CUPSS Training

Part 1 of 3 Sessions

Housekeeping Items

- **Telephone Number** for Webinar Support –
  1-800-263-6317
- **To Ask a Question** – Type your question in the text box located in the lower section of your screen
- **To Answer a Poll Question** – Click on the radio button to the left of your choice and click submit. Do not type your answer in the “Ask a Question” box
- **To Complete the Evaluation** – Turn off your popup blocker and please respond!

Today's Panel

Jennifer Moller, USEPA
- CUPSS Program Expert

Vladi Royzman, Tetra Tech, Inc
- CUPSS Technical Specialist

Sonia Brubaker, Tetra Tech, Inc
- CUPSS Outreach Specialist

Structure for CUPSS Training

3 training sessions

- Overview of each module
  - Description
  - Screenshots
- Exercises on how to use each module
- Quiz-type polling questions
- Q&A after each exercise
- Homework after each session
- Review quiz and Q&A at beginning of sessions 2 and 3
- Final test

Today's Agenda

- Preparing to Use CUPSS
- Session 1
  - Installation
  - Setting Up CUPSS
  - Login & Navigation
  - Help
  - My Inventory
  - My Asset Check Up Report
- Session 1 Your CUPSS

Goals of Session 1

1. Prepare to use CUPSS
2. Download and install CUPSS
3. Set-up the utility's basic information
4. Login and navigate CUPSS
5. Create the asset inventory
6. Create a customized asset report

Prepare to Use CUPSS

- Understand how CUPSS can be used to implement asset management
- CUPSS Specific Resources
  - Getting Started With CUPSS Workbook
  - CUPSS Trainer's Guide
  - CUPSS User's Guide/Help
  - Best Practices Guide and Fact Sheets
  - Flash Training for CUPSS
  - Ongoing Support
  - Example CUPSS: Beauty View Acres

Benefits of Asset Management

- Make more informed decisions
- Save time by planning ahead
- Back up budget talks with solid facts
- Improve customer service

Asset Management Core Questions

1. What Is The Current State Of Your Assets?
2. What Is Your Required Sustained Level Of Service (LOS)?
3. Which Assets Are Critical To Sustained Performance?
4. What Are Your Best Capital Improvement Project (CIP) and O&M Strategies?
5. What Is The Utility's Best Long-term Financing Strategy?

Asset Management Core Question

Question 1 of 5

1

What Is The Current State Of Your Assets?

- What does the utility own?
- Where is it?
- What is its condition?
- What is its useful life?
- What is its value?

Asset Management Core Question
Question 2 of 5

2

What Is The Utility's Required Sustained Level Of Service (LOS)?

- What do the regulators require?
- What are the utility's performance goals?
- What LOS do the customers demand?
- What are the physical capabilities of the assets?

Asset Management Core Question
Question 3 of 5

3

Which Assets Are Critical To Sustained Performance?

- How can assets fail?
- How do assets fail?
- What are the likelihoods and consequences of asset failure?
- What does it cost to repair the asset?
- What are other costs that are associated with asset failure?

Asset Management Core Question
Question 4 of 5

4

What Are Your Best Capital Improvement Project (CIP) and O&M Strategies?

- What alternative management strategies exist?
- What strategies are the most feasible for my organization?

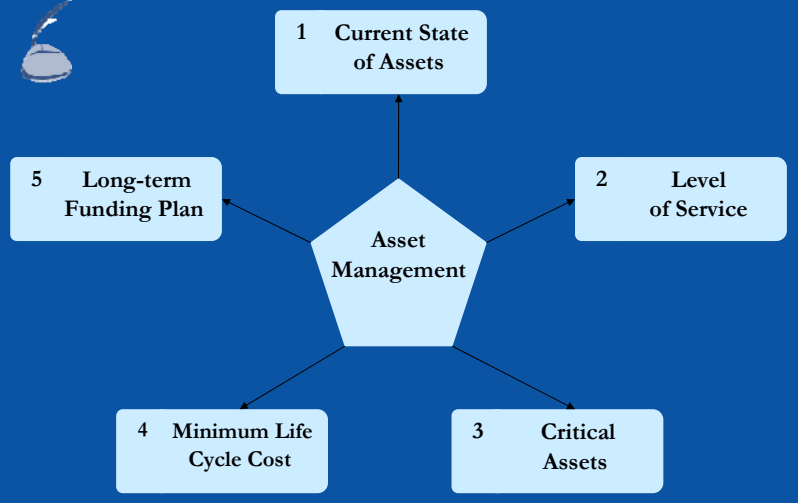
Asset Management Core Question
Question 5 of 5

5

What Is The Utility's Best Long-term Financing Strategy?

- What is the full economic costs associated with the utility?
- How can full cost pricing be implemented?

Asset Management Core Questions

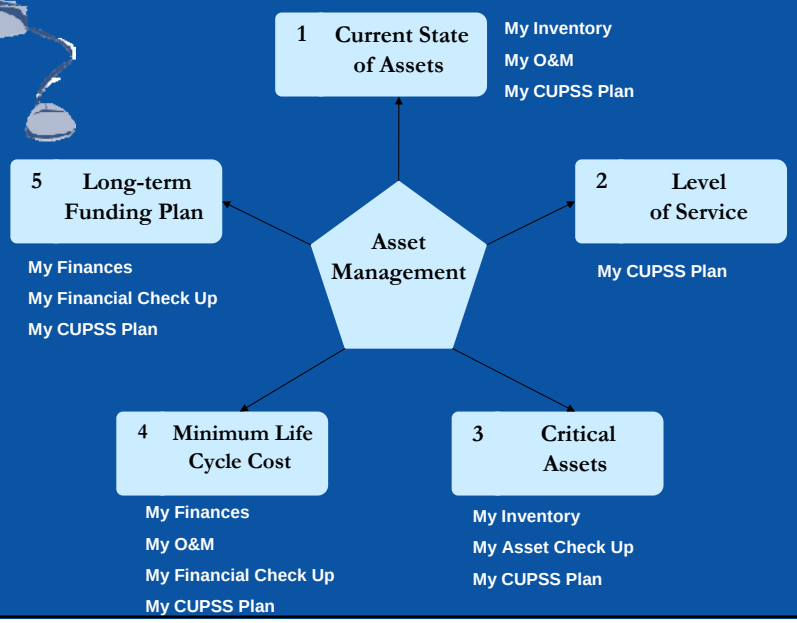


Introduction to CUPSS

- Free Asset Management tool
- Tool developed in partnership with trainers like you
- 'Desktop software' – program that runs on your computer
- Series of modules that store information about a user's utility

Asset Management Core Questions

CUPSS Modules



CUPSS Resources

How to get CUPSS Resources:

- Electronic Versions: CUPSS Website (www.epa.gov/cupss)
- Print Versions: User's and Trainer's Kits

Getting Started with CUPSS Workbook

Provides steps to get you started in implementing asset management:

- Team building
- Printable forms:
  - Inventory List (Drinking Water and Wastewater)
  - New Task
  - Finances

CUPSS Trainer's Guide

Educates trainers how to successfully introduce the CUPSS Tool

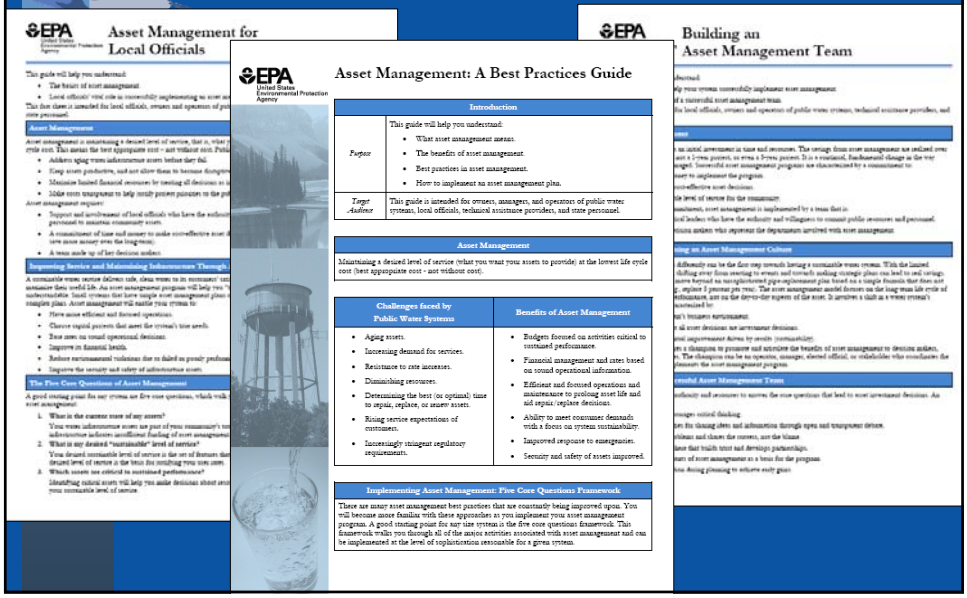
- Presents tips and techniques for
  - training preparation
  - marketing strategies

CUPSS User's Guide / Help

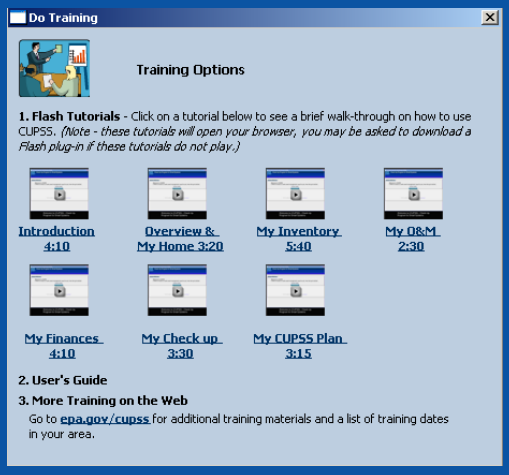
Designed to help you work with the CUPSS application and includes:

- Directions on how to install the software on your computer
- Description of all the functions and capabilities of CUPSS
- Step-by-step instructions for using the application to develop and implement an asset management plan

Best Practices Guide and Fact Sheets



Flash Training for CUPSS



CUPSS User's Guide – Section 4

Ongoing Support

- CUPSS Website
  - www.epa.gov/cupss
- CUPSS Email
  - cupss@epa.gov
- Listservs
  - User's
  - Trainer's

Example CUPSS - Beauty View Acres

Included with the CUPSS application to provide real life drinking water and wastewater utility examples:

- Beauty View Acres Subdivision in Franklin County, MO
  - Primary water source: **Groundwater**
  - Wastewater: **Sewer**
  - Population served: **75**

