

CUPSS Training


Part 3 of 3 Sessions

www.epa.gov/cupss
cupss@epa.gov





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 

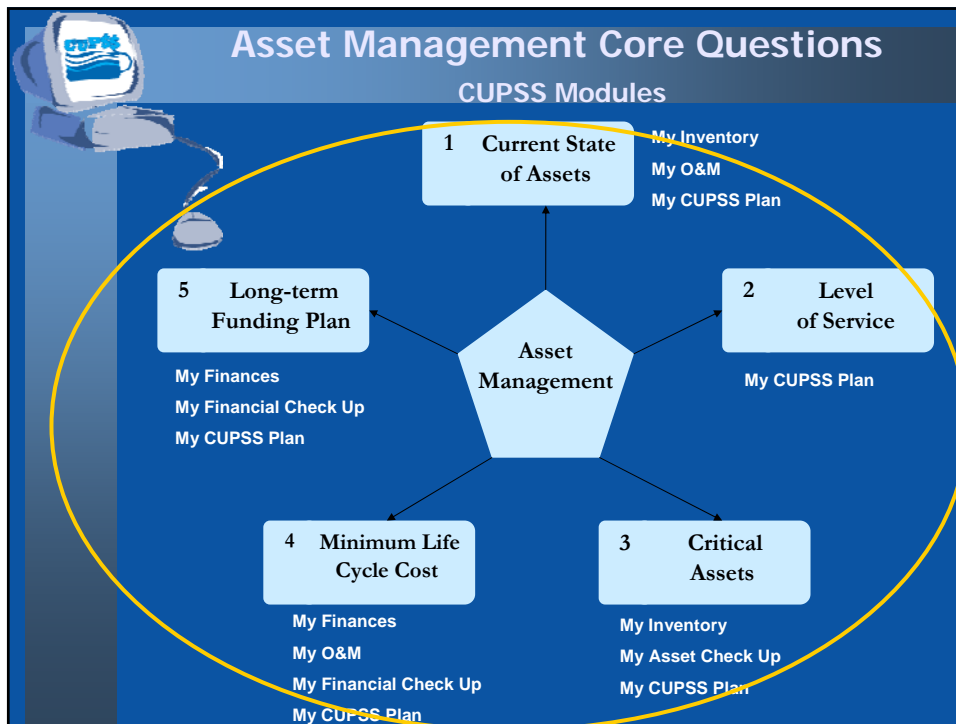
Bob Dunlevy,
USEPA Region 7
– Capacity Development
Coordinator 



Today's Agenda



- Session 2 Summary
- Session 2 Your CUPSS
- Session 2 Quiz
- Session 3
 - My CUPSS Plan
 - Tips and Tricks for Trainers
 - Troubleshooting
 - Advanced Features
 - Panel Session
 - Your Feedback
- Final Test of Knowledge
- Session 3 Your CUPSS



Session 2 Summary

- My O&M
 - Search/Print
- My Finances
- My Financial Check Up Report



Your CUPSS - Review

- 1) My O&M
 - 1.1) Add a task for an existing asset
 - 1.2) Change an existing daily task to be a weekly task
- 2) My Finances
 - 2.1) Enter a new Type of Cost line item for the year 2008, "Revenue from loans/bonds" for a Budgeted Amount of \$5,000 and an Interest Rate of 10%
- 3) My Financial Check Up Report

Change the following numbers in Page 2 of the Financial Projections window

 - 3.1) In Page 1, make sure the starting point is on the default year 2008
 - 3.2) Change numbers as indicted in table attached to your handout.



Session 2 Quiz

1. A task is always associated with an asset.
 - A. True
 - B. False




Session 2 Quiz

2. Once tasks are entered, where are they shown?
- A. Asset Risk Matrix
 - B. Schematic
 - C. Calendar




Session 2 Quiz

3. What type of information can you generate a report for on the Search/Report page?
- A. Assets
 - B. Tasks
 - C. Both Assets and Tasks



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Goals of Session 3




- 1 Become familiar with the 7 steps in developing an asset management plan
- 2 Generate an asset management plan
- 3 Learn about different troubleshooting tips to help you along the way
- 4 Get the most out of CUPSS with advanced features



