13. Unit Process & Utility Management Tabs

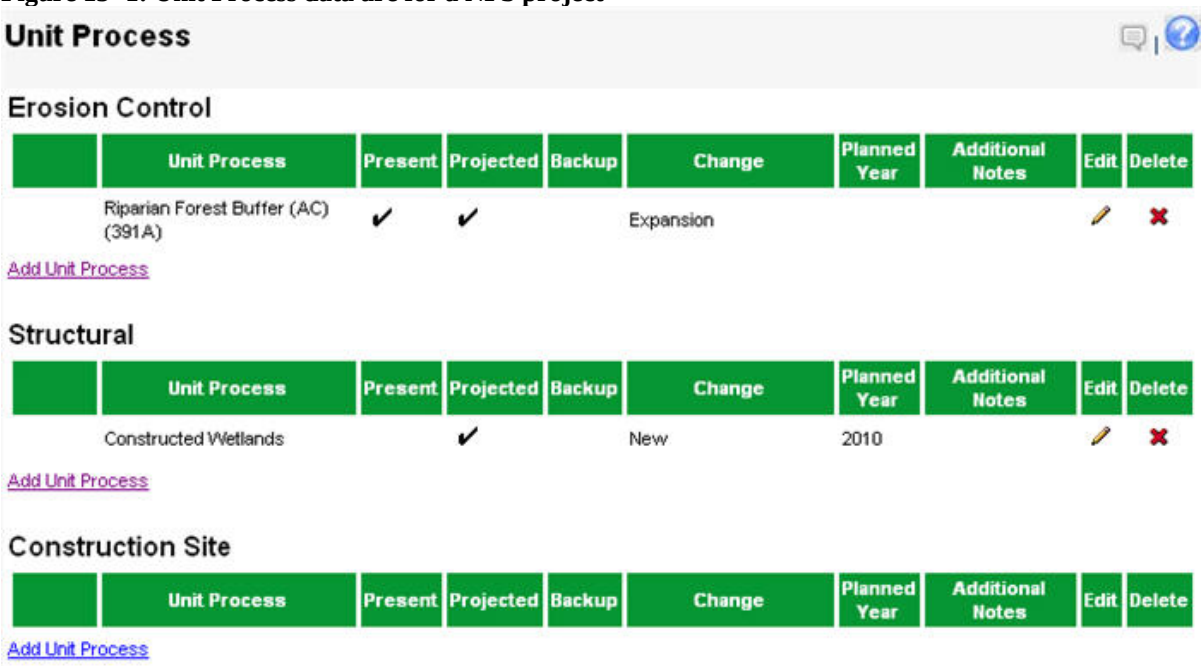
The Unit Process and Utility Management tabs have been designed to support knowledge transfer between facilities, States, and EPA on technology trends. This information helps EPA and States provide more effective technical support.

13.1. Unit Process

The data area Unit Process allows both Local and State user to view, edit, and add new Unit Processes to the facility/project (Figure 13-1). Local Users with Facility Update – Partial access level are allowed to update this data directly in the DEP. When the data is optional, the updates can be made to a facility/project with any review status, except Deleted. When the data is required, the data is in view only mode if Review Status is Federal Review Requested, Federal Review Correction or Federal Accepted. The DEP notifies the State when a Local User has provided updates.

Unit Process data is required (selecting at least one process per treatment type) for **wastewater facilities with a design flow of greater than 10 MGD.** A reminder of this requirement is provided in the Flow data area (Chapter 10). For all other facilities/projects, this data is an optional data area.

Figure 13- 1: Unit Process data are for a NPS project



For the Facility/Project, the Treatment Types and Unit Processes displayed are based on the Facility's Overall Type. For each Treatment Type, Unit Processes currently associated with the Facility/Project are listed.