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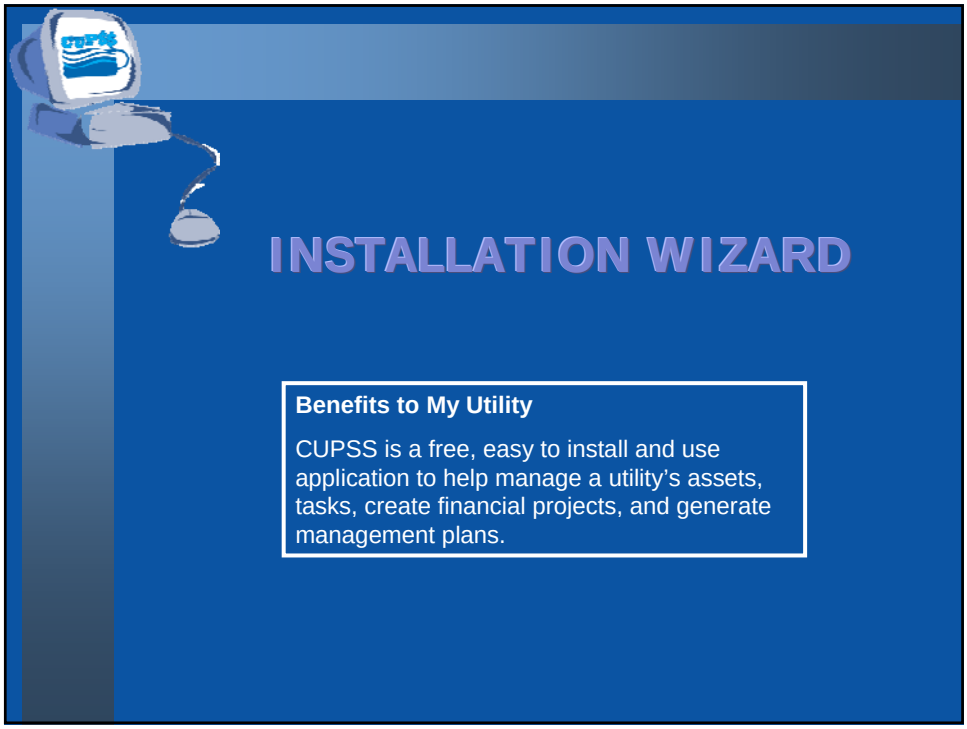
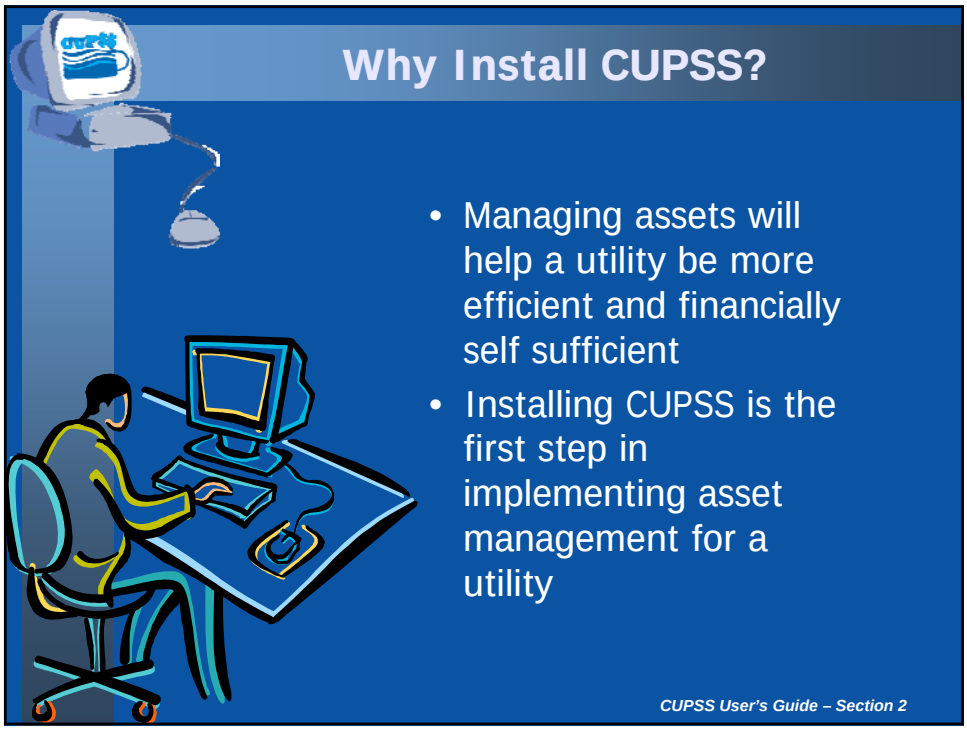
- Session 1 Your CUPSS


INSTALLATION WIZARD
Benefits to My Utility
CUPSS is a free, easy to install and use application to help manage a utility's assets, tasks, create financial projects, and generate management plans.


Why Install CUPSS?
• Managing assets will help a utility be more efficient and financially self sufficient
• Installing CUPSS is the first step in implementing asset management for a utility
CUPSS User's Guide – Section 2

Basic Computer Requirements

- 1 GHz Processor
  - 2 GB Recommended
- Minimum 512 MB RAM
  - 1 GB Recommended
- Minimum 1.5 GB Hard Drive Disk Free Space
  - 2 GB Recommended
- At least 800x600 capable video card

CUPSS Software

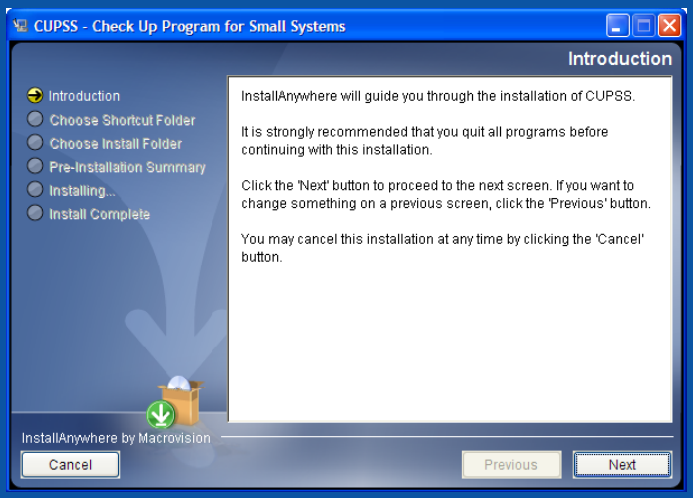
- Install the CUPSS software on your computer by:
  - Using the CUPSS CD
  - Download from the CUPSS Website (www.epa.gov/cupss)
- Launch the CUPSS Installation Wizard

Poll Question

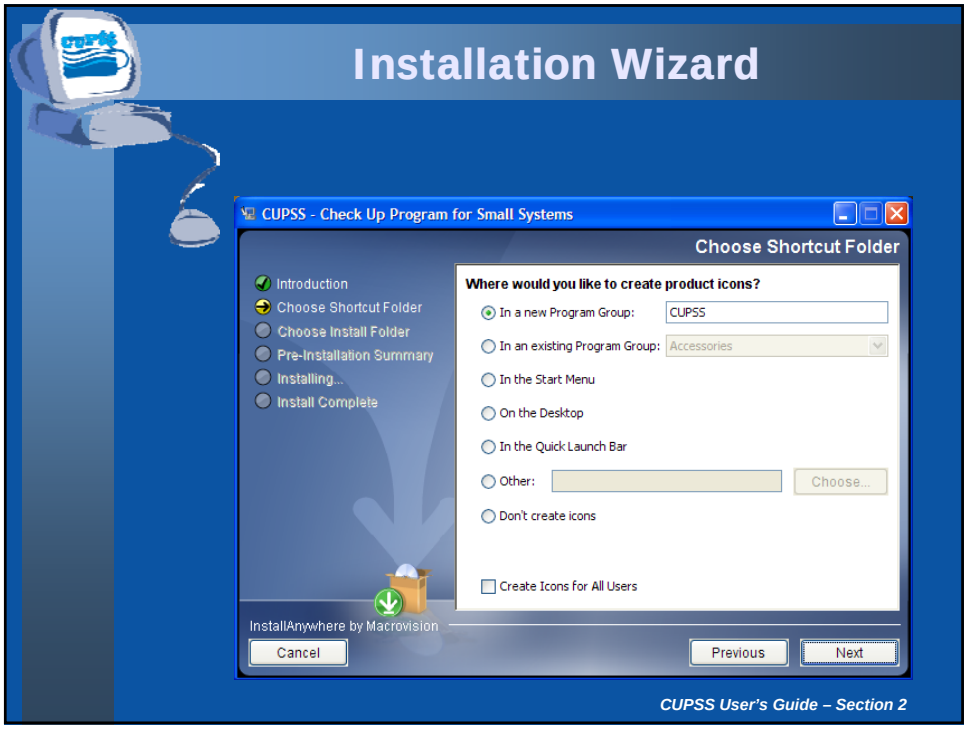
Have you installed CUPSS on your personal computer?

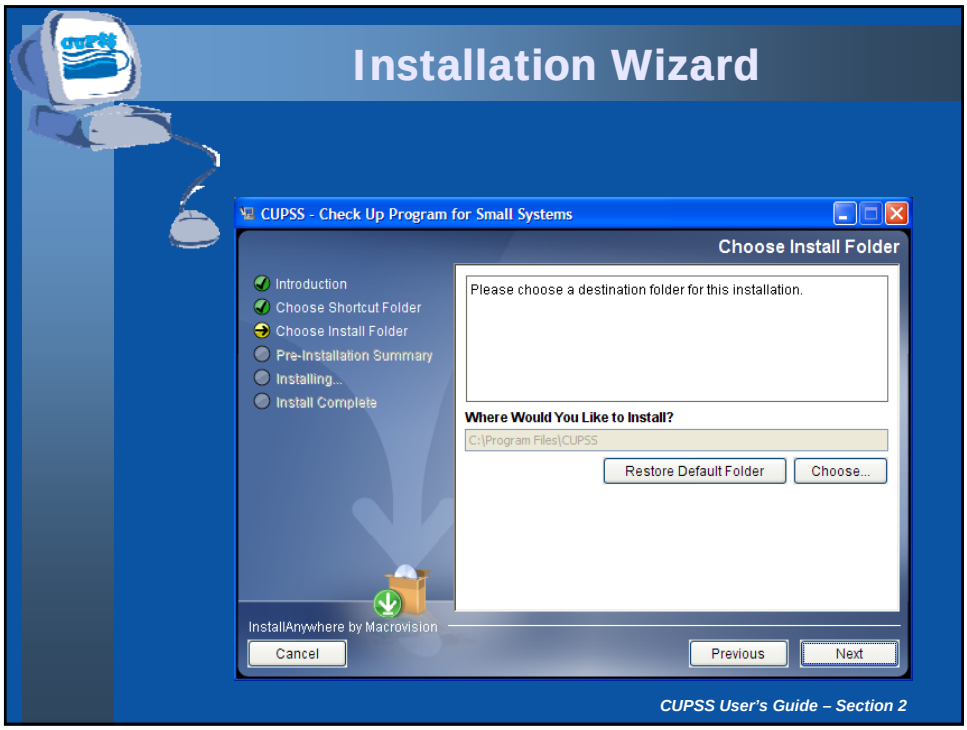
A. Yes
B. No
C. I'm installing right now