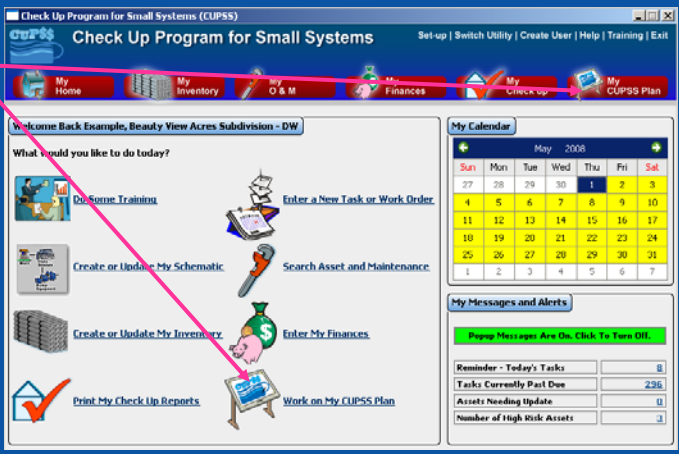
MY CUPSS PLAN

Benefits to My Utility

CUPSS provides you with the ability to create a single asset management for up to two utilities. CUPSS step by step wizard provides boiler plate text to help develop the Asset Management Plan saving you time while providing you with the flexibility to create a customized plan. All of the information previously entered in CUPSS is referenced in the plan.




Navigate to My CUPSS Plan



The screenshot shows the CUPSS web application interface. At the top, there is a navigation bar with buttons for My Home, My Inventory, O & M, Finances, My Check-up, and My CUPSS Plan. Below this, a central area titled 'What would you like to do today?' contains several task icons: Do Some Training, Enter a New Task or Work Order, Create or Update My Schematic, Search Asset and Maintenance, Create or Update My Inventory, Enter My Finances, Print My Check Up Reports, and Work on My CUPSS Plan. A red arrow points from the 'My CUPSS Plan' button in the navigation bar to the 'Work on My CUPSS Plan' button in the central area. On the right side, there is a 'My Calendar' section for May 2008 and a 'My Messages and Alerts' section with a table of reminders.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

My Messages and Alerts	
Popup Messages Are On. Click To Turn Off.	
Reminder - Today's Tasks	0
Tasks Currently Past Due	236
Assets Needing Update	0
Number of High Risk Assets	3



My CUPSS Plan


Beauty View Acres Subdivision - DW CUPSS Plan

Click on the "Begin a New My CUPSS Plan" button to start a new plan. To view or edit a previous version, right click on the entry in the table below and select "Edit Row". If you would like to delete a previous version, select "Delete Row".

[Begin a New My CUPSS Plan](#)

Recent Version Changes

Person	Title	Version	Notes	Date Added
BDUNLEVY	Bob	1		4/3/2008
BDUNLEVY	bdunlevy	1		4/9/2008



Plan Information

Beauty View Acres Subdivision - DW Plan Information

Enter Plan Information

(*) Indicates required fields:

* Select Utility(s) you would like to generate the plan for

	<input type="checkbox"/> Beauty View Acres Subdivision - DW <input type="checkbox"/> Beauty View Acres Subdivision - WW <input type="checkbox"/> Beautyview Drinking Water
--	--

* Name:

* Version Number:

Notes:

Date: 4/15/08 11:48 AM

[Begin a New My CUPSS Plan](#)

My CUPSS Plan Wizard



Check Up Program for Small Systems Set-up | Switch Utility | Create User | Help | Training | Exit


My Home | My Inventory | My O & M | My Finances | My Check up | My CUPSS Plan

Beauty View Acres Subdivision - DW Utility Profile


1. UTILITY PROFILE	2. MISSION AND LOS AGREEMENT	3. CRITICAL ASSETS	4. O&M STRATEGY	5. CIP	6. FINANCIAL MANAGEMENT STRATEGY	7. FINALIZE PLAN
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<< Previous | Save and Generate Plan | Save and Continue >>

Beauty View Acres



STEP 1



Step 1: Utility Profile

Introduction

Utility Overview

Asset Management Team

Name	Title/Organization	Role
John Howard	Treasurer, Secretary, Beauty View Acres Landowners Assoc	Board Member
Robert Dandrey	Environmental Engineer, USEPA	EPA Contact
Steve Wyatt	Engineer, Missouri Department of Natural Resources	State Contact
Dan Daugherty	Water Specialist, Missouri Department of Natural Resources	State Contact

STEP 2 Beauty View Acres


Step 2: Mission and LOS Agreement

Benefits to My Utility

CUPSS allows you to define and track your LOS goals so that you can improve the service of your utility and keep your community happy.

Beauty View Acres

STEP 3



Step 3: Critical Assets

Beauty View Acres Subdivision - DW Critical Assets

1. UTILITY PROFILE 2. MISSION AND LOS AGREEMENT **3. CRITICAL ASSETS** 4. O&M STRATEGY 5. CIP 6. FINANCIAL MANAGEMENT STRATEGY 7. FINALIZE PLAN


3.0 Critical Assets

Some assets are more important than others in making sure that customers receive safe drinking water and/or making sure that wastewater is treated effectively. Therefore, the utility(ies) used the CIP55 software (developed by the U.S. Environmental Protection Agency) to identify and prioritize critical assets and to improve practices used for routine operation and maintenance. The process includes reviewing all assets and recording the condition (likelihood of failure), criticality to the utility (consequence of failure) and redundancy (the number of back-up assets to help support each level) of each. This will ensure that the utility(ies) defines the level of service described in the previous section. The Beauty View Acres Subdivision DW asset management team (has completed / is in the process of completing) the critical asset assessment.