- *Click Add Unit Process to associate new Unit Process under the desired Treatment Type (e.g., Preliminary, Erosion Control) with the facility/project (Figure 13-1). Click in the Edit column to edit an existing Unit Process. Both actions open the Add/Edit Unit Process data area (Figure 13-2). Explanations of the fields in this data area are in Table 13-1).*

- *Click ✖ in the Delete column to remove a Unit Process from the list.*

Table 13- 1: Explanations of Unit Process data fields

Data Field	Explanation
Unit Process	*Select a Unit Process from the provided alphabetical list provided.* Each Unit Process can only be assigned once per Treatment Type and is excluded from the list when assigned. When editing existing Unit Process data, this field is display only.
Status	*Click the radio button to indicate whether the Unit Process is Present, Projected, or Present and Projected.*
Planned Year	*Enter the year that the Unit Process will be implemented. The Planned Year must be the current or a future year.*
Backup	*Select this to indicate that the Unit Process is not regularly used and serves as a backup for another Unit Process.*
Changes	*To associate the Change with a Unit Process, highlight the desired Change in the Available Changes column and click > to move it to the Selected Changes column. To remove a Change from a Unit Process, highlight that Change in the Selected Changes column and click < to move it to the Available Changes column. Use the control key to select multiple Changes.*
Notes	*Enter notes about the selected unit process.*

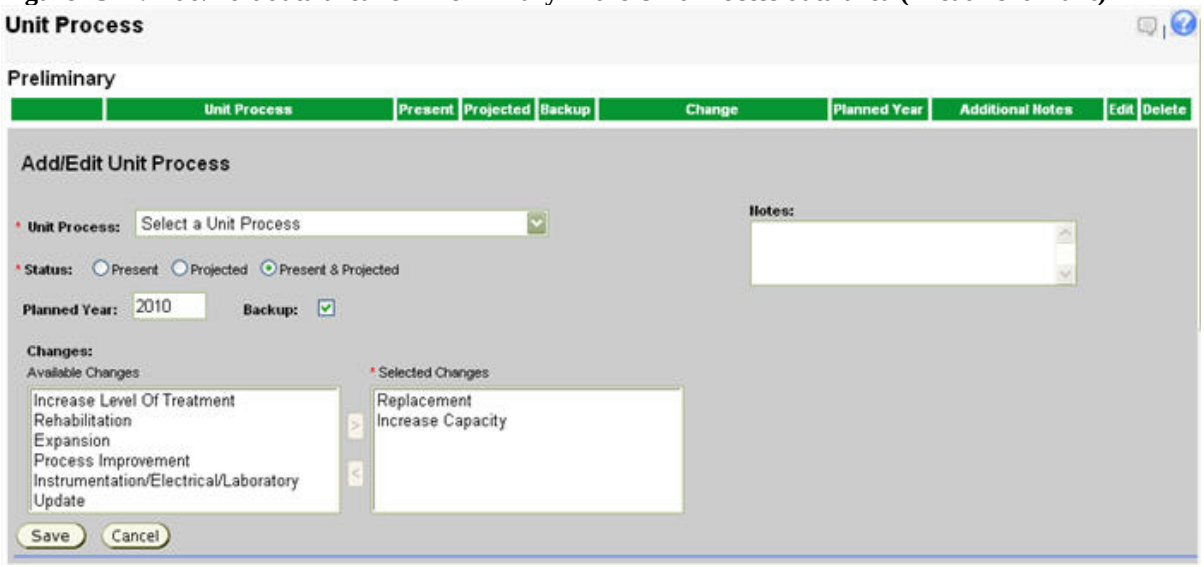
Click Save *to save all changes to this data area. All changes are made directly in the database; no feedback copy is created. Click* Cancel *to abandon changes.*

Warning: If the user does not click* Save *before leaving this data area, entered data is not retained.

- *The order of the Unit Processes can be moved up and down to reflect the order of Unit Processes at the facility/project.*

  For each Treatment Type table with at least two Unit Processes, the first column that contains a heading has a down ⬇ and an up ⬆ icon and a radio button in front of each unit process. To move the Unit Process, select the radio button of the desired Unit Process and click either ⬇ to move the Unit Process down on the list or ⬆ to move the Unit Process up on the list.