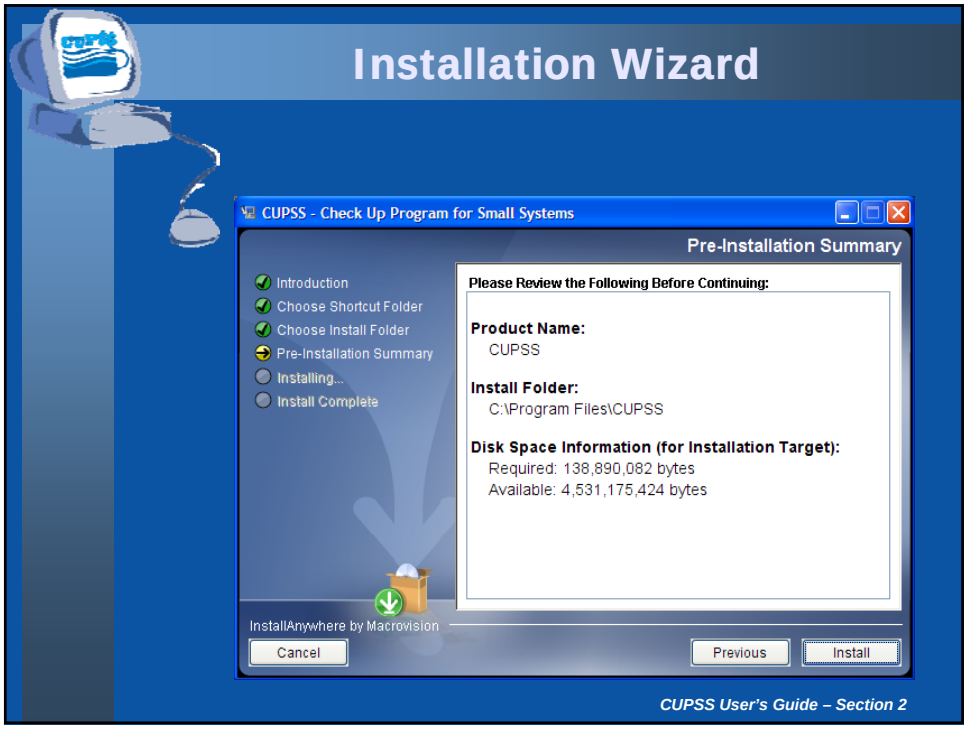
Installation Wizard

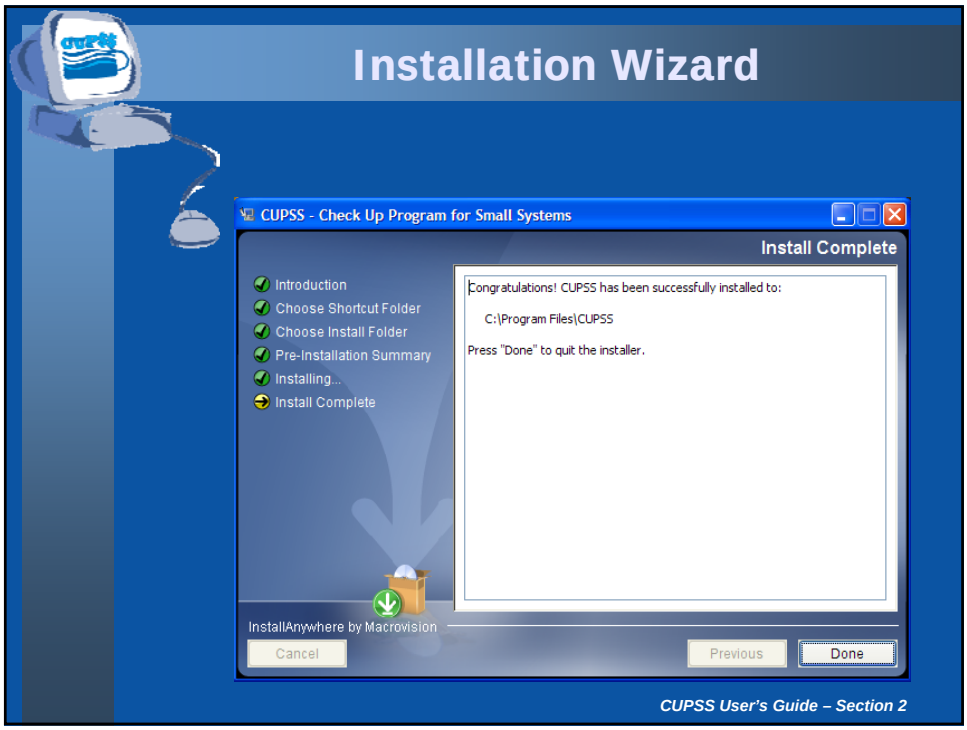


CUPSS User's Guide – Section 2


Installation Wizard
CUPSS - Check Up Program for Small Systems
Choose Shortcut Folder
Introduction
Choose Shortcut Folder
Choose Install Folder
Pre-Installation Summary
Installing...
Install Complete
Where would you like to create product icons?
In a new Program Group:
CUPSS
In an existing Program Group:
Accessories
In the Start Menu
On the Desktop
In the Quick Launch Bar
Other:
Choose...
Don't create icons
Create Icons for All Users
InstallAnywhere by Macrovision
Cancel
Previous
Next
CUPSS User's Guide – Section 2

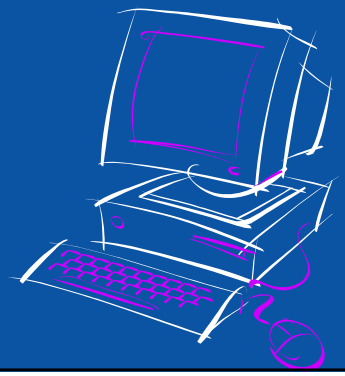

Installation Wizard
CUPSS - Check Up Program for Small Systems
Choose Install Folder
Introduction
Choose Shortcut Folder
Choose Install Folder
Pre-Installation Summary
Installing...
Install Complete
Please choose a destination folder for this installation.
Where Would You Like to Install?
C:\Program Files\CUPSS
Restore Default Folder
Choose...
InstallAnywhere by Macrovision
Cancel
Previous
Next
CUPSS User's Guide – Section 2


Installation Wizard
CUPSS - Check Up Program for Small Systems
Pre-Installation Summary
Introduction
Choose Shortcut Folder
Choose Install Folder
Pre-Installation Summary
Installing...
Install Complete
Please Review the Following Before Continuing:
Product Name:
CUPSS
Install Folder:
C:\Program Files\CUPSS
Disk Space Information (for Installation Target):
Required: 138,890,082 bytes
Available: 4,531,175,424 bytes
InstallAnywhere by Macrovision
Cancel
Previous
Install
CUPSS User's Guide – Section 2


Installation Wizard
CUPSS - Check Up Program for Small Systems
Install Complete
Introduction
Choose Shortcut Folder
Choose Install Folder
Pre-Installation Summary
Installing...
Install Complete
Congratulations! CUPSS has been successfully installed to:
C:\Program Files\CUPSS
Press "Done" to quit the installer.
InstallAnywhere by Macrovision
Cancel
Previous
Done
CUPSS User's Guide – Section 2

CUPSS Example

Installation Exercise



CUPSS Example

Q&A on Installation Exercise

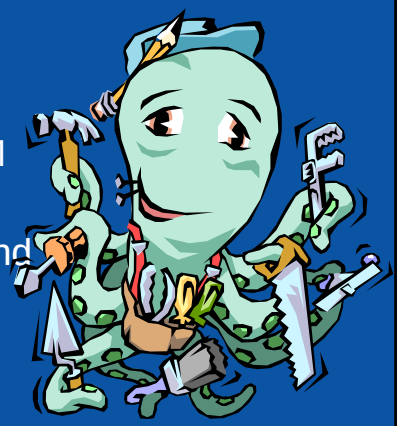
SETTING UP CUPSS

Benefits to My Utility

CUPSS can help you save time by setting up default tasks and helping you establish an operation and maintenance plan.

Why Set Up CUPSS?

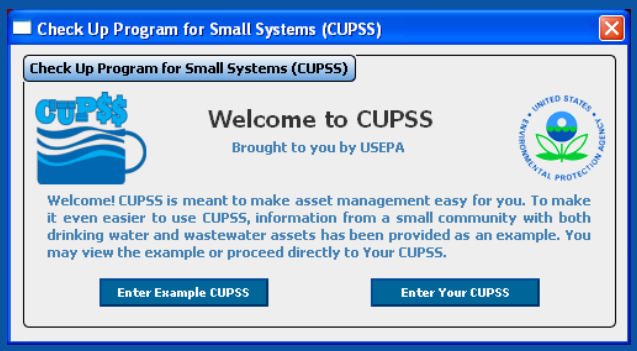
- Customize utility information
- Add personal user information
- Include basic O&M tasks
- Add other users and team members



Think about the Asset Management Plan

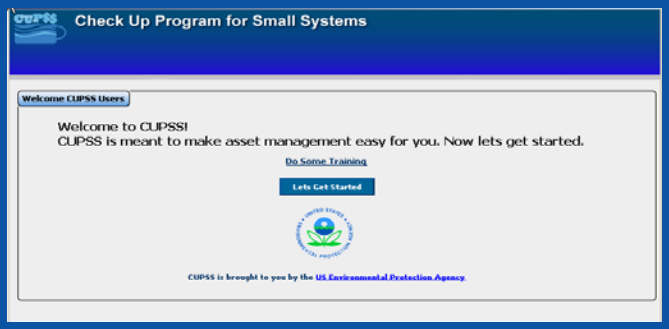
Setting up CUPSS is the first step toward generating a customized asset management plan. This set up process allows a utility to identify key tasks and team members to keep the utility on track.

Welcome Screen



CUPSS User's Guide – Section 3

CUPSS Start Up



CUPSS User's Guide – Section 3

Get Started Using CUPSS

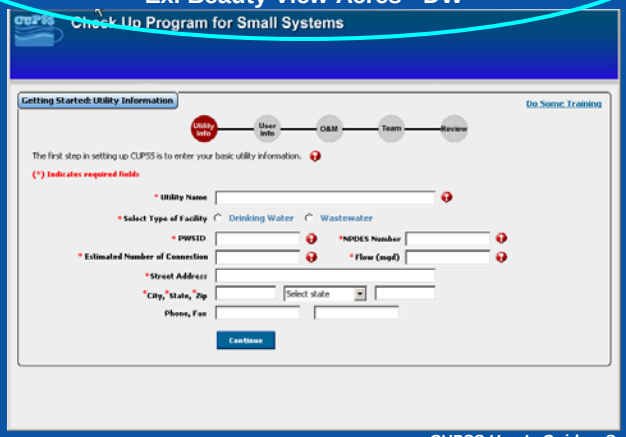
There are five steps in the Getting Started module:

1. Enter utility information
2. Enter user information
3. Schedule operations and maintenance tasks
4. Enter information about your project team
5. Review and save data

CUPSS User's Guide – Section 3

Utility Information

If you have multiple projects that you would like to enter into CUPSS, enter the utility name and then the project name.
Ex. Beauty View Acres - DW



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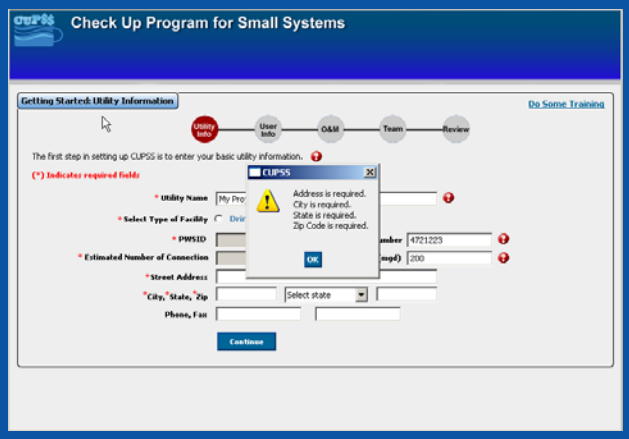
Utility Information



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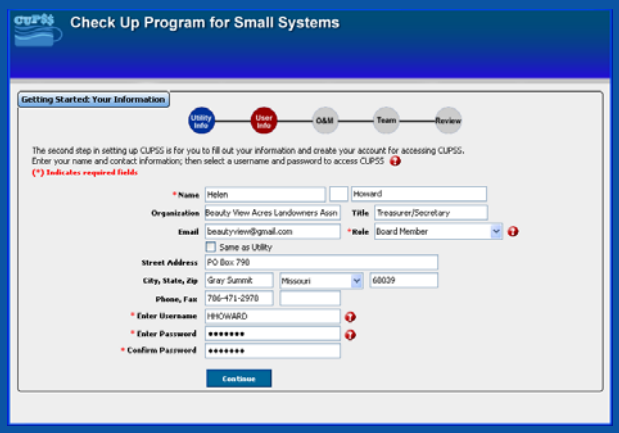
User Information



