



# WHAT'S UP WITH CUPSS?

July 2009 ■ Issue 1

## Welcome to CUPSS

Welcome to those old and new CUPSS users. We have had a great response of registered CUPSS users from near and far. Here are the stats on registered CUPSS users:

- ▶ Over 2000 registered CUPSS users
- ▶ Each of the 50 states, DC and Puerto Rico have registered CUPSS users.
- ▶ Over 40 international registered CUPSS users.

## Download CUPSS Software Updates

CUPSS 1.2.1 software is available at [epa.gov/cupss/software](http://epa.gov/cupss/software)

## Join the CUPSS Community

[CUPSS Users Listserv](#)  
[CUPSS Trainers Listserv](#)

## Share Your CUPSS

**We'd love to hear from you!** Submit your stories, ideas for enhancements, technical questions, and asset management questions to [cupss@epa.gov](mailto:cupss@epa.gov).

## Stories From the Field

Have you ever wondered, if Beauty View Acres Subdivision really exists? Well, it does exist. This issue's story from the field provides an update on the CUPSS example system. Beauty View Acres Subdivision (BVAS) community is responsible for a drinking water and wastewater treatment plant. The background facts of Beauty View Acres Subdivision are:

- ▶ Franklin County, Missouri
- ▶ Groundwater drinking water source; sewer wastewater distribution
- ▶ 75 population served; 34 connections
- ▶ 8,000 gallons/day (15,000 gallons peak) water delivery
- ▶ Critical assets: well, pump, and main valve

The community found itself in a precarious situation with an order to cease operation on the wastewater side almost two decades ago when the developer did not properly maintain the wastewater system they created. The community banded together to create a sewer district and created a wastewater treatment plant. At the same time, the drinking water system was having difficulties with coliform violations and faced enforcement actions. The residents' history and personal investment made them likely candidates for an

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## Greetings from the CUPSS Chief

Who's behind those CUPSS messages? It's me, Adrienne Harris! I recently joined EPA Headquarters this year after working for several years in EPA Region 1. After serving as the Region 1 CUPSS coordinator, I was excited to take the reigns as national coordinator for Office of Ground Water and Drinking Water (OGWDW). I am charged with continually updating CUPSS, promotion of CUPSS use, and CUPSS trouble shooting.

There is a lot of talk lately of 'change' in America today. CUPSS is also a catalyst of change by bringing asset management to water and wastewater systems. Asset management is a process for maintaining a desired level of customer service at the best appropriate cost. Asset management helps in the achievement of EPA's goal in ensuring safe water for all. This is why EPA is dedicated to

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## *CUPSS Champion*

### *Dan Kramer, MRWS*



Dan Kramer is a veteran of the water and wastewater community serving as a certified operator for over 15 years. He is currently a trainer for Montana Rural Water Systems (MRWS). Dan first learned of CUPSS at a National Rural Water conference. From there, he and fellow MRWS trainers familiarized themselves with the CUPSS software and training materials.

Then the real work began with the sharing of CUPSS with Montana systems. Dan has helped with the introduction of CUPSS to over 300 users in Montana. Dan conducts classroom trainings with the use of CUPSS Trainer PowerPoint presentations ([epa.gov/cupss/](http://epa.gov/cupss/)) and providing a CUPSS demo.

Dan encourages his trainees to take things slow and not to try and put in everything at once. His trainees conquered data input by using it as a 'winter project.' Forming a team to share duties of collecting and entering data during the slower months has put these CUPSS users well on their way.

When asked what the best advice is that he gives users, Dan said, "If you do nothing else, set up an O&M schedule. So, the next guy can pick up where you left off." Dan's statement shows that CUPSS can be a great tool in succession planning for systems.

Thank you, Dan, for being a CUPSS Champion!

## Training and Events

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### Train the Trainer Network Call, July 28, 2009, 1:00-3:00 PM (EDT)

This call provides updates to CUPSS trainers about software and training developments. It is also a chance for trainers to talk with other trainers - share tips, ask for advice and form partnerships with other trainers.