Table 5-1 and 5-2 lists assets critical to maintain the performance of the utility. (Refer to the My Check-up Asset Inventory Report for additional information on assets.)


Table 5-1. Beauty View Acres Subdivision - DW Critical Asset Inventory					
Asset	Asset Type	Condition	CIP	Risk	Replacement Date
Well#1	Wells and Springs	Poor	Catastrophic	High Risk - Immediate Attention	2009-02-01
pump	Pumping Equipment	Fair (Average)	Catastrophic	High Risk - Immediate Attention	2011-02-01
Main valve	Pumping Equipment	Fair (Average)	Major	Medium Risk - Aggressive Monitoring	2009-02-01
Wellhouse	Buildings	Good	Minor	Medium Risk - Aggressive Monitoring	2009-02-01
Security	Pumping Equipment	Good	Minor	Medium Risk - Aggressive Monitoring	2009-02-01
Distribution	Distribution Pipes	Good	Major	Medium Risk - Aggressive Monitoring	2032-02-01
Tank	Distribution Pipes	Fair (Average)	Catastrophic	Medium Risk - Aggressive Monitoring	2035-02-01

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Beauty View Acres

STEP 4



Step 4: O&M Strategy

Beauty View Acres Substation - DW O&M Strategy

1. UTILITY PROFILE 2. MISSION AND LOS AGREEMENT 3. CRITICAL ASSETS **4. O&M STRATEGY** 5. CIP 6. FINANCIAL MANAGEMENT STRATEGY 7. FINALIZE PLAN

6.0 Operation and Maintenance

O&M consists of routine, preventive and emergency/reactive maintenance. In this section, the strategy for O&M varies by the asset, criticality, condition and operating history. The risk matrix in My Check-up Asset Inventory Report provides the utility(s) assets and identifies the risk value for each asset. The risk matrix and section 5.0 of the document were used as the basis for establishing the maintenance program as a way to make sure that the utility(s) address the highest risk assets. In addition, the maintenance program addresses the level of service performance objectives to ensure that the utility is running at a level acceptable to the customer.

Unexpected incidents could require changing the maintenance schedule for some assets. This is because corrective action must be taken in response to unexpected incidents, including those found during routine inspections and O&M activities. Utility staff will record condition assessments when maintenance is performed, at established intervals, or during scheduled inspections. Assets rated at the top of the priority ranking are presented below with the maintenance strategies. As an asset is repaired or replaced, its condition will improve and therefore can reduce the overall risk of the asset failing. The maintenance strategy will be revisited every [Enter Frequency].

6.1 Operation and Maintenance Strategy

Routine maintenance

Routine maintenance is the day-to-day work necessary to keep assets operating properly, which includes the following:

- Regular and ongoing annual tasks necessary to keep the assets at their required service level;
- Day-to-day and/or general on-keep designed to keep the assets operating at the required levels of service;
- Tasks that provide for the normal care and attention of the asset including repairs and minor replacements;
- [Complete routine maintenance tasks here as bullet summary points, describe your methods and rationale for the methods]

Preventive Maintenance

Preventive maintenance is carried out because of a planned maintenance program (such as regularly scheduled asset repair) and historically problematic operations (such as blockages and root infestation).

- [Complete preventive maintenance tasks here as bullet summary points, describe your methods and rationale for the methods]

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Beauty View Acres

STEP 5



Step 5 – Capital Improvement Plan (CIP)

Beauty View Acres Subdivision - DW CIP

1. UTILITY PROFILE 2. MISSION AND LOS AGREEMENT 3. CRITICAL ASSETS 4. O&M STRATEGY **5. CIP** 6. FINANCIAL MANAGEMENT STRATEGY 7. FINALIZE PLAN

7.0 Capital Improvement Program

The Beauty View Acres Subdivision - DW capital improvement program (CIP) plan is the description of future capital projects. Capital improvement projects generally create a new asset that previously did not exist or they upgrade and improve an existing capacity. These projects can result from growth or environmental needs, such as the following:

1. Expenditure that purchases or creates a new asset or in any way improves an asset beyond its original design capacity
2. Upgrades that increase the capacity of the asset
3. Construction designed to produce an improvement in the standard operation of the asset beyond its present capacity
4. [Enter Additional Criteria]