CUPSS User's Guide – Section 3

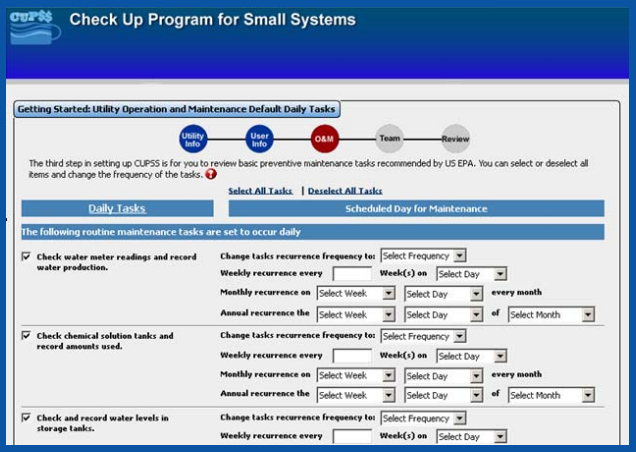
Operations and Maintenance

4 different schedules for O&M Tasks

- Daily
- Weekly
- Monthly
- Annually

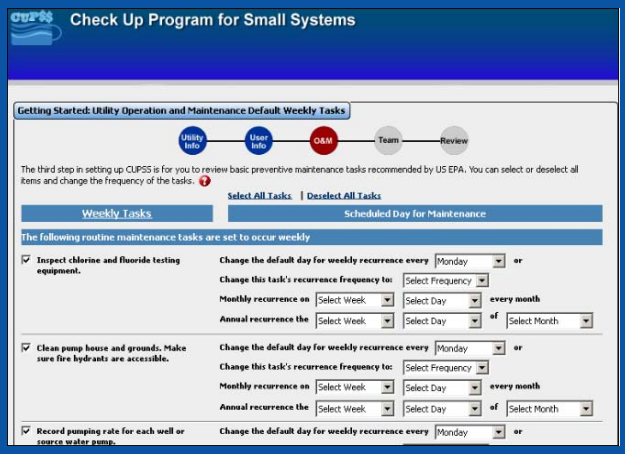
CUPSS User's Guide – Section 3

O&M – Daily Tasks



CUPSS User's Guide – Section 3

O&M – Weekly Tasks



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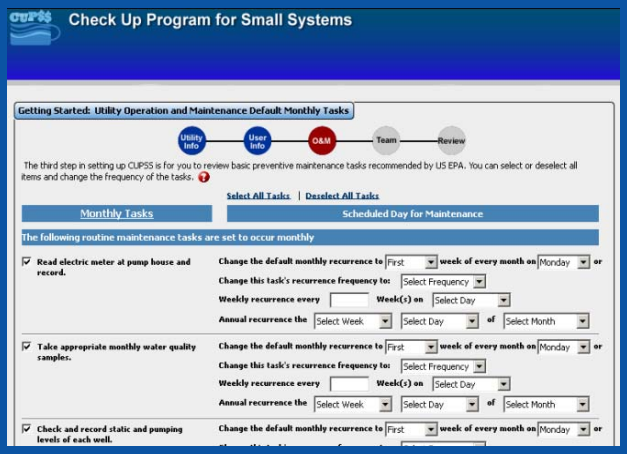
O&M – Monthly Tasks



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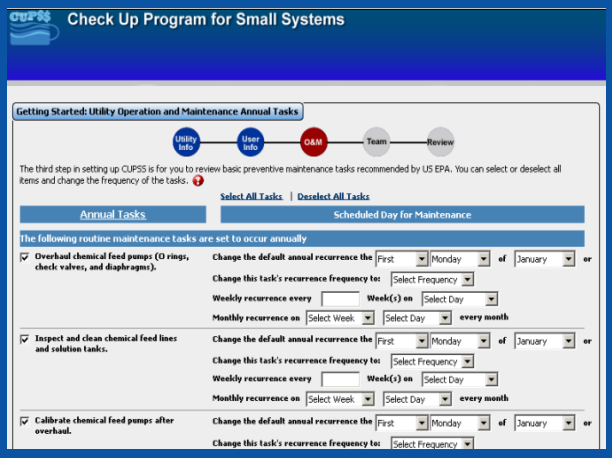
O&M – Annual Tasks



CUPSS User's Guide – Section 3

Assemble Your Team

Your team may include the following people:

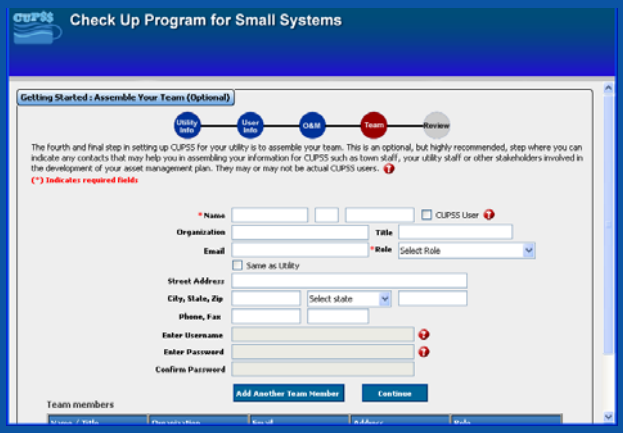
Benefits to My Utility

CUPSS can help you save your team member contacts in one easy to find place. These team members will later help you prepare and implement your Asset Management Plan.

- Water system operators
- Engineers
- Local and elected officials
- Accounting staff
- Information technology staff
- Treasurer
- Other infrastructure managers and staff from other utilities
- Representatives from environmental groups
- Representatives from neighboring water districts
- Members of the community
- And anyone else you work with in your day-to-day operations.

CUPSS User's Guide – Section 9

Add Team Members



CUPSS User's Guide – Section 3

View Team Members

Team members

Name / Title	Organization	Email	Address	Role
Sylvio Smith / Operator	My Utility	sylvio.smith@myutility.c...	123 Water Way Truman...	Operator/Facility Staff
Amanda Acton / Planner	Town Council	amanda.acton@tburgto...	44 Main Street Trumans...	Local Official

Resize the column widths to view additional information in the row. Hold the cursor over the line between two columns until it changes to look like this:

CUPSS User's Guide – Section 3

Edit and Delete Team Members

Edit Records

Name / Title	Organization	Email	Address	Role	CUPSS User
Alden McDonald / C...	Beauty View Acres ...		MO EASTERN COR...	Head Operator	Yes
Dan Daugherty / ...	Missouri Departmen...	Missouri@dnr.	t St. ...	State Contact	Yes
Dennis Siders / Reg...	Midwest Assistance...	midwest@map	illiam...	Technical Assistanc...	Yes
John Hoagland / Ad...	Missouri Rural Wat...	ruralwater@m	ain St ...	Technical Assistanc...	Yes
Robert Dunlevy / E...	USEPA	EPAwater@epa.gov	007 N 12th Street ...	EPA Contact	Yes

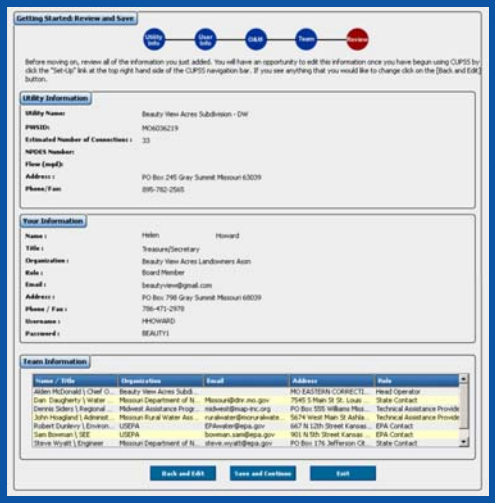
Edit Row

Remove Row

Delete Records

CUPSS User's Guide – Section 3

Set Up Review



CUPSS User's Guide – Section 3

CUPSS Example

Setting Up CUPSS Exercise

CUPSS Example

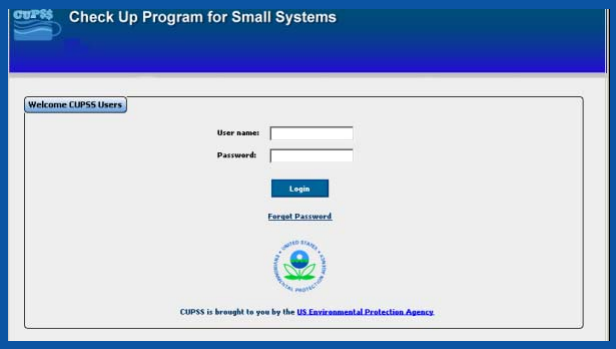
Q&A on Setting Up CUPSS Exercise

LOGIN AND NAVIGATION

Benefits to My Utility

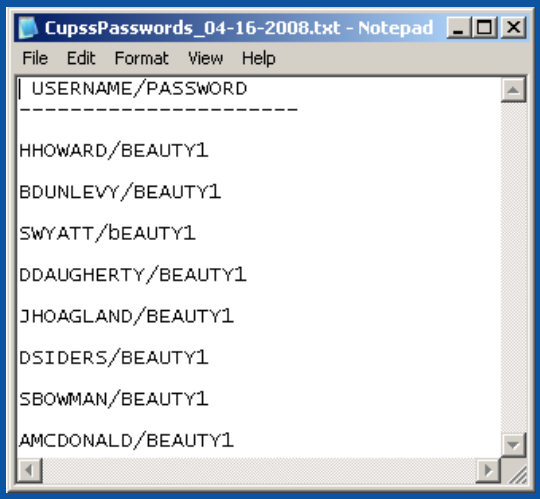
CUPSS provides a secure interface and allows you to set-up multiple users to work on a utility.

Login

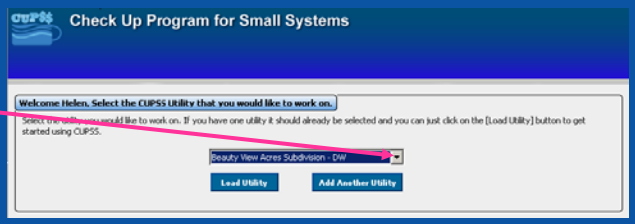


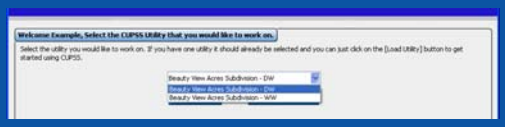
CUPSS User's Guide – Section 4

Password Information



Select Utility





Benefits to My Utility

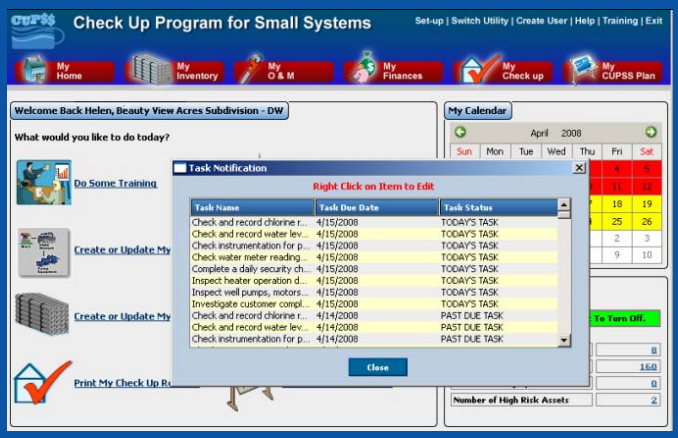
CUPSS lets you add as many utilities as you like. If you manage a drinking and wastewater utility you can create a single My CUPSS Asset Management Plan for both utilities.

CUPSS User's Guide – Section 4

CUPSS Homepage

Benefits to My Utility

CUPSS reminders help you track and monitor tasks and high risk assets needing close monitoring in one easy to use tool, saving you time. So be sure to keep your CUPSS up-to-date!



