



Council Request Update

January 23, 2017

Council Request: 16-241 (ACZ Confirmation)

Assigned to: Utilities

Request: Request for confirmation from ACZ Laboratories that they do not have the 2010 report.

Response: Please see attached email response from ACZ.

2016 COUNCIL REQUESTS

Number	Request Date	Request Type	Requested by	Request	Assigned To	Due Date	Follow-up Date	Date Completed
16-190	9/12/2016	I	Barrentine	History of Littleton sewer rates, specifically Roxboro	Utilities	9/17/2016		
16-191	9/12/2016	I	Jefferson	Englewood sewer rates compared to others	Utilities	9/17/2016		9/23/2016
16-192	9/12/2016	I	Olson	Aid from Arapahoe County to Englewood residents	CMO	9/17/2016		
16-193	9/12/2016	I	Jefferson	History and failure of David Taylor Dance Studio an	CMO	9/17/2016		
16-194	9/19/2016	I	Olson	Financial for EURA	CD	9/23/2016		9/22/2016
16-195	9/19/2016	I	Russell	Invite Arapahoe County Assessor to speak re: TIF	CMO	9/23/2016		9/22/2016
16-196	9/19/2016	I	Olson	Total acreage of Englewood Ironworks URA site	CD	9/23/2016		9/22/2016
16-197	9/19/2016	I	Jefferson	Ord language for Historic Preservation Commission	CA	9/27/2016		11/28/2016
16-198	9/19/2016	I	Jefferson	Parking & temporary crossing at 3400 Block Broadw	CD & PW	9/27/2016		9/28/2016
16-199	9/19/2016	I	Martinez	Multi-family development E. Girard and S. Corona	CD	9/22/2016		9/23/2016
16-200	9/20/2016	I	Martinez	Look into 4896 S. Grant St. call for service	PD	9/27/2016		9/26/2016
16-201	10/3/2016	I	Barrentine	Police reports and calls since Jan. 2016 at 4169 S. P	PD	10/6/2016		10/3/2016
16-202	10/3/2016	I	Barrentine	Report on findings from business meeting on 3400	CD	10/6/2016		10/5/2016
16-203	10/3/2016	I	Jefferson	How many people attended the job fair	CD	10/6/2016		10/5/2016
16-204	10/3/2016	I	Jefferson	Email from Cahoots saying they can't fulfill scope	CMO	10/10/2016		10/6/2016
16-205	10/10/2016	I	Barrentine	List of vacant commercial properties/number of bus	CD	10/17/2016		10/12/2016
16-206	10/10/2016	I	Barrentine	Temporary mid-block crossing at 3400 Broadway	PW	10/17/2016		11/7/2016
16-207	10/10/2016	I	Martinez	Current number of apartment units	CD	10/17/2016		10/14/2016
16-208	10/10/2016	I	Barrentine	Addresses of legal, non-conforming ADUs	CD	10/17/2016		10/14/2016
16-209	10/10/2016	I	Jefferson	Requirement of bringing non-conforming ADUs up t	CD	10/17/2016		10/14/2016
16-210	10/10/2016	I	Olson	Martial arts signs at Methodist Church at Dartmout	CD & CA	10/17/2016		10/13/2016
16-211	10/18/2016	I	Olson	Update on development of Englewood Depot	CD	10/24/2016		10/20/2016
16-212	10/18/2016	I	Russell	Average cost of Flood Insurance	PW	10/24/2016		1/5/2017
16-213	10/18/2016	I	Barrentine	What kind of fee increase to accommodate \$10 Mill	FAS	10/24/2016		
16-214	10/18/2016	I	Jefferson	Send a letter to CDM Smith for 2010 Report - He'll si	Utilities	10/24/2016		
16-215	10/18/2016	I	Barrentine	Production of residuals - Where are we at now?	Utilities	10/24/2016		10/21/2016
16-216	10/18/2016	I	Barrentine	Are we in compliance with CDBG regulations?	CD	10/24/2016		10/13/2016
16-217	10/18/2016	I	Russell	Statistics on narcotics arests	PD	10/24/2016		10/19/2016
16-218	10/18/2016	I	Barrentine	Constituent Membership of Arapahoe Co. Narcotics	PD	10/24/2016		10/19/2016
16-219	10/18/2016	I	Barrentine	Commercial Catalyst Grant	CD	10/24/2016		10/20/2016
16-220	10/18/2016	I	Barrentine	Procurement Policy and Process	FAS	10/24/2016		
16-221	10/21/2016	I	Jefferson	Look into dumpster situation at 3555 S. Pennsylvani	PD	10/25/2016		10/25/2016
16-222	10/24/2016	I	Russell	Copy of contract with Transformation Point	CMO	10/27/2016		10/26/2016
16-223	10/24/2016	I	Russell	What % of contract with Cahoots did they complete	CMO	10/27/2016		11/10/2016

S = Service
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CA - City Attorney; CMO - City Manager's Office; CD - Community Development; EEF - Englewood Environmental Foundation
FAS - Finance and Administrative Services; PRL - Parks, Recreation Library; MC - Municipal Court; PW - Public Works; PD - Police Department; UT-
Utilities; WW - Wastewater Treatment Plant