In addition to capital improvement projects, the utility has reviewed and is establishing a renewal (or rehabilitation) strategy. Renewal expenditure is anything that does not increase the asset's design capacity but restores an existing asset to its original capacity. Any improvement projects that require more than simply restoring an asset to its original capacity are deemed to be a renewal project, such as the following:


Table 7.1. Beauty View Acres Subdivision - DW Capital Improvement Projects

Capital Improvements	2008	2009	2010	2011	2012	Cost					
						2013	2014	2015	2016	2017	2018
Well#1	80000	-	-	-	-	-	-	-	-	-	-
pump	875	875	875	875	-	-	-	-	-	-	-
Security	400	-	-	-	-	-	-	-	-	-	-
Wellhouse	20000	-	-	-	-	-	-	-	-	-	-

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Beauty View Acres

STEP 6



Step 6 – Financial Management Strategy

Beauty View Acres Subdivision - DW Financial Strategy Management

1. UTILITY PROFILE
 2. MISSION AND LOS AGREEMENT
 3. CRITICAL ASSETS
 4. O&M STRATEGY
 5. CIP
 6. FINANCIAL MANAGEMENT STRATEGY
 7. FINALIZE PLAN

8.0 Financial Management Strategy

This section describes the Beauty View Acres Subdivision - DW financial condition and its strategy for future financing. Expenses greater than (lower completes) are considered capital costs. Presently, the utility(ies) is/are financed by Revenue from user rates to pay for Taxes.

Costs for water are funded through general rates (x%), targeted rates (x%) and fees and charges (x%). External financing for capital expenses exceeding \$xx will be financed through (How will the utility finance capital expenses loans, rates, grants). For details of capital projects, see the CIP plan. The table below presents the estimated external financing.

If large expenses are required for expansion or upgrades, the Beauty View Acres Subdivision - DW plans to pay for the improvements through (user enters the financing method). Table 8.1 and 8.2 give an overview of the revenue and expenses for the next 10 years. The utility(ies) estimates it will spend a total of \$xx on water over the next 10 years to accommodate growth in the town, compliance with state and federal


Table 8.1. Beauty View Acres Subdivision - DW Financial Summary										
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Annual Operating Expenses	6823.78	7369.69	7959.27	8596.01	9283.69	10026.79	10828.50	11694.70	12630.26	13646.7
Annual Debt Payment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Improvements Required	0.00	10400.00	0.00	0.00	3500.00	0.00	0.00	0.00	0.00	0.00
Annual Reserve Fund Contribution	55569.36	55569.36	7544.36	7544.36	7544.36	6844.36	6844.36	6844.36	6844.36	6844.36
Emergency Set Aside	1705.95	1842.42	1989.82	2149.00	2320.92	2506.60	2707.12	2923.69	3157.59	3418.20
Total Annual Cost of Doing Business	60099.10	172831.48	17493.45	18299.37	22648.97	19377.34	20379.98	21462.83	22632.31	23895.3

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Beauty View Acres

STEP 7

Image © 2008 DigitalGlobe
 © 2008 Tele Atlas
 Painter: 38°30'18.90"N 90°50'22.35"W Streaming: 100% Eye alt: 1604 ft



Step 7 – Finalize Plan

Check Up Program for Small Systems [Set-up](#) | [Switch Utility](#) | [Create User](#) | [Help](#) | [Training](#) | [Exit](#)

My Home My Inventory My O & M My Finances My Check up My CUPSS Plan

Beauty View Acres Subdivision - DW Finalize Plan

1. UTILITY PROFILE 2. MISSION AND LOS AGREEMENT 3. CRITICAL ASSETS 4. O&M STRATEGY 5. CIP 6. FINANCIAL MANAGEMENT STRATEGY 7. FINALIZE PLAN

9.0 Action Plan !

The Beauty View Acres Subdivision - DW Asset Management Plan refers to many objectives, targets, maintenance and improvements for the utility. Table 9.1 brings all these ideas together to clearly identify the actions required to successfully implement the asset management plan.

Table 9.1. Action Items

Action Item	Date


9.1 Review Schedule !

The Beauty View Acres Subdivision - DW is/are scheduled to review this plan annually and update the community on new information and changes on 04/15/2008

04/15/2008 (CUPSS recommends once per year)


10.0 Appendices

- Appendix A Financial History
- Appendix B Ratios
- Appendix C Glossary of Terms




CUPSS Example

My CUPSS Plan Exercise




CUPSS Example

Q&A on
My CUPSS Plan



TROUBLESHOOTING



The illustration shows a person in a small wooden boat on a blue body of water, using a fishing rod. Below the boat, a large shark is visible, with its head and eyes looking up towards the boat. This visual metaphor represents troubleshooting or identifying a problem.