CUPSS User's Guide – Section 4

Navigate Through CUPSS

Navigation Area

- Includes the administration menu and the CUPSS module buttons

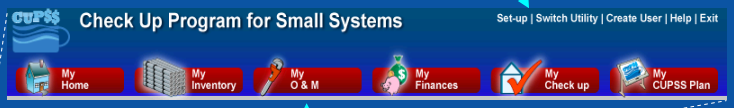
Activity Windows

- Where you will view, edit and manipulate data

CUPSS User's Guide – Section 4

Navigation Area

Administration Menu



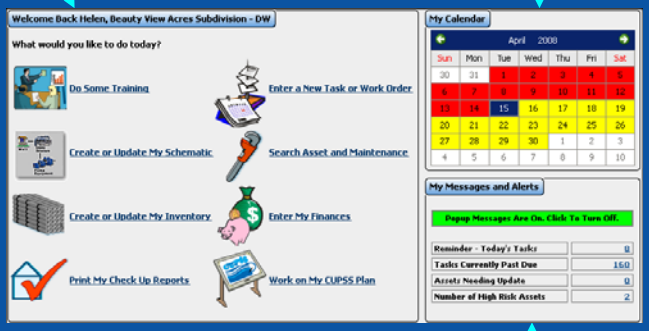
CUPSS Module Buttons

CUPSS User's Guide – Section 4

Activity Windows

Main Window

My Calendar Window

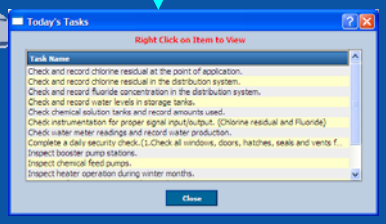


My Messages and Alerts Window

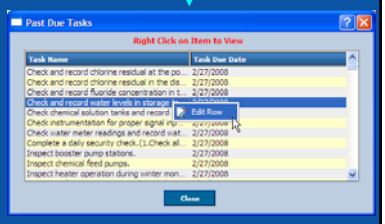
CUPSS User's Guide – Section 4

Status Tables

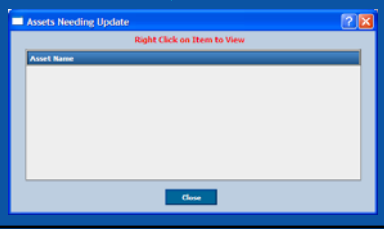
Today's Tasks



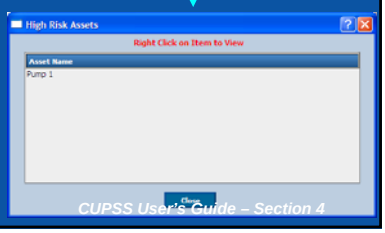
Tasks Currently Past Due



Assets Needing Update



Number of High Risk Assets



CUPSS User's Guide – Section 4

CUPSS Example

Login and Navigation Exercise

CUPSS Example

Q&A on Login and Navigation Exercise

HELP

Benefits to My Utility

CUPSS provides step by step instructions on how to use every aspect of the application.

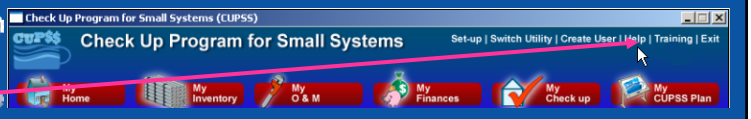
Help

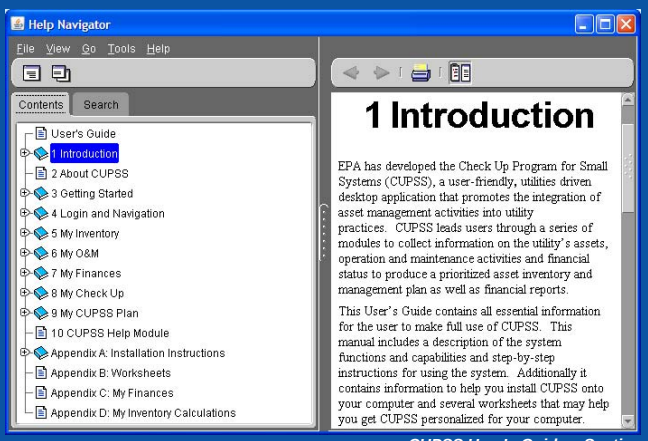
In the Help module, we will be discussing:

- How to view the contents within the electronic CUPSS User's Guide
- How to search the CUPSS User's Guide

CUPSS User's Guide – Section 4

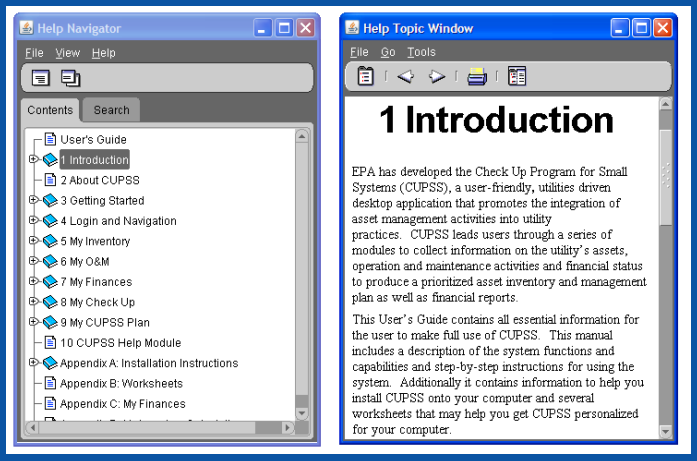
CUPSS Help Module





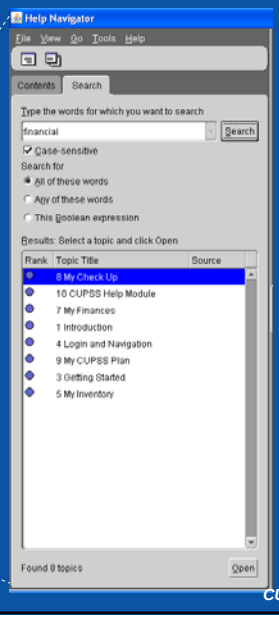
CUPSS User's Guide – Section 4

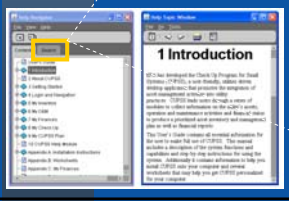
Browse Help



CUPSS User's Guide – Section 4

Search Help

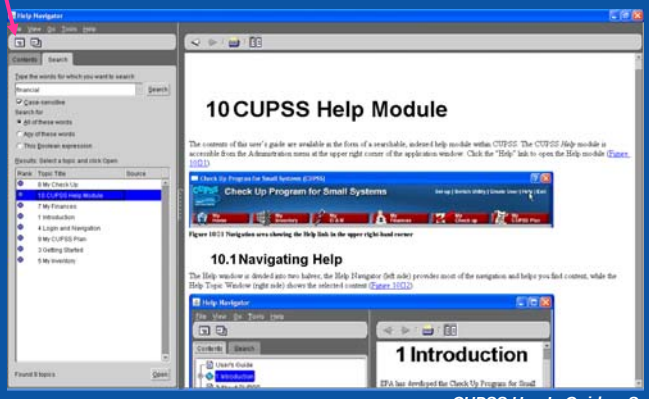




CUPSS User's Guide – Section 4

Search Results

Your Search Results can be displayed in the main window (as shown here) or in a separate window



CUPSS User's Guide – Section 4

CUPSS Example

Help Exercise

Poll Question

In what chapters is the phrase ‘add new user’ located?

A. Getting Started
B. Login and Navigation
C. My Finances
D. All of the above

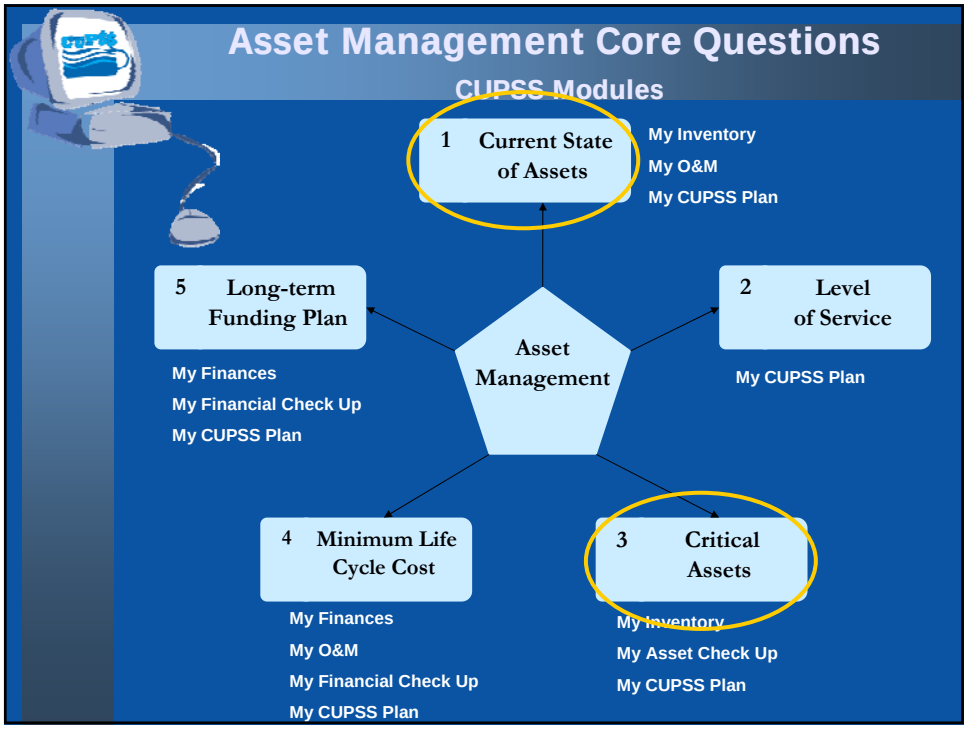
CUPSS Example

Q&A on Help Exercise

MY INVENTORY

Benefits to My Utility

CUPSS can be used to create an inventory of a utility's assets, identify critical assets for capital improvement planning and create a schematic to present an overview to town officials.


Asset Management Core Questions
CUPSS Modules
1 Current State of Assets
My Inventory
My O&M
My CUPSS Plan
5 Long-term Funding Plan
My Finances
My Financial Check Up
My CUPSS Plan
Asset Management
2 Level of Service
My CUPSS Plan
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My Financial Check Up
My CUPSS Plan
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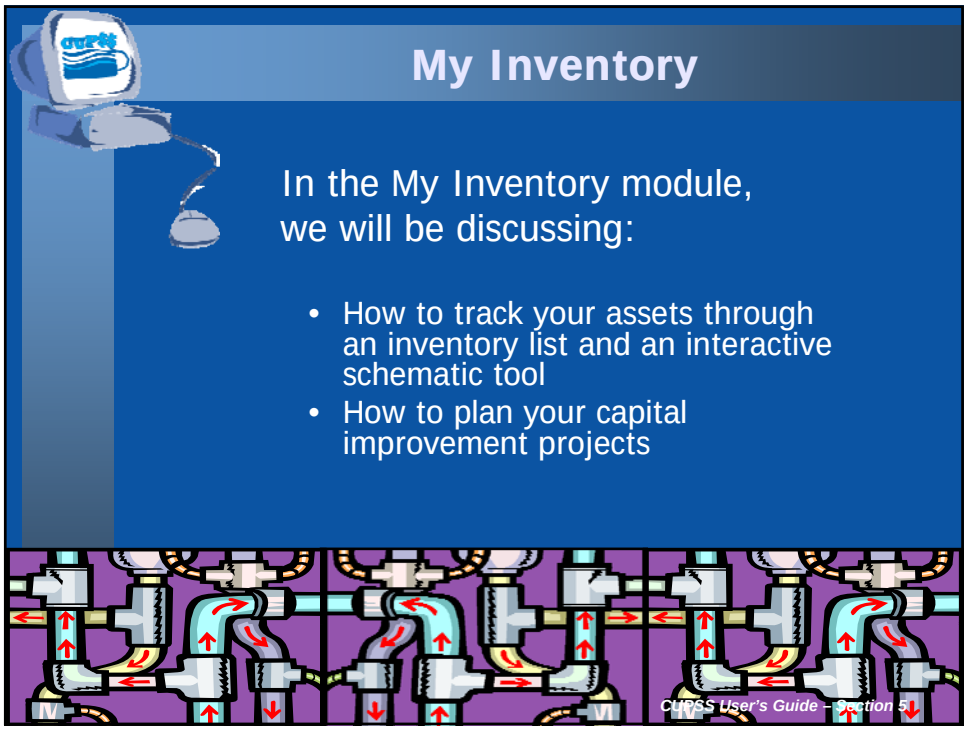
My Inventory
My Asset Check Up
My CUPSS Plan


My Inventory
In the My Inventory module, we will be discussing:
• How to track your assets through an inventory list and an interactive schematic tool
• How to plan your capital improvement projects
CUPSS User's Guide – Section 5

Why Manage Your Inventory?