Reserve your Webinar seat now at: <https://www2.gotomeeting.com/register/372232003>

### Train the Trainer Webinar Series – October 1, 8, 15 2009

This 6 hour presentation will consist of comprehensive training on how to use the CUPSS software. It will closely follow the CUPSS Users Guide; an overview of each module (with screenshots) followed by exercises on how to use the module. To participate in this training, users will be asked to log in from their own computer. Users can begin their asset management process through this training or they can follow the presenter's hypothetical scenario. The EPA sponsored web-based conference delivery will be separated into three 2-hour sessions.

- ▶ **October 1, 2009, 1 :00 – 3 :00 PM (EDT)** Reserve your Webinar seat now at: <https://www2.gotomeeting.com/register/494579154>
- ▶ **October 8, 2009, 1 :00 – 3 :00 PM (EDT)** Reserve your Webinar seat now at: <https://www2.gotomeeting.com/register/506700859>
- ▶ **October 15, 2009, 1 :00 – 3 :00 PM (EDT)** Reserve your Webinar seat now at: <https://www2.gotomeeting.com/register/156131955>

### ***Stories from the field (cont.)***

interest in proper management of their assets.

Bob Dunlevy, EPA Region 7, first approached BVAAS about using CUPSS to prepare an asset management plan after working with them in November 2007 on the Region 5/7 Sustainable Infrastructure Forum. BVAAS responded that they were already saving money. Bob saw that this was an opportunity to introduce the concept of asset management with CUPSS.

BVAAS CUPSS team members gathered and entered asset information for the system. To date the drinking water portion is fully entered and the team is moving onto wastewater.

CUPSS has helped BVAAS understand the requirements of their systems and the cost of O&M. This was displayed recently when the pump was struck by lightning requiring its replacement. The CUPSS cost estimate of asset replacement was within a few hundred dollars of the actual cost.

BVAAS has also stated, had they started asset management earlier they would have known which assets to focus funding towards first. They are currently replacing a storage tank to meet their summer capacity needs. However, their well is also in need of improvements, and had they been using proper asset management, the well would have been addressed first.

BVAAS has already found CUPSS asset inventory and financial tools useful in their system management. CUPSS O&M schedule could prove useful for BVAAS in preparation for future leadership changes. CUPSS would hold the warehouse of information to be easily passed on to the next leadership team. For more on BVAAS, watch Don and Helen Howard tell the story of their water and wastewater system at <http://accordent.powerstream.net/008/00136/SI%2DFORUM/default.asp#> at the top of page 4.

Share your story from the field! Contact the CUPSS team at [cupss@epa.gov](mailto:cupss@epa.gov) for more information.

## **CUPSS Enhancements**

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The May release of CUPSS 1.2.1 provides 31 enhancements and 22 bug fixes. This updated software is available for download from the CUPSS Web site ([epa.gov/cupss/software](http://epa.gov/cupss/software)). The following is a summary of the changes.

### **Set Up—O&M Set Up Tasks**

- Tasks default to not selected, requiring the user to think closely about what tasks should be added
- Added wastewater specific tasks for wastewater utility setup

### **My Home & Calendar**

- Standardized task pop-ups; users can double-click or right-click to view or edit

### **My Inventory**

- Added an Export to KML link on the top-right side of the screen; users can export a utility's schematic for viewing via Google Earth

### **My Schematic**

- Updated the Wells and Springs icon to include an image of both a well and a spring; also added Wells and Springs as individual sources
- Changed the image of the drinking water Water Meter icon
- Changed the Distribution Pipes to Distribution/Collection Mains
- Added a new Digester wastewater icon
- Users can now delete a linkage and reinsert that linkage

### **My Inventory List**

- Under Basic Information, added ID, Size, Latitude, and Longitude fields; also added fields to My Asset Check Up and Asset Service Reports

### **My O&M**

#### **Search & Report**

- Under Select Report Type, added Chemical Report
- Added Search by Recurrence Frequency
- Added Search task title and notes by Keyword
- Print worksheets by Date Range (200 sheet limit)
- Asset Service Report now displays Latitude and Longitude

#### **Task Details**

- Under Monitoring or Chemical Added, added additional chemical information, including, Unit, Date, and Time
- Under Schedule, added Completion Time, Staff Completed, and Times per Day options

### *Greetings from the CUPSS Chief (cont.)*

assisting you in the promotion and the operation of CUPSS.