Troubleshooting Resources

User's Guide

- Appendices
 - Appendix G – Troubleshooting
 - Appendix H – Cheat Sheet
- Chapters with specific instructions
- Helpful Hints, labeled "Benefits to My Utility"

Website


- www.epa.gov/cupss

Listserve


- www.epa.gov/cupss

Email Questions


- cupss@epa.gov



Troubleshooting Appendix




- **Why was the example database overwritten when updating the CUPSS application to the latest version?**
 - Updating CUPSS will not overwrite your personal CUPSS database but it will override the Example Database.
- **Why does CUPSS take a long time to open?**
 - CUPSS is a fairly large database and may need time to open and close down properly.
 - See Appendix G - Troubleshooting to review 13 specific steps to end all CUPSS processes.



Troubleshooting Appendix

Help

- **Why do I get an error when my computer is idle and activates the screensaver or hibernate mode?**
 - When Windows enters power saving mode it closes the connection to CUPSS database and the system generates an exception. You will need to end all the CUPSS processes before opening the CUPSS application again.
 - See Appendix G - Troubleshooting to review 13 specific steps to end all CUPSS processes.




New Troubleshooting Tips

How do I get rid of an Exception Debug Error?
Close the existing application and then reinstall CUPSS.

How can I make CUPSS work when I do not have administrative privileges to the computer?
Have your administrator give you full read and write access to the CUPSS folder. This is needed to allow the database to work properly.


Why can't I backdate items on the calendar?
The completion date cannot be before the start date. If you need to enter a completion date that occurs prior the current date, change the start date for that task to a date on or before the desired completion date.



New Troubleshooting Tips

How do I resolve installation errors in unzipping the files?
You may not have enough disk space to run CUPSS, or you simply need to re-download and reinstall CUPSS.

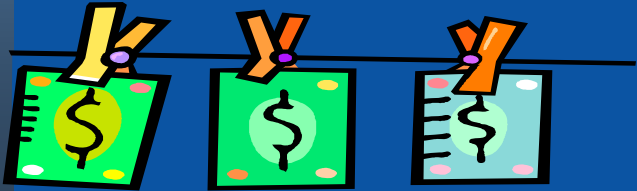
What do I do if I get a "No files to extract" error?
That indicates that something went wrong with the download and the user should try again. They need to make sure they have enough room on the machine to handle the download.




Cheat Sheet Appendix

Dollars

- Why can't I enter currency signs, commas or percent signs to certain text fields?
 - Percentages and Currencies: number with up to 2 decimal places
- How do I enter dollar amounts?
 - \$1,234,600.00 should be entered as 1234600, not as 1,234,600, \$1234600 or \$1,234,600








Cheat Sheet Appendix Dates

How do I enter dates?

- Dates: MM/DD/YYYY, and
- December 20, 1999 should be entered as 12/20/1999
- What if I only know the year?
 - 01/01/2008




User's Guide Chapters



Specific Instructions

- Chapter 2 – Installation Instructions
- Chapter 5 – Create or Edit My Schematic
- Chapter 9 – Begin a New My CUPSS Plan
- Appendix A – Database Backup and Restore Procedures




User's Guide Helpful Hints

Helpful Hints labeled 'Benefits to My Utility'

Benefits to My Utility
CUPSS allows you to track all of the tasks associated with each utility. Since CUPSS allows several users to use CUPSS so everyone can manage their tasks in CUPSS. Using the search module in CUPSS you can then extract all of the task information to help develop the O&M section of the My CUPSS Asset Management Plan.


Benefits to My Utility
CUPSS ratios provide you with a quick summary of the financial health of your utility.



CUPSS Website

www.epa.gov/cupss

- Basic Information
- Frequent Questions
- Case Studies
- Resources
- Training Events
- CUPSS Glossary






Listservs

User's Listserv

- Register for the user's listserv
- Receive email updates of software enhancements

