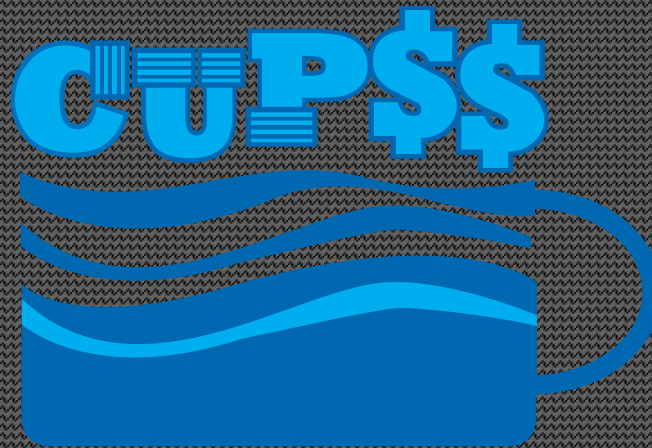


Maintaining Your Assets

Using





- What is Asset Management & Why is it important?
- The 5 Core Questions of Asset Management
- Getting Started Using the USEPA STEP Guide
- **Maintaining Your Assets Using CUPSS**

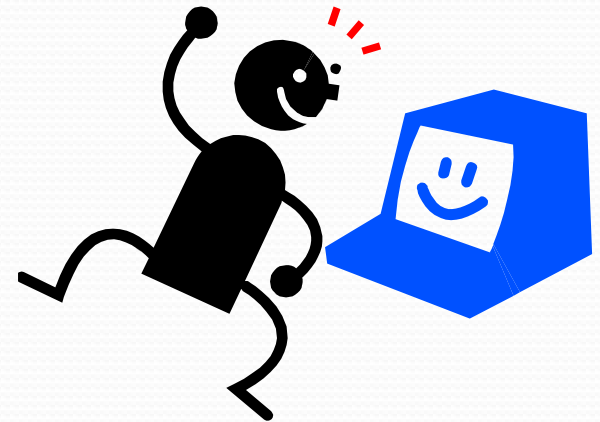
What is CUPSS?

- Free: Asset Management Tool
- Desktop Software:
 - Program runs on your computer
- CUPSS is tailored for small systems:
 - Simple interface
 - Baby-step approach
 - Features enable easy data entry



What will CUPSS do?

- Organizes an inventory of your assets
- Establish a scheduled maintenance system
- Show dollars needed by year to manage your assets
- Back up budget talks with solid facts
- Provides written documentation
- Make more informed decisions
- Save time by planning ahead
- Improve customer service



Inventory List

Assets at your Utility?

- Asset name and size?
- Asset type?
- Location?
- Installation date?
- Maintenance history?
- Condition?
- Remaining life?
- Replacement costs?
- Redundancy?
- Consequence of failure?
- Manufacturer, supplier, and parts information?