Number	Request Date	Request Type	Requested by	Request	Assigned To	Due Date	Follow-up Date	Date Completed
16-224	10/24/2016	I	Russell	Send Council a copy of WWTP presentation from 10	WWTP	10/27/2016		10/24/2016
16-225	11/2/2016	I	Barrentine	Accident reports, traffic complaints, tickets for 5 ye	PD	11/7/2016		11/2/2016
16-226	11/7/2016	I	Barrentine	Materials on ELP including contract	WWTP	11/8/2016		11/8/2016
16227	11/7/2016	I	Barrentine	EEOC update for 2016	HR	11/14/2016		
16-228	11/7/2016	I	Barrentine	Written update on Alison McKenney Brown	CA	11/14/2016		11/16/2016
16-229	11/7/2016	I	Barrentine	Joint meeting in December at WWTP	CMO	11/14/2016		
16-230	11/7/2016	I	Barrentine	Transformation Point contracts, costs, nexus for wh	CMO	11/14/2016		12/5/2016
16-231	11/7/2016	S	Olson	Work with Medici to fine contractors parking in spo	CD/PD	11/14/2016		11/28/2016
16-232	11/7/2016	I	Barrentine	Report on status of Ken Kloewer	CMO	11/14/2016		
16-233	11/7/2016	S	Barrentine	Amend WWTP lighting bid to accept alternatives th	WWTP	11/14/2016		12/19/2016
16-234	11/28/2016	I	Barrentine	Why request from Coween Dickerson for 95 page re	CMO	12/5/2016		12/5/2016
16-235	11/28/2016	I	Barrentine	What is the bidding process and where are we in th	CMO/WWTP	12/5/2016		12/19/2016
16-236	11/28/2016	I	Barrentine	Copy of RFP for underwriters and list of those that s	FAS	12/5/2016		
16-237	11/28/2016	I	Barrentine	Stifel's response to RFP for underwriting	FAS	12/5/2016		
16-238	12/5/2016	I	Barrentine	Cancer Cluster Study	HR	12/12/2016		12/8/2016
16-239	12/5/2016	I	Barrentine	Give Council a copy of the response given to Kathle	City Clerk	12/12/2016		12/8/2016
16-240	12/19/2016	I	Council	Breakdown of Safe Routes to School. How much are	CD	1/5/2017		1/9/2017
16-241	12/19/2016	I	Jefferson	Confirmation from ACZ that they do not have the 2	Utilities	1/5/2017		1/19/2017

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Alison Carney

From: Tom Brennan
Sent: Thursday, January 19, 2017 8:39 AM
To: Alison Carney
Cc: Eric Keck; Murphy Robinson
Subject: FW: Data/Report 5-year storage

Good morning Alison,

This is ACZ response to Mayor Jefferson's request for conformation from them that they do not have the 2010 report.

Thanks,
Tom

From: Dave Chapman
Sent: Wednesday, January 18, 2017 7:04 AM
To: Tom Brennan <tbrennan@Englewoodco.gov>; Jason Clark <jclark@Englewoodco.gov>
Subject: FW: Data/Report 5-year storage

From: Max Janicek [<mailto:maxj@acz.com>]
Sent: Tuesday, January 17, 2017 12:15 PM
To: Dave Chapman <dchapman@Englewoodco.gov>
Subject: FW: Data/Report 5-year storage

Hi Dave,

I added the additional notes in red below. Feel free to let me know if you have any questions.

Best Regards,

Max Janicek
Project Manager

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From: Max Janicek
Sent: Friday, August 26, 2016 11:05 AM
To: 'DChapman@englewoodgov.org'
Subject: Data/Report 5-year storage

Hi Dave,

See below from ACZ's Quality Assurance Plan regarding the storage of data/reports/files, etc.

Electronic File Retention & Storage All electronic records, stored either on instrument computers or on the ACZ network, are systematically backed up to both fixed and removable media. These records include Oracle data, instrument raw data, workgroups, **client reports**, instrument upload files, SOPs and other controlled documents, and department data.

10.2.1 Critical system data is protected by Microsoft's Data Protection Manager. The Data Protection Manager is configured to maintain data for a period of 10 years.

10.2.2 All archived data is moved to a secondary machine on a weekly basis. From there, it is backed up to removable media to provide additional data redundancy.

10.2.3 The removable media from the first week of the month is pulled from service and moved to ACZ's safe deposit box at a local bank. The most recent 6 months of tapes are kept in the bank safe deposit box. Months 7 through 12 are placed in a secure, data rated, 4-hour fireproof safe. Note that this removable media only contains data from December 1st of the previous year to the present date.

10.2.4 At the conclusion of the calendar year, a master copy is made that comprises all of the data from December 1st of the previous year through January 31st of the following (current) year. This 14-month span of data is then moved to ACZ's safe deposit box at a local bank. At that time, the removable media that has aged 10 years is removed from the safe deposit box and its contents are destroyed. All data on the secondary machine from prior to December 1st of the previous year is removed from the system so that it is no longer included on the weekly backup. **This applies to any paper documentation we use at the lab, which is relatively minimal. Most information/raw data files/QC information/calibrations/instrument uploads are saved digitally to the Oracle Database using our LIMS program (see below for more information). We do not print hardcopies of final reports; to maintain data security and confidentiality, we only save and distribute client data digitally per COC instructions.**

10.2.5 Data that has aged 5 years is deleted from the Oracle Database on a monthly basis We utilize a proprietary LIMS (Laboratory Information Management System) software to support our laboratory operations; this system is backed up to the Oracle database. Thus, client-associated data (final reports/results) is stored on this database. The associated results for a project from 2010 are no longer available on the database as the data is over 5 years old.

Please feel free to let me know if you have any questions or need anything else.

Best Regards,

Max Janicek
Project Manager

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