Trainer's Listserv

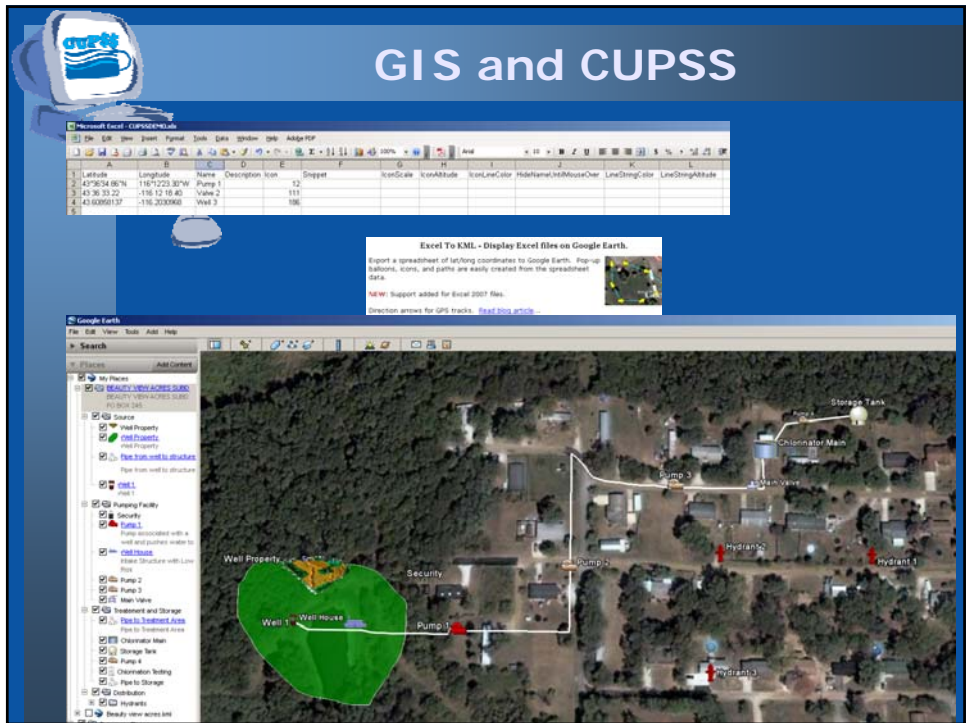
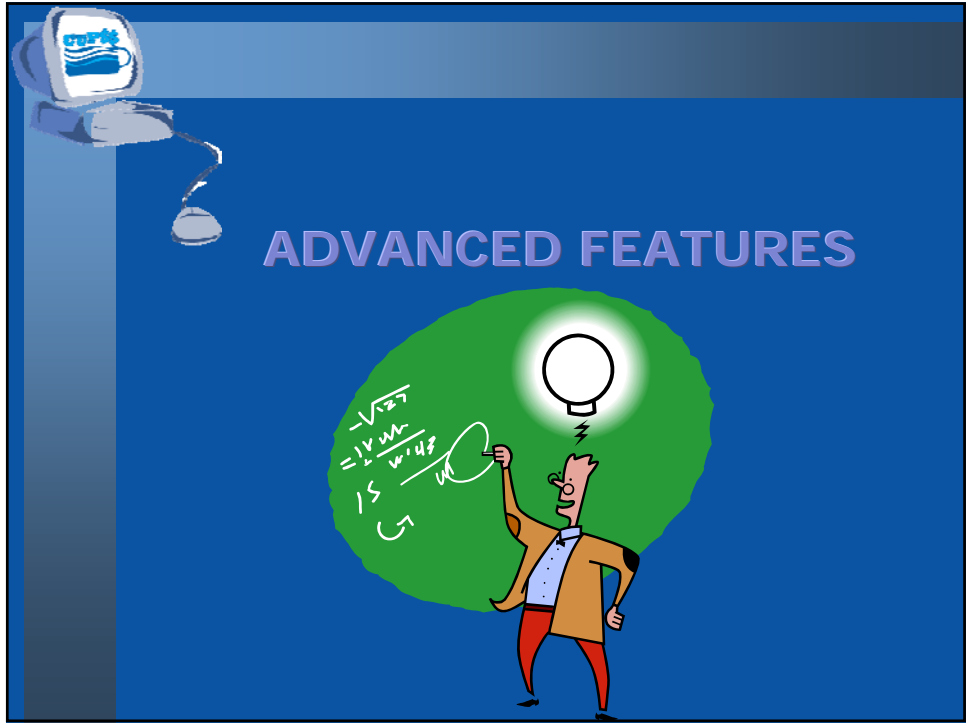
- Register for the Trainer's Listserv
- Receive email updates of training opportunities
- Share your experiences with others
- Network with trainers like you!



Email a CUPSS Expert

cupss@epa.gov

- Enter in Subject line:
 - Technical Question
 - Training Question
 - Enhancement Request
 - Comment
 - Issue
- If it is an issue or bug report
 - Provide step-by-step what you were doing when you received the error
 - Attach a screen shot of the error when possible.