Inventory List (Wastewater)	
Asset Name	Location
Associated Asset	Associated Location
Asset ID (optional)	Asset Size (optional)
Storage Capacity in Days (optional)	LF (optional)
Acres (optional)	
Asset Category	
<input type="checkbox"/> Pumping Facility <input type="checkbox"/> Treatment <input type="checkbox"/> Storage <input type="checkbox"/> Collection <input type="checkbox"/> Other	
Asset Type	
<input type="checkbox"/> Pumping Equipment <input type="checkbox"/> Disinfection Equipment <input type="checkbox"/> Concrete & Metal Storage Tanks <input type="checkbox"/> Transmission Mains <input type="checkbox"/> Valves <input type="checkbox"/> Computer Equipment/Software	<input type="checkbox"/> Transformers/Switchgears/Wiring <input type="checkbox"/> Motor Controls/Drives <input type="checkbox"/> Sensors <input type="checkbox"/> Buildings <input type="checkbox"/> Service Lines <input type="checkbox"/> Treatment Equipment <input type="checkbox"/> Distribution/Collection Mains
<input type="checkbox"/> Lab/ Monitoring Equipment <input type="checkbox"/> Tools and Shop Equipment <input type="checkbox"/> Transportation Equipment <input type="checkbox"/> Security Equipment <input type="checkbox"/> Land <input type="checkbox"/> Sewers <input type="checkbox"/> Pressure Pipework	<input type="checkbox"/> Galleries and Tunnels <input type="checkbox"/> Meters <input type="checkbox"/> Generators <input type="checkbox"/> Liquid Waste Handling & Disposal <input type="checkbox"/> Solid Waste Handling & Disposal <input type="checkbox"/> Digester <input type="checkbox"/> Other
Asset Status	
<input type="checkbox"/> Active <input type="checkbox"/> Not in Use – Abandoned <input type="checkbox"/> Not in Use – Back Up <input type="checkbox"/> Future Investment	
Can this Asset be Repaired? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can this Asset be Rehabilitated? <input type="checkbox"/> Yes <input type="checkbox"/> No
Asset Replaced (optional):	Show asset in schematic? <input type="checkbox"/> Yes <input type="checkbox"/> No
Condition	
<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair (Average) <input type="checkbox"/> Poor <input type="checkbox"/> Very Poor	
Is the asset maintained according to manufacturer's recommendations? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Capacity	
<input type="checkbox"/> Fullsized <input type="checkbox"/> Oversized <input type="checkbox"/> Undersized	
Consequence of Failure	
<input type="checkbox"/> Insignificant – CoF of 2 <input type="checkbox"/> Minor – CoF of 4 <input type="checkbox"/> Moderate – CoF of 6 <input type="checkbox"/> Major – CoF of 8 <input type="checkbox"/> Catastrophic – CoF of 10	
Redundancy	
<input type="checkbox"/> 0% Backup <input type="checkbox"/> 50% Backup <input type="checkbox"/> 100% Backup <input type="checkbox"/> 200% Secondary Backup	
Installation Date	Original Cost
	\$
Expected Useful Life	Replacement Cost
	\$
Routine Maintenance Costs	Timeframe
\$	<input type="checkbox"/> per/day <input type="checkbox"/> per/week <input type="checkbox"/> per/month <input type="checkbox"/> per/year <input type="checkbox"/> lifetime
Optional Information	
Frequency of Routine Maintenance	Start Date
Model Number	Manufacturer
Supplier Name	Address
City, State, Zip	Phone Number
Fax Number	Asset Latitude/Longitude
Notes	

New Task Form

What Tasks are Performed?

- Type of tasks?
 - Scheduled
 - Unscheduled
 - Capital Improvement
- Task details?
- Frequency of tasks?
 - Daily, weekly, annually
- Costs of tasks?
 - Labor and materials

New Task					
Staff Assigned		Task Name			
Task Type					
<input type="checkbox"/> Monitoring <input type="checkbox"/> Routine Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Replacement <input type="checkbox"/> Other					
Is this task planned?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is this a Capital Improvement Project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task Details					
Task Notes					
Cost of the Task		\$			
Percent of Task Deferred Maintenance		%			
For Asset-related Tasks					
Asset Name					
Condition					
<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair (Average) <input type="checkbox"/> Poor <input type="checkbox"/> Very Poor					
Is the asset maintained according to manufacturer's recommendations?					<input type="checkbox"/> Yes <input type="checkbox"/> No
For Monitoring Tasks					
Chemicals	Amount	Unit	Date	Time	
Schedule					
Task Start-End Date		Completed Date \ Time		Staff Completed	
Frequency				Length (days)	
<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually					
Recurr every					
_____ day(s) _____ time(s) / day		_____ week(s) on _____ (Day of week)			
Day _____ of every _____ month(s)		_____ (Week of month) _____ (Day of week) every _____ month(s)			
_____ (Month) _____ (Day of month)		_____ (Week of month) _____ (Day of week) of _____ (Month)			
Recurrence End Date					
Optional Parts Information					
Manufacturer/Supplier					
Parts Name					
Parts Number					
Parts Cost		\$			
Labor Maintenance Costs		\$			