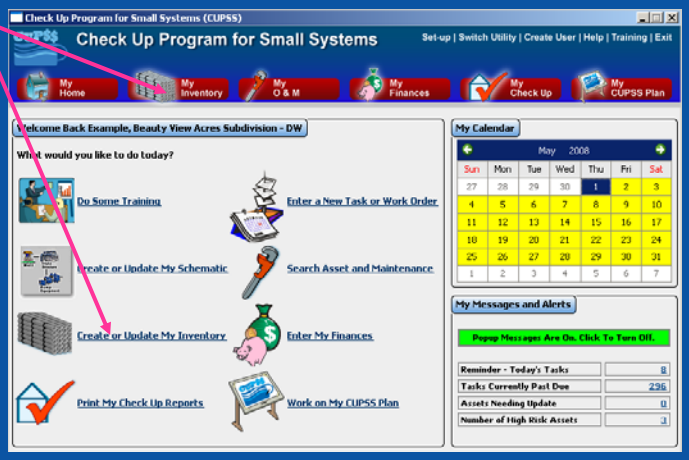
- Identify what assets you own and their purpose
- Map out what you have and what other assets are associated with them
- Determine when your assets will need to be replaced

CUPSS User's Guide – Section 5

Think about the Asset Management Plan

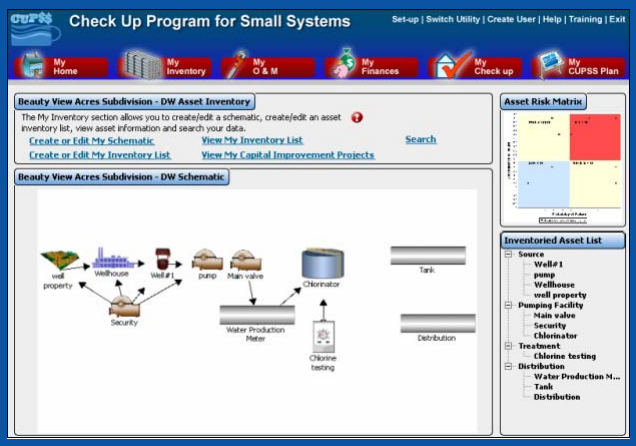
Tracking your assets will help you determine which assets are critical to the utility. Your asset management plan can keep a record of all assets and the consequence of their failure.

Navigate to My Inventory



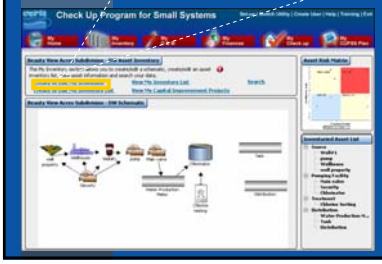
CUPSS User's Guide – Section 5

My Inventory Home



CUPSS User's Guide – Section 5

Create or Edit My Schematic



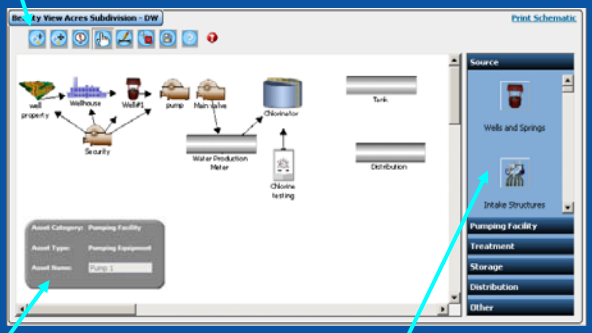
Benefits to My Utility

CUPSS includes a schematic of the utility in the My CUPSS Asset Inventory Report and My CUPSS Asset Management Plan. The schematic can be used to provide town officials an overview of the utility.

CUPSS User's Guide – Section 5

Create or Edit My Schematic

Schematic Editing Buttons

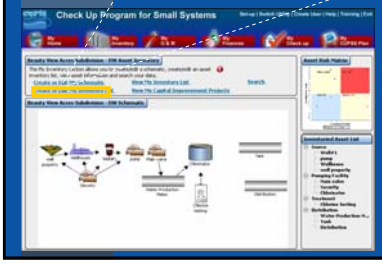


Identify Asset

Asset Category Images

CUPSS User's Guide – Section 5

Create or Edit My Inventory List



Benefits to My Utility

CUPSS includes your asset information in the My CUPSS Asset Management Plan to help you discuss the critical assets and develop capital improvement plan.

CUPSS User's Guide – Section 5

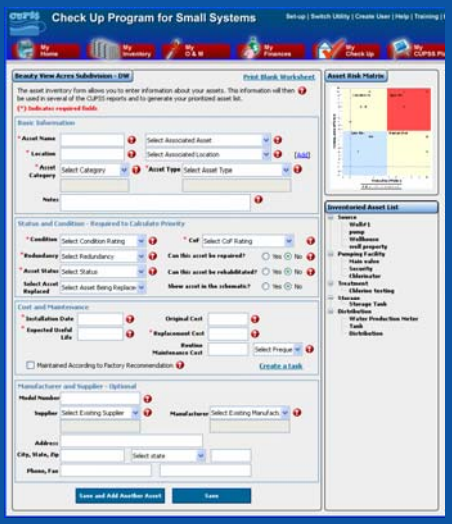
Asset Inventory

Basic Information

Status and Condition

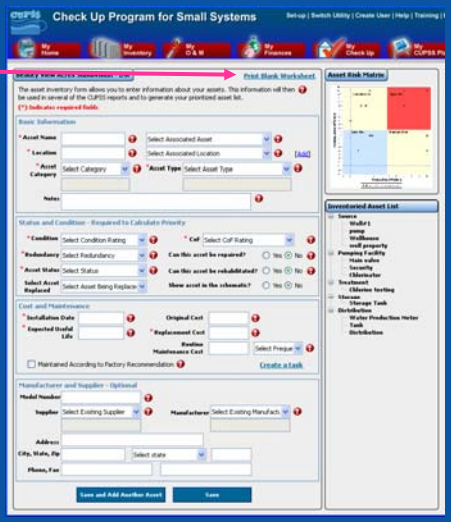
Cost and Maintenance

Manufacturer and Supplier



CUPSS User's Guide – Section 5

Print Blank Worksheet



CUPSS User's Guide – Section 5

Blank Drinking Water Worksheet

Inventory List (Drinking Water)

Asset Name	Location
Associated Asset	**Associated Location**

Asset Category

❑ Source ❑ Pumping Facility ❑ Treatment ❑ Storage ❑ Distribution ❑ Other

Asset Type

❑ Wells and Springs	❑ Valves	❑ Hydrants	❑ Galleries and Tunnels
❑ Intake Structures	❑ Computer Equipment/ Software	❑ Treatment Equipment	❑ Meters
❑ Pumping Equipment	❑ Transformers/ Switchgears/ Wiring	❑ Lab/Monitoring Equipment	❑ Raw Water Reservoirs
❑ Disinfection Equipment	❑ Motor Controls/Drives	❑ Tools and Shop Equipment	❑ Generators
❑ Hydropneumatic Tanks	❑ Sensors	❑ Transportation Equipment	❑ Liquid Waste Handling & Disposal
❑ Concrete & Metal Storage Tanks	❑ Buildings	❑ Security Equipment	❑ Solid Waste Handling & Disposal
❑ Transmission Mains	❑ Service Lines	❑ Land	❑ Other
❑ Distribution Pipes			

Asset Status

❑ Active ❑ Not in Use – Abandoned ❑ Not in Use – Back Up ❑ Future Investment

Can this Asset be Repaired? ❑ Yes ❑ No

Can this Asset be Rehabilitated? ❑ Yes ❑ No

Condition

❑ Excellent ❑ Good ❑ Fair (Average) ❑ Poor ❑ Very Poor

Is the asset maintained according to manufacturerrecommendations? ❑ Yes ❑ No

Consequence of Failure

❑ Insignificant – CoF of 2 ❑ Minor – CoF of 4 ❑ Moderate – CoF of 6

❑ Major – CoF of 8 ❑ Catastrophic – CoF of 10

Redundancy

❑ 0% Backup ❑ 50% Backup ❑ 100% Backup ❑ 200% Secondary Backup

Installation Date	Original Cost
	$
Expected Useful Life	**Replacement Cost**
	$
Routine Maintenance Costs	**Timeframe**
$	❑ per/day ❑ per/week ❑ per/month ❑ per/year ❑ lifetime

Optional Information

Frequency of Routine Maintenance	Start Date
Model Number	**Manufacturer**

Supplier Name

Address	City, State, Zip
Phone Number	**Fax Number**

Notes

Blank Wastewater Worksheet

Inventory List (Wastewater)

Asset Name	Location
Associated Asset	**Associated Location**

Asset Category

❑ Pumping Facility ❑ Treatment ❑ Storage ❑ Collection ❑ Other

Asset Type

❑ Pumping Equipment	❑ Transformers/ Switchgears/ Wiring	❑ Lab/Monitoring Equipment	❑ Galleries and Tunnels
❑ Disinfection Equipment	❑ Motor Controls/Drives	❑ Tools and Shop Equipment	❑ Meters
❑ Concrete & Metal Storage Tanks	❑ Sensors	❑ Transportation Equipment	❑ Generators
❑ Transmission Mains	❑ Buildings	❑ Security Equipment	❑ Liquid Waste Handling & Disposal
❑ Valves	❑ Service Lines	❑ Land	❑ Solid Waste Handling & Disposal
❑ Computer Equipment/ Software	❑ Treatment Equipment	❑ Sewers	❑ Other
		❑ Pressure Pipework	

Asset Status

❑ Active ❑ Not in Use – Abandoned ❑ Not in Use – Back Up ❑ Future Investment

Can this Asset be Repaired? ❑ Yes ❑ No

Can this Asset be Rehabilitated? ❑ Yes ❑ No

Condition

❑ Excellent ❑ Good ❑ Fair (Average) ❑ Poor ❑ Very Poor

Is the asset maintained according to manufacturer's recommendations? ❑ Yes ❑ No

Consequence of Failure

❑ Insignificant – CoF of 2 ❑ Minor – CoF of 4 ❑ Moderate – CoF of 6

❑ Major – CoF of 8 ❑ Catastrophic – CoF of 10

Redundancy

❑ 0% Backup ❑ 50% Backup ❑ 100% Backup ❑ 200% Secondary Backup

Installation Date	Original Cost
	$
Expected Useful Life	**Replacement Cost**
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Routine Maintenance Costs	**Timeframe**
$	❑ per/day ❑ per/week ❑ per/month ❑ per/year ❑ lifetime

Optional Information

Frequency of Routine Maintenance	Start Date
Model Number	**Manufacturer**
Supplier Name	
Address	**City, State, Zip**
Phone Number	**Fax Number**
Notes	

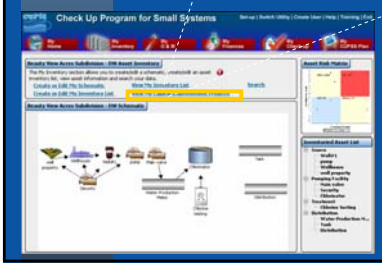
View My Inventory List

Beauty View Acres Subdivision - DW Asset Inventory

The My Inventory section allows you to create/edit a schematic, create/edit an asset inventory list, view asset information and search your data.