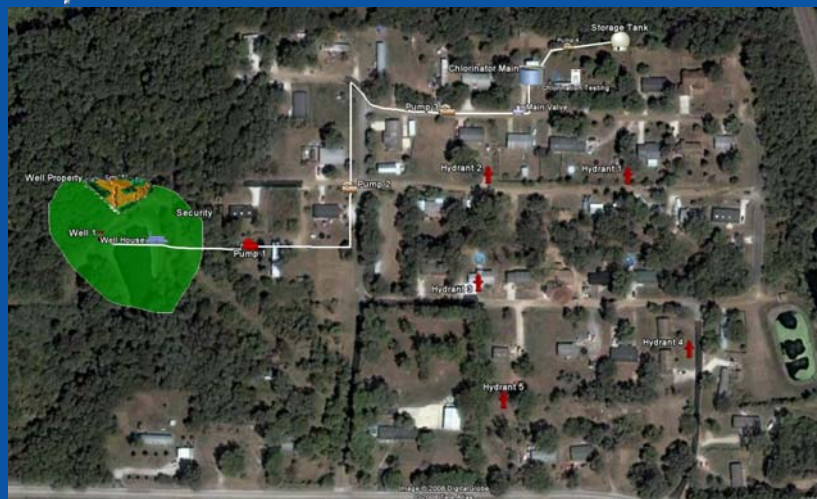



Publish to Google Earth

- Step 1. Create Inventory in CUPSS enter Lat / Long for Location
- Step 2. Export to Excel
- Step 3. Format Excel
- Step 4. Convert to KML - <http://www.earthpoint.us/ExcelToKml.aspx>
- Step 5. Publish to Google Earth or Google Maps
- Step 6. Format and Print



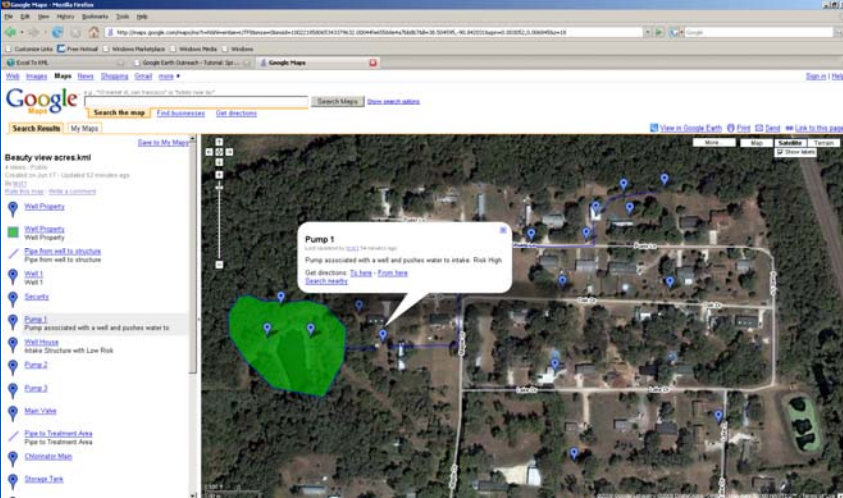
Publish to Google Earth






Publish to Google Maps

<http://maps.google.com/maps/ms?t=h&hl=en&ie=UTF8&msa=0&msid=100221858065343379632.00044fe65568e4a7bb8b7&ll=38.504595,-90.842031&spn=0.003052,0.006845&z=18>



The screenshot shows a Google Maps interface with a map of a residential area. A green shaded region is visible on the left side of the map. A popup window titled 'Pump 1' is displayed over the map, containing the text: 'Pump associated with a well and pushes water to intake. Dial High.' Below the text are links for 'Get directions', 'Link here', and 'Copy here'. The left sidebar shows a list of search results for 'Beudy view acres.kml', including items like 'Well Property', 'Well Property', 'Pipe from well to structure', 'Well 1', 'Securo', 'Pump 1', 'Pump 2', 'Pump 3', 'Main Valve', 'Pipe to Treatment Area', 'Pipe to Treatment Area', 'Chlorinator Man', and 'Storage Tank'.




Share CUPSS Over a Network

Use CUPSS on a:

Personal computer's desktop

OR

Common network



The illustration shows two computer monitors on a desk, each with a hand emerging from the top. The hands are shaking, symbolizing a network connection or sharing.



Share CUPSS Transfer Database to a Utility

- **Backup at your office**
 - Go to the application folder (default C:\Program Files\CUPSS), enter the database folder, and copy the Cupss folder to a backup location of your choice
- **Restore at the utility**
 - Go to the folder where you saved a backup copy of the CUPSS folder. Copy the entire CUPSS folder back into the application database folder (default C:\Program Files\Cupss\database); overwriting all the existing files





A presentation slide with a dark blue background. In the top left corner, there is a small graphic of a computer monitor displaying the 'cupss' logo. The text 'Panel Session' is centered in a white, sans-serif font. Below the title, the text 'Bob Dunlevy will be discussing:' is followed by a bulleted list of five items. The slide has a vertical light blue bar on the left side.