Module-by-Module Training

My Home

My Inventory

My O&M

My Finances

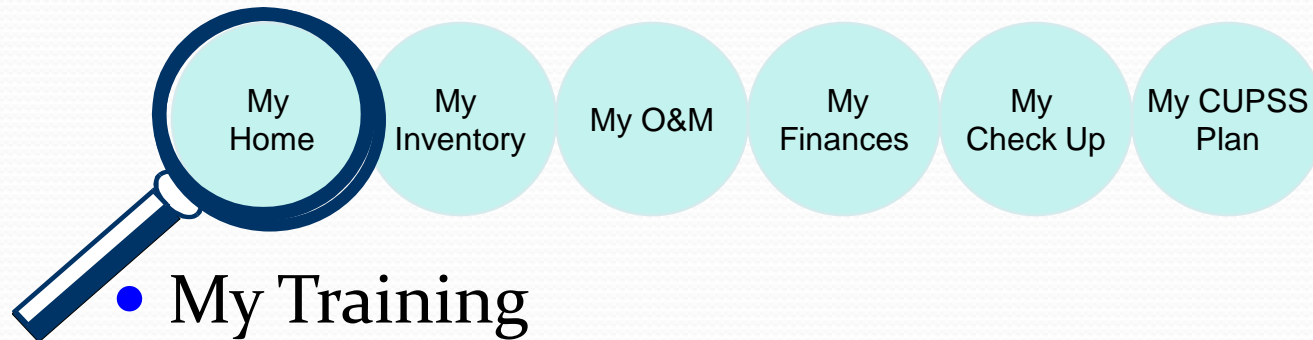
My Check Up

My CUPSS Plan



- Individual training modules
- User's Guide includes training exercises with data
- Take baby steps
 - Dropdowns make entering information easy
 - Can reuse information already entered for different modules

“My Home”



- My Training
 - Introductory training video
 - Tutorial
 - Keyword searches
 - Glossary
- Access the five modules
 - My Inventory
 - My O&M
 - My Finances
 - My Check Up Reports
 - My CUPSS Plan



CUPSS Home Screen

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

Check Up Program for Small Systems

[My Home](#)
[My Inventory](#)
[My O & M](#)
[My Finances](#)
[My Check Up](#)
[My CUPSS Plan](#)

Welcome Back Example, Beauty View Acres Subdivision - WW

What would you like to do today?



[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](#)



[Work on My CUPSS Plan](#)

My Calendar

May, 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	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

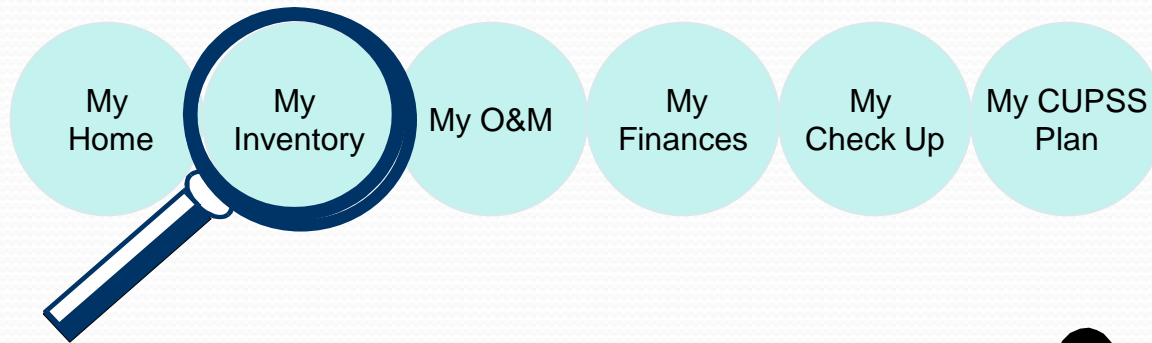
My Messages and Alerts

Popup Messages Are On. Click To Turn Off.

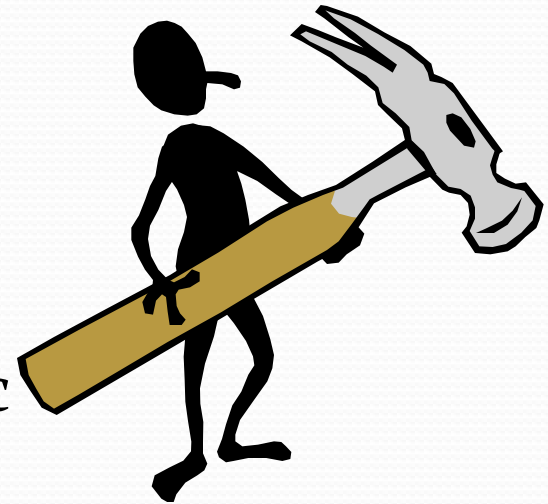
Reminder - Today's Tasks	18
Tasks Currently Past Due	17015
Assets Needing Update	0
Number of High Risk Assets	2