Create or Edit My Schematic | View My Inventory List | Search

Create or Edit My Inventory List | View My Capital Improvement Projects

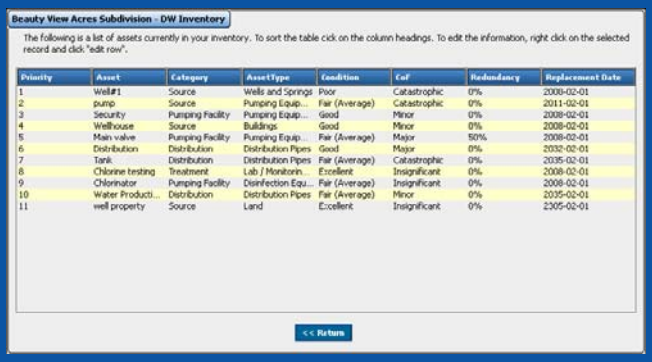


Benefits to My Utility

CUPSS provides you with recommendations on repair, rehab and replace decisions using the condition, EUL, redundancy and CoF. These decisions are used in developing your capital improvement plan section of the My CUPSS Asset Management Plan.

CUPSS User's Guide – Section 5

Asset Inventory List



Beauty View Acres Subdivision - DW Inventory

The following is a list of assets currently in your inventory. To sort the table click on the column headings. To edit the information, right click on the selected record and click "edit row".

Priority	Asset	Category	AssetType	Condition	CoF	Redundancy	Replacement Date
1	Well#1	Source	Wells and Springs	Poor	Catastrophic	0%	2000-02-01
2	pump	Source	Pumping Equip...	Fair (Average)	Catastrophic	0%	2011-02-01
3	Security	Pumping Facility	Pumping Equip...	Good	Minor	0%	2008-02-01
4	Wellhouse	Source	Buildings	Good	Minor	0%	2008-02-01
5	Main valve	Pumping Facility	Pumping Equip...	Fair (Average)	Major	50%	2008-02-01
6	Distribution	Distribution	Distribution Pipes	Good	Major	0%	2032-02-01
7	Tank	Distribution	Distribution Pipes	Fair (Average)	Catastrophic	0%	2035-02-01
8	Chlorine testing	Treatment	Lab / Monitorin...	Excellent	Insignificant	0%	2008-02-01
9	Chlorinator	Pumping Facility	Disinfection Equ...	Fair (Average)	Insignificant	0%	2008-02-01
10	Water Producti...	Distribution	Distribution Pipes	Fair (Average)	Minor	0%	2035-02-01
11	well property	Source	Land	Excellent	Insignificant	0%	2305-02-01

<< Return

CUPSS User's Guide – Section 5

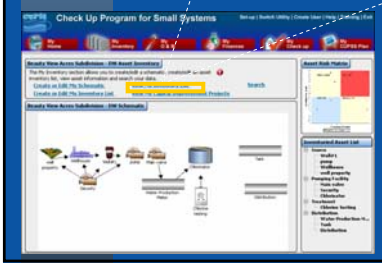
View My Capital Improvement Projects

Beauty View Acres Subdivision - DW Asset Inventory

The My Inventory section allows you to create/edit a schematic, create/edit an asset inventory list, view asset information and search your data.

Create or Edit My Schematic | View My Inventory List | Search

Create or Edit My Inventory List | View My Capital Improvement Projects

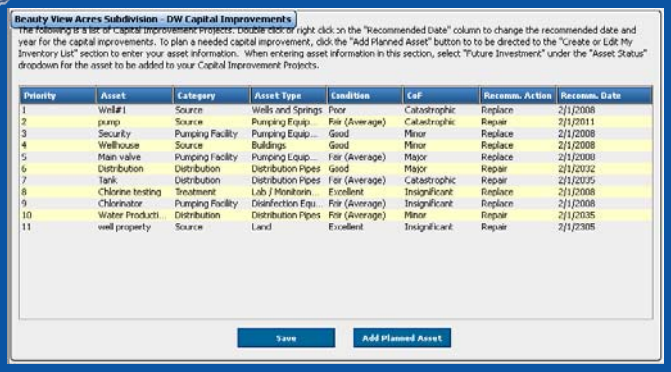


Benefits to My Utility

CUPSS calculates financial reserve required for assets needing to be replaced. This will help you complete the Capital Improvement Plan section of the My CUPSS Asset Management and provide you with the necessary information in discussing your financial need with your community early to plan for these improvements.

CUPSS User's Guide – Section 5

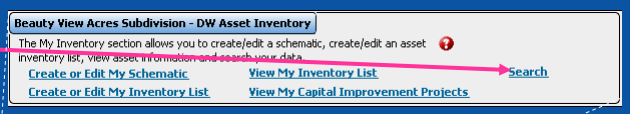
Capital Improvement Projects

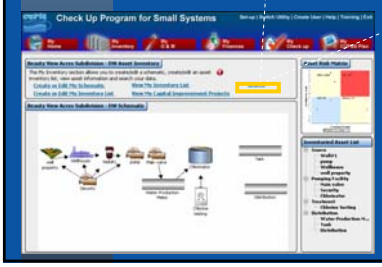


Priority	Asset	Category	Asset Type	Condition	CoF	Recomm. Action	Recomm. Date
1	Well#1	Source	Wells and Springs	Poor	Catastrophic	Replace	2/1/2008
2	pump	Source	Pumping Equip...	Fair (Average)	Catastrophic	Repair	2/1/2011
3	Security	Pumping Facility	Pumping Equip...	Good	Minor	Replace	2/1/2008
4	Wellhouse	Source	Buildings	Good	Minor	Replace	2/1/2008
5	Main valve	Pumping Facility	Pumping Equip...	Fair (Average)	Major	Replace	2/1/2008
6	Distribution	Distribution	Distribution Pipes	Good	Major	Repair	2/1/2032
7	Tank	Distribution	Distribution Pipes	Fair (Average)	Catastrophic	Repair	2/1/2035
8	Chlorine testing	Treatment	Lab / Monitorin...	Excellent	Insignificant	Replace	2/1/2008
9	Chlorinator	Pumping Facility	Disinfection Equ...	Fair (Average)	Insignificant	Replace	2/1/2008
10	Water Producti...	Distribution	Distribution Pipes	Fair (Average)	Minor	Repair	2/1/2035
11	well property	Source	Land	Excellent	Insignificant	Repair	2/1/2305

CUPSS User's Guide – Section 5

Search



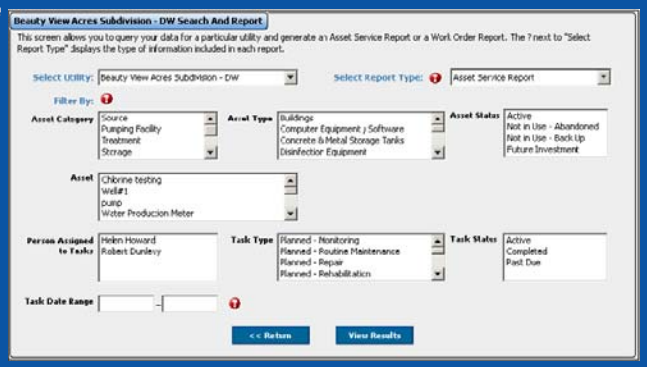


Benefits to My Utility

CUPSS allows you to export and work with your data. This way you can customize and work with all of the utility data in one location saving you time. In addition, you can use common tools like MS Excel to do additional analysis.

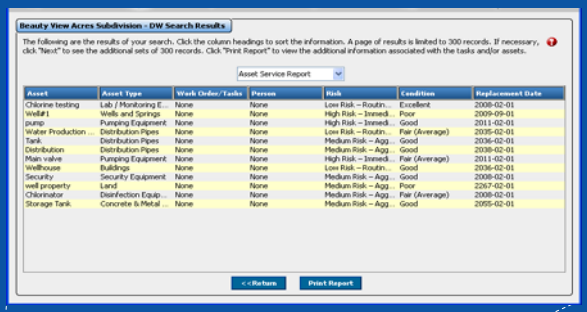
CUPSS User's Guide – Section 5

Search and Report



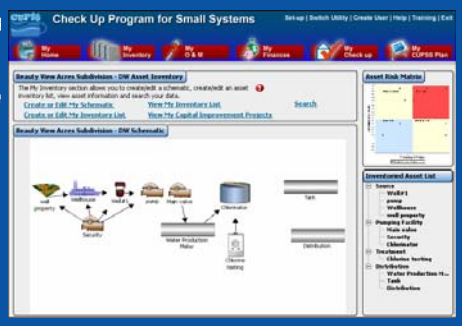
CUPSS User's Guide – Section 5

Search Results



CUPSS User's Guide – Section 5

Asset Inventory



Asset Risk Matrix

Inventoried Asset List

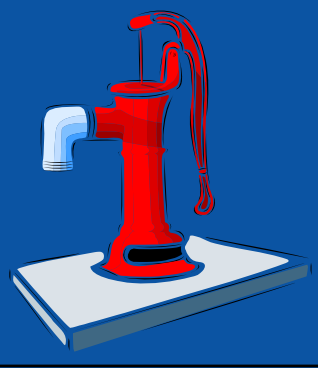
Benefits to My Utility

CUPSS provides you with critical assets in the My CUPSS Asset Management Plan based on the risk factors. So be sure to complete the asset inventory forms condition and cost section so you can get a complete picture of the health of a utility's asset to plan for the future.

CUPSS User's Guide – Section 5

CUPSS Example

My Inventory Exercise



Poll Question

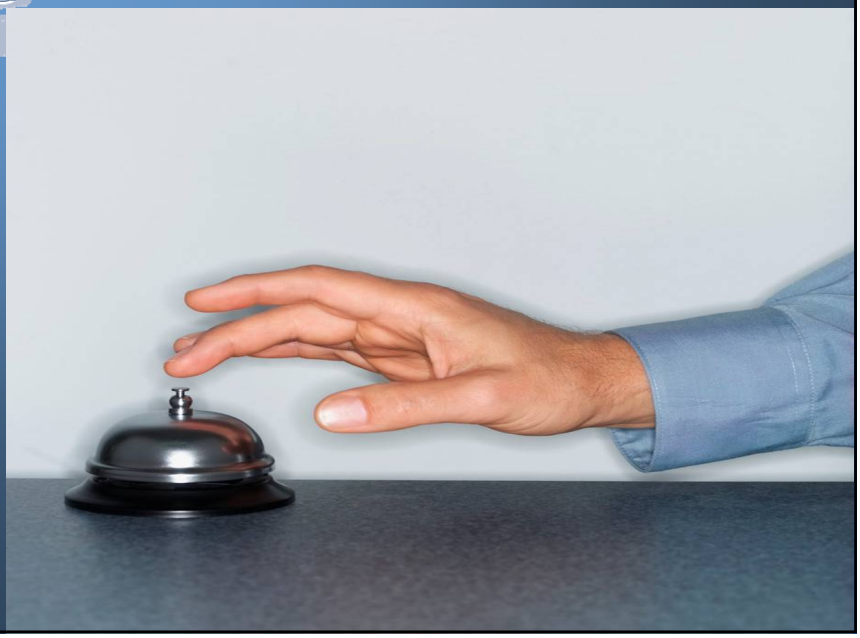
Will you use the schematic tool to create a map for a utility?

A. Yes
B. No
C. Not sure

CUPSS Example

Q&A on My Inventory Exercise

My Level of Service Goals



Asset Management Core Questions

CUPSS Modules

Asset Management

1 Current State of Assets
- My Inventory
- My O&M
- My CUPSS Plan

2 Level of Service
- My CUPSS Plan

3 Critical Assets
- My Inventory
- My Asset Check Up
- My CUPSS Plan

4 Minimum Life Cycle Cost
- My Finances
- My O&M
- My Financial Check Up
- My CUPSS Plan

5 Long-term Funding Plan
- My Finances
- My Financial Check Up
- My CUPSS Plan

Use Workbook to Identify LOS Goals

- Think of a goal or an area that you would like to improve
  - Use the Getting Started with CUPSS Workbook to write down these goals

Here is an example: You have an issue area of "leak or break response time" Your current response time is 24 hours.