CUPSS is also supported by the Office of Wastewater Management (OWM). My CUPSS lead counterpart for OWM is Gajindar Singh. Singh brings an environmental engineering background that can help with the use of CUPSS by wastewater treatment plants. OWM also has many other resources for advance asset management as you become more familiar with the asset management process.

CUPSS has a bright future ahead and we hope you are invested in using the software. OGWDW and OWM are continually updating the software to provide a more user-friendly and useful product. We value all CUPSS users' feedback regarding suggested enhancements and identified bugs. CUPSS user feedback has been the source of all of our past and continued enhancements.

I do hope you find the CUPSS 1.2.1 enhancements useful but we are not stopping there. Ongoing enhancements expected in the Fall 2009 release include a screen re-size and My CUPSS plan enhancements. My CUPSS plan improvements include providing more template language, table formatting changes and other critical information.

This newsletter is not only for EPA to share new CUPSS news but also for the CUPSS community to share information. Please share your stories about your CUPSS' journey. Or nominate a CUPSS champion for a future newsletter by emailing [cupss@epa.gov](mailto:cupss@epa.gov).

Thank you for being a part of the CUPSS community !

### *Helpful Links*

- ▶ [epa.gov/cupss/](http://epa.gov/cupss/)
- ▶ [epa.gov/safewater/smallsystems/](http://epa.gov/safewater/smallsystems/)
- ▶ [epa.gov/owm/assetmanage/index.htm](http://epa.gov/owm/assetmanage/index.htm)
- ▶ [epa.gov/owm/assetmanage/assets\\_training.htm](http://epa.gov/owm/assetmanage/assets_training.htm)
- ▶ [epa.gov/owm/assetmanage/pdfs/msamcs\\_final.pdf](http://epa.gov/owm/assetmanage/pdfs/msamcs_final.pdf)

### *Frequently Asked Questions*

**Can CUPSS be shared over a LAN and accessed from a server or does it have to be set up on a dedicated computer?**

*CUPSS can be run from a data server. However, we would not recommend doing so without very good business procedures concerning its use by one user at a time. CUPSS works best as the desktop application it was designed to be. Data can be shared via the database backup and restore process specified in Appendix A. Given that warning, it can be done by carefully following the installation instructions and some limitations specified.*

**How many different levels of passwords are there besides administrative?**

*There are no different levels of passwords. All users are equal.*

**How frequently should you save your data during data entry? Is the procedure secure enough so that you only need worry about saving at the very end of the session?**

*The data does not save automatically. Generally, you need to save each page before moving on.*

**How do you get access to initial daily, weekly, monthly, and annual task screens after the initial set-up?**

*Those screens cannot be accessed again in that same format. You can see the full list of all the tasks in the User's Guide, and you can edit them from the My O&M calendar.*

**Will all future CUPSS releases convert the old data to the new version?**

*Yes. We have built this feature in.*

**Some small systems have thousands of hydrants and valves. Is this software equipped to handle so many assets? I can imagine the schematic will get pretty busy.**

*There is no limit on the number of assets overall or of a specific type that can be managed. However, we advise that not all assets be placed on the schematic. If you want to show the asset on the schematic, select the Show asset on the schematic check box located on the Asset Inventory page.*



### **How can I obtain a copy of CUPSS?**

Download it off the CUPSS website, [epa.gov/cupss/](http://epa.gov/cupss/).

### **Contact CUPSS!**

Email us at [cupss@epa.gov](mailto:cupss@epa.gov) for more information.