Version 1.3.5 Beta January 26, 2010

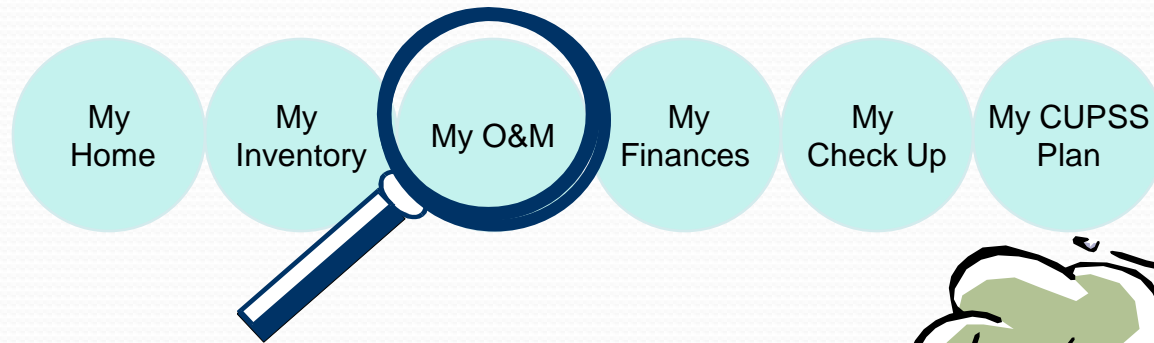
“My Inventory”



- Identify your assets
 - Prioritize
 - Update
- Create a personalized schematic



“My O&M”



- Create future O&M activities
 - Schedule tasks
- Track current O&M activities
 - Alerts you if a task is past due
- Record emergency activities
 - Build data history for asset



Work Order

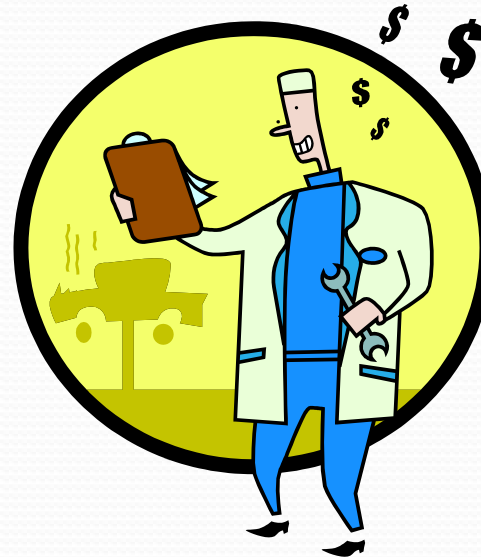
Staff Assigned		Task Name		
Dunlevy, Robert		Inspect heater operation during winter months.		
Task Type				
<input type="checkbox"/> Monitoring <input checked="" type="checkbox"/> Routine Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Replacement <input type="checkbox"/> Other:				
Is this task planned? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Is this a Capital Improvement Project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Task Details				
Task Notes				
Cost of the Task		\$0.0		
Percent of Task Deferred Maintenance		0.0%		
For Asset Related Tasks				
Asset Name				
Condition				
<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair (Average) <input type="checkbox"/> Poor <input type="checkbox"/> Very Poor				
Is the asset maintained according to manufacturer's recommendations? <input type="checkbox"/> Yes <input type="checkbox"/> No				
For Monitoring Tasks				
Chemicals	Amount	Units	Date	Time
Schedule				
Task Start Date	Completed Date \ Time		Staff Completed	
06/01/2011				
Frequency				Length (days)
<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually				1
Recurs every				
<u>1</u> day(s) <u>1</u> time(s) / day		_____ week(s) on _____ (Day of week)		
Day _____ day of every _____ months(s)		____ (Week of month) ____ (Day of week) every ____ month(s)		
_____ (Month) ____ (Day of month)		____ (Week of month) ____ (Day of week) of _____ (Month)		
Recurrence End Date		03/31/2013		
Optional Parts Information				
Manufacturer / Supplier				
Part Name				
Part Number				
Part Cost		\$		
Labor Maintenance Cost		\$		