Panel Session

Bob Dunlevy will be discussing:


- Creating and leveraging an effective asset management team
- Using CUPSS for regulatory requirements
- Time investment
- Training styles
- Reducing intimidation



Poll Question

1. Would you like a blog or Wiki to collaborate with other trainers?


- A. Yes
- B. No
- C. What is blog or Wiki?



Poll Question

2. Which of the three CUPSS Training Sessions would you like to see improvements on?


- A. Session 1 (Set Up, My Inventory, My Asset Check Up Report)
- B. Session 2 (My O&M, Search and Report, My Finances, My Financial Check Up Report)
- C. Session 3 (My CUPSS Plan, Troubleshooting Tips, Expanded Features)



Poll Question

3. Which module would you like to see an enhancement to and what specifically would you like to see enhanced?


- A. My Finances
- B. My Inventory
- C. My O&M
- D. My Check Up Reports
- E. My CUPSS Plan



Poll Question


4. What other types of support would you like EPA to consider?

- A. Additional Webcasts
- B. Onsite Trainings
- C. Web-based trainings
- D. Other




Enhancements Already in Mind


- My Finances
 - Have ratios and graph as links so that the Financial Projection screen is larger
 - Integrate with Boise State Rate Check-Up
 - Add feature to delete and overwrite a previous year with data
- My O&M
 - In calendar, be able to right click a task and mark it as complete



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- Session 3 Your CUPSS



Final Test of Knowledge

1. In the Set Up, what frequency does CUPSS recommend to 'Inspect chlorine and fluoride testing equipment'?

- A. Daily
- B. Weekly
- C. Monthly
- D. Annually



Final Test of Knowledge

2. In My Inventory, when you enter an asset in the Inventory List, does it automatically appear in the My Schematic section?

- A. Yes
- B. No



Final Test of Knowledge

3. In My Asset Check Up Report, choose the option below that is not included in the Asset Status options:

- A. Not in Use-Back Up
- B. Not in Use-Abandoned
- C. Future Investment
- D. Future Capital Improvement



Final Test of Knowledge

4. In My O&M, the task types include options under the following two categories:

- A. Written down and Printed off
- B. Proactive and Reactive
- C. Planned and Unscheduled
- D. Present and Past



Final Test of Knowledge, cont.

5. In Search and Report, what option would you use to generate a report that shows all the tasks that you need to perform next week?

- A. Task Date Range
- B. Asset Category
- C. Task Type
- D. Task Status



Final Test of Knowledge, cont.

6. In My Finances, what is a good way to see how your revenues and expenses fluctuate over the years?

- A. Revenues section
- B. Graph It button
- C. Expenses section
- D. Import Data From Previous Year button



Final Test of Knowledge, cont.

7. In My Financial Check Up Report, how do you know if the ratios that CUPSS generates indicate a healthy utility?

- A. Your ratio circles are the color red
- B. Your ratio circles are the color green
- C. Your ratio circles change to triangles
- D. Your ratio circles disappear




Final Test of Knowledge, cont.


8. In My CUPSS Plan, how often should your plan be updated?

- A. At least once a year
- B. At least once every 4 months
- C. At least once a week
- D. At least once a day






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- Session 3 Your CUPSS




Your CUPSS

My CUPSS Plan

(* For the Session 3 Your CUPSS Assignment, use the example project 'Beauty View Acres Subdivision - WW.' For each of the instructions below, add your utility's specific information.)

- 1) Familiarize yourself with the content and language within the seven steps in the My CUPSS Plan. Under each of these steps, perform the following:
 - 1.1) Identify the brackets [] where you can fill in further information for a specific utility. Fill in the brackets with your utility information.
 - 1.2) Identify sentences or paragraphs that don't apply to a specific utility. Modify or remove these sentences or paragraphs to better reflect your utility's practices.
 - 1.3) Identify areas where it indicates additional information should be added. Insert additional information about your utility's processes and procedures.
- 2) In Step 7, after making all of the modifications, click 'Save and Generate Plan'. Email a copy of your My CUPSS Plan to cupss@epa.gov (Remember: to add an Action Item, right click in the box under Action Item, and select 'Add Row')




Contacts for CUPSS

Want more information about CUPSS?

Website:
www.epa.gov/cupss

Email:
cupss@epa.gov



Using the Trainer's Listserv

Designed for networking between trainers

- Request speakers to come to your training event
- Share training tips and lessons learned
- Identify other trainers in your area
- Post future training events





Certificate of Completion

Want a certificate to show you attended this three-part series of CUPSS Trainings?

Requirements:

- Attended all three CUPSS Training Sessions (or listened to archived versions)
- Completed and emailed all three homework assignments to **cupss@epa.gov**



Start Training!

- All Training Presentations are available on www.epa.gov/cupss
- Video solutions for these webcast archives
- Question and Answer document