Specific Goal: Reduce the leak or break response time by 50%
Goal Date: One year
First Step: Convene a meeting of all utility staff to discuss why the response time is currently 24 hours

Why Identify LOS Goals?

- Foundation of your asset management plan
- Meeting or exceeding customer expectations helps you improve your ability to recover the full cost of doing business

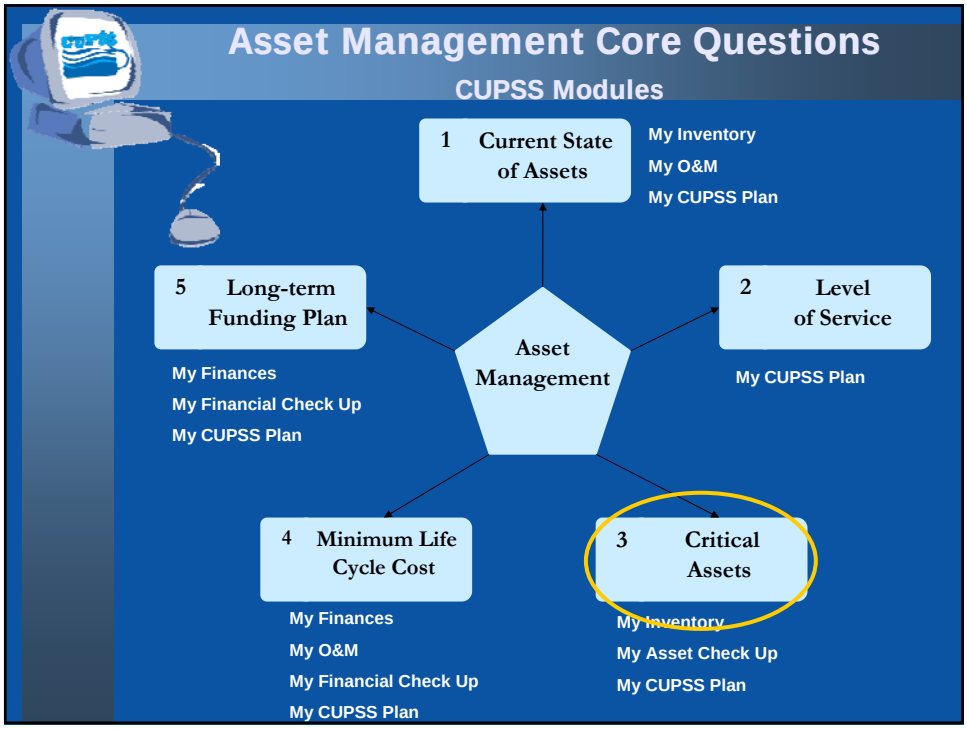
Think about the Asset Management Plan

Tracking your level of service goals will help you determine your short- and long-term goals which will enable you establish best practices. Listing these LOS goals in your asset management plan will allow you to prioritize and optimize everyday activities.

MY ASSET CHECK UP REPORT

Benefits to My Utility

CUPSS reports can be used to present your financial information entered in CUPSS in an organized fashion to your community decision makers and stakeholders.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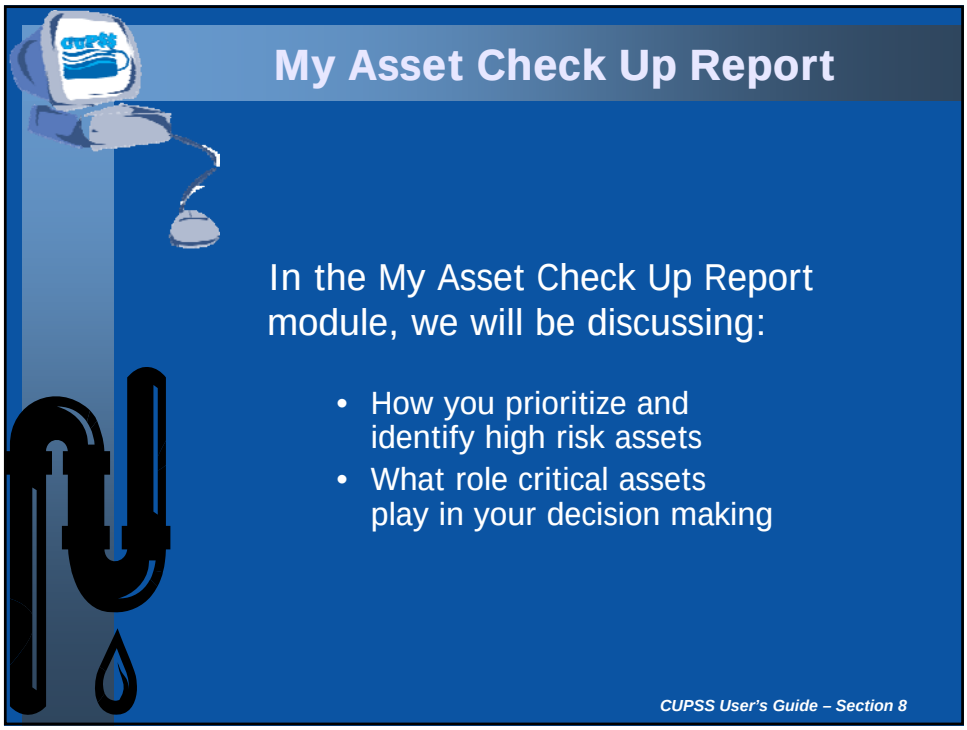

My Asset Check Up Report
In the My Asset Check Up Report module, we will be discussing:
• How you prioritize and identify high risk assets
• What role critical assets play in your decision making
CUPSS User's Guide – Section 8

Think about the Asset Management Plan

Tracking your high risk assets will help you identify and prioritize these critical assets. This information will help you improve O&M practices and enhance your long-term planning efforts.

Why Identify Critical Assets

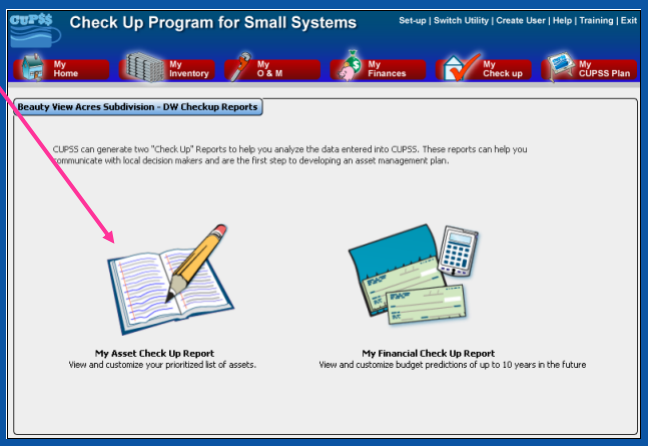
- Understand the risk of a critical asset failing
- Prioritize maintenance work based on an asset's consequence of failure
- Identify redundancy, or lack thereof, within the utility

CUPSS User's Guide – Section 8

Navigate to My Asset Check Up

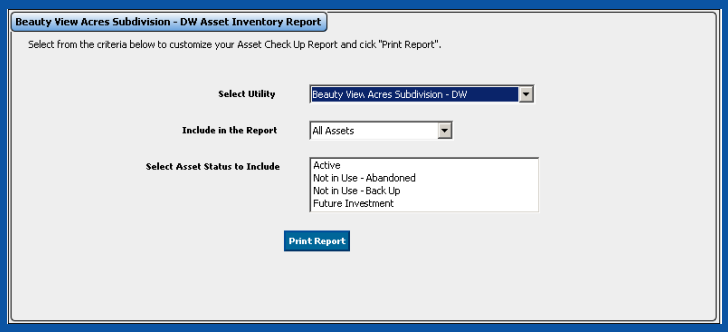
CUPSS User's Guide – Section 8

My Check Up



CUPSS User's Guide – Section 8

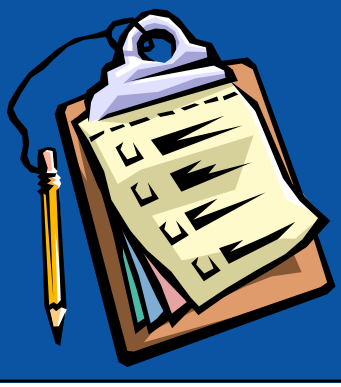
Asset Check Up Report



CUPSS User's Guide – Section 8

CUPSS Example

My Asset Check Up Report Exercise



CUPSS Example

Q&A on My Asset Check Up Report Exercise

Today's Agenda

- Preparing to Use CUPSS
- Session 1
  - Installation
  - Setting Up CUPSS
  - Login & Navigation
  - Help Module
  - My Inventory
  - My Asset Check Up Report
- Session 1 Your CUPSS

Your CUPSS

1) My Inventory page

Inventory List

1.1) Add two additional assets to the inventory list for the example Drinking Water utility

1.2) Change one daily task to a weekly task

Schematic

1.3) Delete one asset in the schematic

1.4) Add two new assets in the schematic

1. Link these two assets with the drawing tool

2) Help page

2.1) Search for term 'inventory'

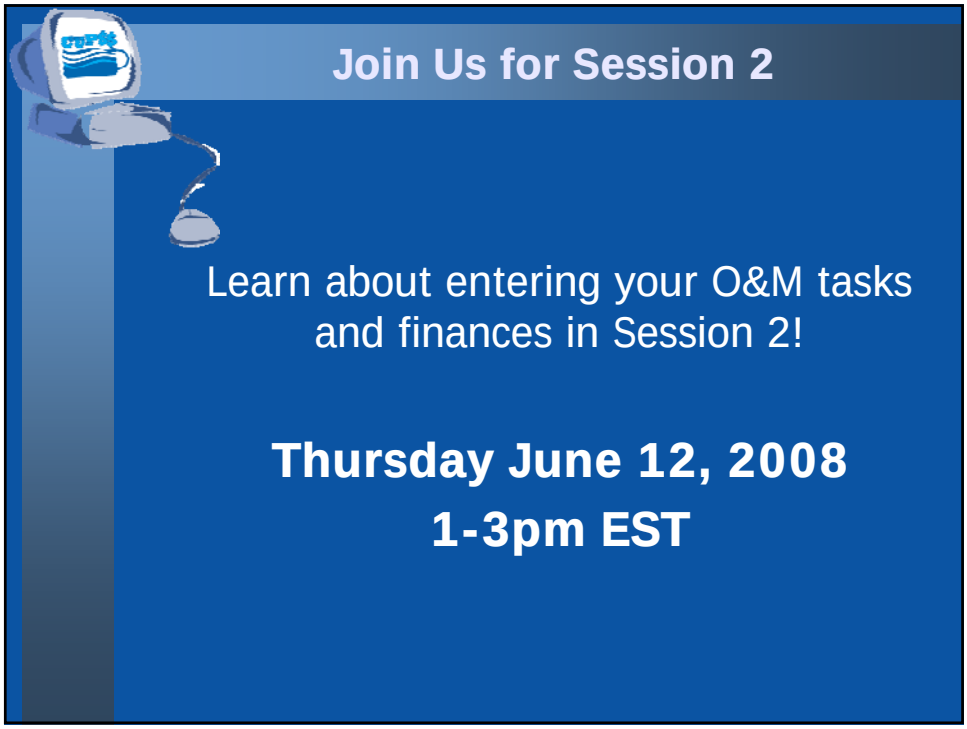
3) My Asset Report page

3.1) Print a report showing your all assets in the Wastewater example utility

Agenda for Session 2

Sneak Peak!

- Session 1 Summary
- Session 1 Your CUPSS
- Session 1 Quiz
- Session 2
  - My O&M
    - Search/Print
  - My Finances
  - My Financial Check Up Report
- Session 2 Your CUPSS


Join Us for Session 2
Learn about entering your O&M tasks and finances in Session 2!
Thursday June 12, 2008
1-3pm EST