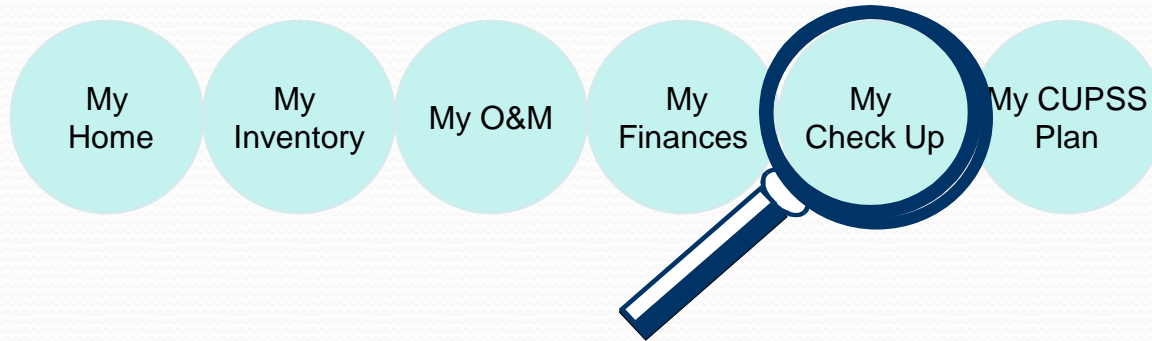
“My Finances”



- Determines full cost of doing business



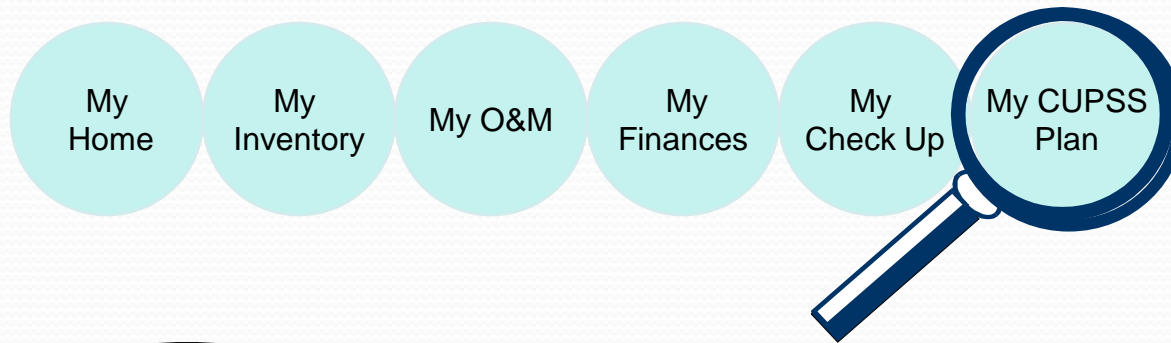
“My Check Up” Reports



- Generates two different reports based on information entered
 - My Inventory Check Up
 - My Financial Check Up

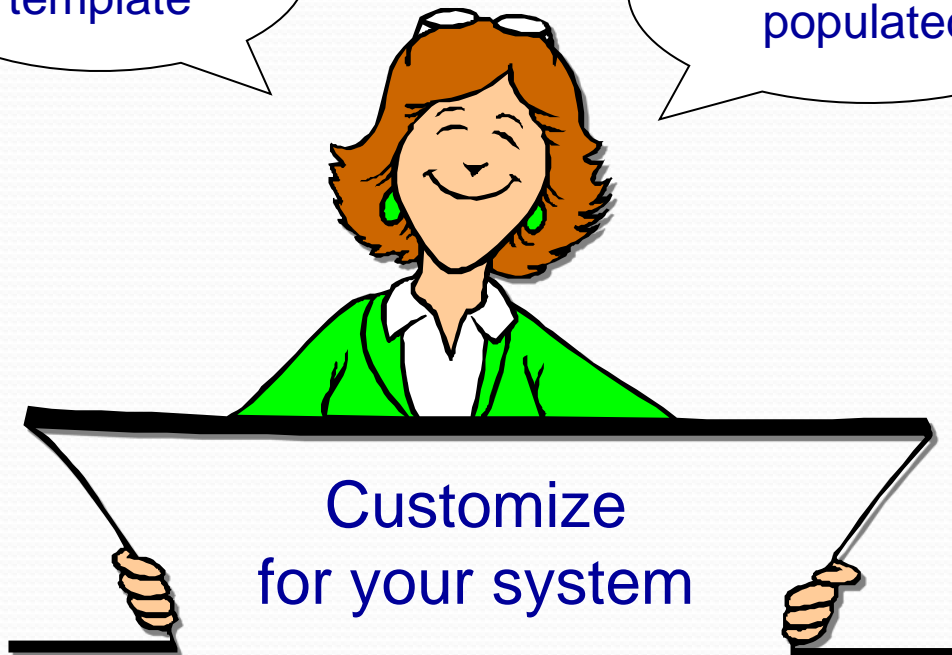


“My CUPSS Plan”



