camp

TLI performed upgrades to a 1,500-parcel real estate database. This project included adding features to improve database performance, resolving data quality issues, and imaging Right-of-Entry documents that were then linked to database records. TLI also performed GIS development and maintenance for a GIS system with

a variety of data tables, including real property, property ownership, location of on-site



3D model illustrating plant's floor plan, monitoring well location, ground elevation, and ground water elevation. Each well can be analyzed based on any attribute within its GIS database.

targets and ranges, and other site topographic features. The GIS layers were integrated into an interactive map and available through a Web site.

New Jersey Hazardous Waste Site

TLI developed a correspondence tracking system for 220 potentially responsible parties (PRPs) to track Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Section 104(e) information request letters, responses and notice letters; and a transactional database to document waste shipments of each PRP. A database was also created from invoice files, Coast Guard reimbursement files, and cleanup contractor files to account for and identify costs and supporting records. This work assisted the state in reaching a \$17.4M settlement.

Defense Logistics Agency Project

For over 10 years, TLI has prepared responses to Section 104(e) information requests for Defense Logistics Agency (DLA). A database was developed for over 2M hazardous waste sales records and manifests generated by DLA. The database contains scanned images of these documents, and records for each transaction. The reporting system is capable of providing weight ranking reports, waste transactional reports, and contract reports. We trained DLA personnel, produced user-friendly software manuals, and provided online Help. Our work facilitates cost effective, timely, and accurate responses to Section 104(e) information requests.

Our IMS is available to federal agencies on GSA IT Schedule GS-35F-5398H, GSA Environmental Advisory Services Schedule GS-10F-0168J, MOBIS Schedule 874 GS-10F-0210M, and other agency specific prime contracts. The eGovernment Act of 2002 (HR2458) authorizes States to buy off of GSA IT Schedules.

Technical and Information Management Support: Camp Beale

Under the Department of Defense (DoD) Range Ordnance Cleanup Program at Camp Beale, California, TLI has been responsible for technical and information management support. We assist the U.S. Army Corps of Engineers (USACE) by providing operational history research, real property evaluation, and preparation of administrative records. In conjunction with our technical research and regulatory records management activities, TLI has provided research into site operations to identify potential areas of range activity, performed detailed title searches to identify current owners and ownership by the U. S. Government or a government contractor. TLI has also provided historical research on ordnance composition to identify potential chemical markers or indicators that would enhance range investigation activities.

TLI developed and maintained several databases associated with Range Ordnance issues. These databases included real property tracking databases, ordnance location databases, Quality Assurance/Quality Control (QA/QC) tracking databases, and other miscellaneous data dealing with range ordnance issues. Oracle databases were developed for multi-user purposes and have also been adapted for use on the Camp Beale intranet. We provided GIS support in ArcView to USACE by developing and maintaining GIS databases for use in mapping and report generation. GIS views of camp areas, buildings, areas of suspected range activities, real property boundaries, and topographical features were developed through digitization of existing maps or use of available RASTER files.

TLI provided HTML, Java Script, and XHTML Web site design and maintenance in conjunction with ordnance cleanup activities.

Colorado National Guard Document Management System

The Colorado National Guard requested TLI's assistance in developing and maintaining a Web-based environmental information system to manage environmental compliance documentation maintained by the Colorado Department of Military Affairs, Environmental Branch (COARNG) in compliance with the Resource Conservation and Recovery Act (RCRA), CERCLA, the Clean Air Act (CAA), and other federal, State of Colorado, and local environmental laws, statutes, and regulations.

TLI developed a file structure and electronic storage and retrieval system that provides for management, storage, and document/information retrieval in a timely and secure manner, which is transportable in case of emergency relocations.

The COARNG requested a system that would provide for the following:

- The identification and retrieval of relevant documents
- Space for their storage
- Compliance with environmental standards
- Transportability

TLI addressed the following difficulties that were encountered:

- Using an Electronic Document Management System to categorize and file all the documentation maintained by the COARNG
- Converted all documentation into a digital format that is stored and accessed electronically

Kirtland Air Force Base, NM Administrative Record

TLI provides scanning, coding, and management of Administrative Records/Information Repository (AR/IR) and other environmental records for Kirtland Air Force Base (AFB) Environmental Public Affairs Office through a Microsoft (MS) Access based Web page in compliance with RCRA, CERCLA, and other federal, and State of New Mexico environmental laws, statues, and regulations.

The AR/IR was established to meet the policies for programming guidance detailed by the Air Force's Air Staff. Under Section 113(k) of the CERCLA, as amended by the Superfund Amendments and Reauthorization Act (SARA), federal facilities are required to establish an AR for every CERCLA response action, and to make a copy of the record available for public review.

TLI addressed Kirtland AFB's AR/IR requirements by using an Environmental Records Management System to categorize and file the documentation currently maintained by Kirtland AFB's Environmental Public Affairs, and digitally format documentation that is stored and accessed electronically. TLI assisted Kirtland AFB in identifying and segregating privileged and confidential documents.

TLI developed a database manager for the File Management using MS Access and SQL Server. The Kirtland AFB Database System for the File Management uses Adobe Acrobat as a viewer for the electronic version of documents and records. The system enables searching, sorting, reporting, and viewing of the electronic records and documents maintained by the Kirtland AFB.

The system is established both as a web based system and on a standalone computer at the local library.

TLI continues to update the Kirtland AFB AR/IR on a quarterly basis.

Master Deliverables Tracking Index

TLI developed a Master Deliverables Tracking Index (MDTI) for Kirtland AFB that established a database of electronic images that can be placed either on a dedicated Internet Web Page or an individual computer to provide efficient and effective methods to track and maintain documents and deliverables' deadlines for Kirtland AFB's Restoration Program. The MDTI provides information to all the Kirtland AFB stakeholders partners working at, and with, Kirtland AFB including the USACE, HQ Air Force Material Command (AFMC), and the New Mexico Environmental Department (NMED).

The MDTI consists of all restoration documentation organized first by site and second by the RCRA Restoration Process. The MDTI documents are stored and retrieved in PDF with searchable text. Each document in the database contains a hyper link to a PDF file. Clicking the hyper link, displays the PDF of that document in Acrobat. The PDF images have OCR text embedded in the image file to enable a word search within the document and to copy text from the document.

Baseline Electronic Environmental Document System

The Baseline Electronic Environmental Document System (BEEDS) system organizes the restoration documents into each IRP site allowing quick reference to the documents relating to a particular site. Through this system, among other information, you can determine the Restoration Program Project Manager for that site, what restoration process category it is in, [i.e., Resource Conservation and Recovery Act Facility Investigation (RFI) or No Further Action (NFA)] and the NMED status.

Moody Air Force Base

TLI currently maintains and updates the Administrative Record (AR) for Moody Air Force Base (MAFB) in Valdosta, GA. TLI assists in the document selection for inclusion in the AR according to the *Final Guidance on Administrative Records for Selecting CERCLA Response Actions* written by the EPA, Office of Solid Waste and Emergency Response, which provides guidelines for selecting documents to include in the AR files. The documents are screened using directive criteria and directives developed by Headquarters Air Combat Command legal office.

TLI provides the AR Index and documents in an image-enabled database linked to coded fields in the INMAGIC and DB/Textworks AR/IR files in use at MAFB.

TLI has assisted MAFB in the selection and maintenance of an off-site document repository for the AR at the Lowndes County Public library.