Predefined
template

Pre-
populated



CUPSS Plan

Ohio RCAP Community Water System Asset Management Plan

Prepared for:

OHIO RCAP COMMUNITY WATER SYSTEM
POEDUNK, OHIO

Prepared by:

JOHN SMITH
FACILITY MANAGER

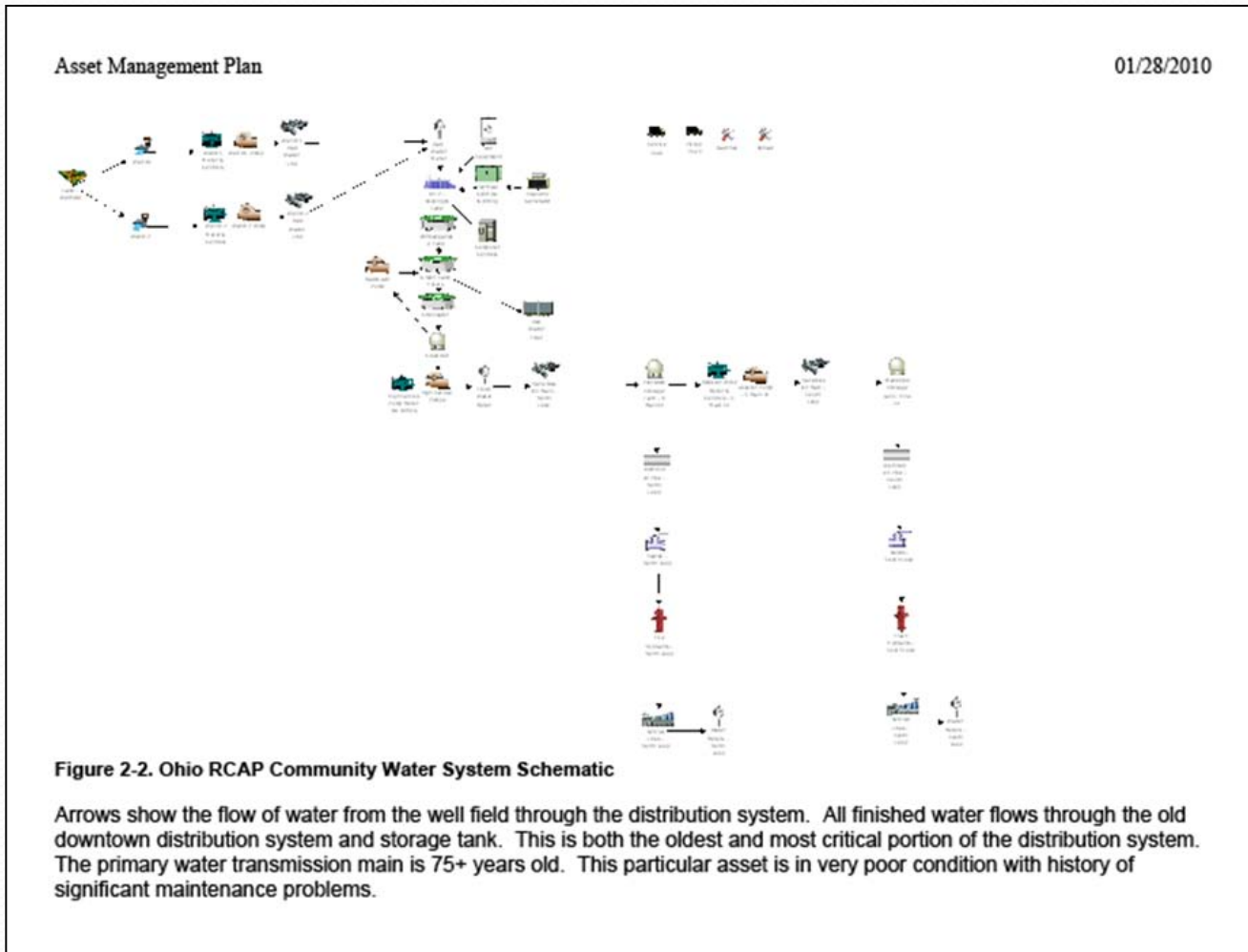
Last Created Date:

02/11/2010

Prepared using:



Customized Document



Pre-populated from CUPSS

Asset	Asset Type	Year Installed	Condition	CoF	Capacity	Risk	Replacement Date
Loop						Immediate Attention	
Computer Controls	Computer Equipment / Software	07/14/2000	Fair (Average)	Moderate	Full-sized	High Risk – Immediate Attention	02/01/2011
Permanganate Feed	Treatment Equipment	06/01/1975	Good	Moderate	Full-sized	High Risk – Immediate Attention	02/01/2010
Backwash Pump	Pumping Equipment	06/01/1975	Fair (Average)	Moderate	Full-sized	High Risk – Immediate Attention	02/01/2010
Red Water Filter	Liquid Waste Handling & Disposal	06/01/1975	Fair (Average)	Moderate	Full-sized	High Risk – Immediate Attention	02/01/2015
Green Sand Filters	Treatment Equipment	06/01/1975	Fair (Average)	Moderate	Full-sized	High Risk – Immediate Attention	02/01/2015
Service Lines - South Loop	Service Lines	01/01/1985	Good	Moderate	Full-sized	High Risk – Immediate Attention	02/01/2020



TIPS



- Importance of a Team
 - Responsibilities won't be burdensome if spread out among others-
 - Having others on board with choices makes the process much easier
- Take Baby Steps
 - Everyone may not be on board the first round. One section at a time.
 - Go through each module slowly and use a limited amount of assets.

Register CUPSS

- User's need to register your software
 - Get updates to software
 - Become part of CUPSS User 'listserv' network
 - Attend webinars



www.epa.gov/cupss

Support For Users

CUPSS

Supporting Materials

- CUPSS User's Guide
- CUPSS Workbook
- Tutorials/training
- User E-mail List

Asset Management Supporting Materials

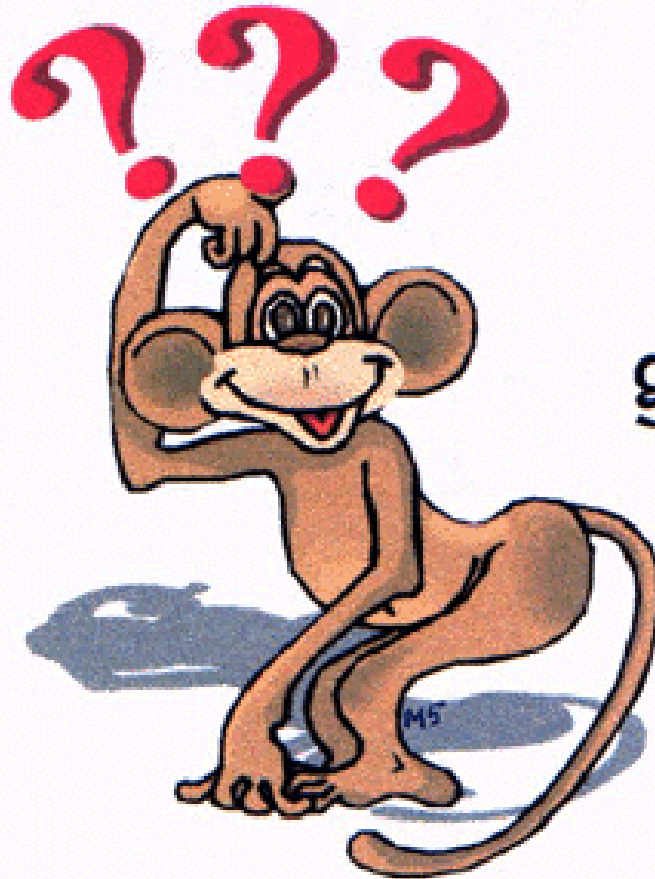
- STEP Guides
- Best Practices Guides
- Web cast training
- AM Web site

CUPSS@epa.gov

www.epa.gov/cupss



QUESTIONS?



Questions
are
guaranteed in
life;
Answers
aren't.



Thank you!

Larry & Tom