Figure 13- 2: Add/Edit data area for Preliminary in the Unit Process data area (Treatment Plant)



13.2. Utility Management

The data area Utility Management allows both State and Local User to view, edit, and update the Utility Management practices for the facility/project (Figure 13-3). Local Users with Facility Update – Partial access level are allowed to update this data directly in the DEP. This data area is available for Wastewater, Stormwater Management, and Decentralized Wastewater Treatment facilities; it is optional**.** The DEP notifies the State when a Local User has provided updates.

The same Utility Management practices (Table 13-2) are displayed for all facilities/projects.

- *For each practice, select one of the following Implementation Statuses: Considering Implementation, Fully Implemented, In Process of Implementing, and Not Considering Implementing.*

- *Enter the Remaining Costs for practices with the Implementation Statuses of In Process of Implementing and Considering Implementation. For other statuses, this field is disabled.*

- *Enter the Annual Costs to Operate for practices with the Implementation Statuses of Fully Implemented, In Process of Implementing, and Considering Implementation. For other statuses, this field is disabled.*

Click Save *to save all changes to this data area. All changes are made directly in the database; no feedback copy is created. Click* Cancel *to abandon changes.*

Warning: If the user does not click Save ***before leaving this data area, entered data is not retained.***

Figure 13- 3: Utility Management data area

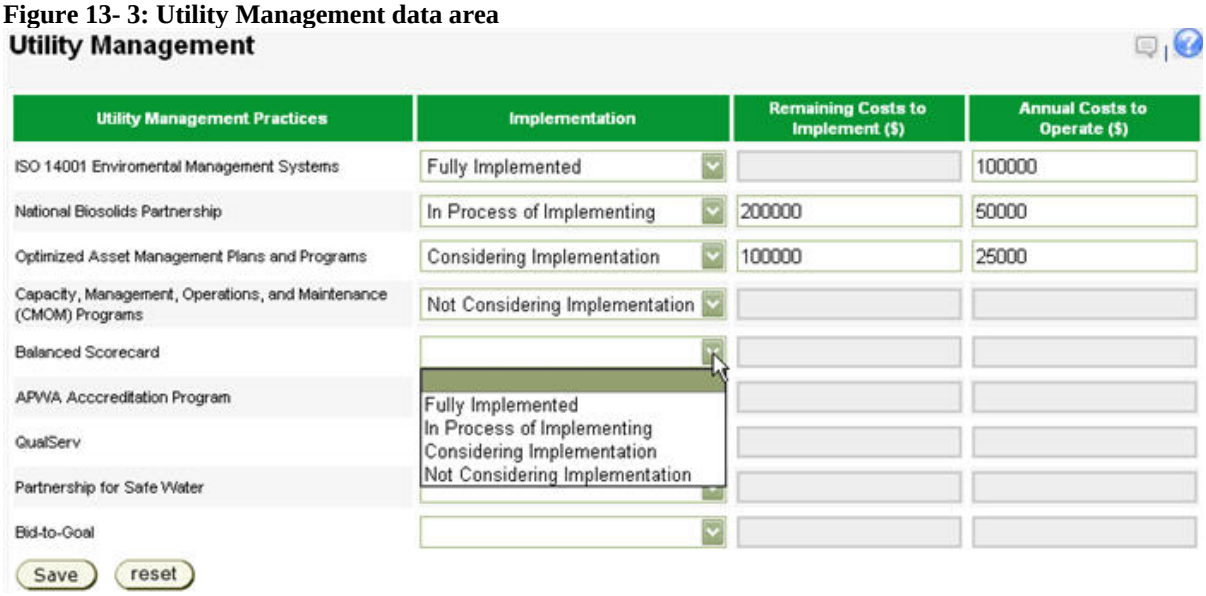


Table 13-2: Definitions of Utility Management practices

Utility Management Practices	Definition
ISO 12001 Environmental Management System (EMS) Standards	ISO 12001 is an internationally recognized EMS standard that can be utilized by any industrial sector or type of organization. ISO 12001 is built around the plan-do-check-act cycle of continual improvement. It provides an approach for the self-identification of environmental policy, impacts, performance goals, and objectives, with the expectation that the minimum performance is beyond environmental regulatory compliance. (http://www.iso.org)
National Biosolids Partnership	The National Biosolids Partnership Environmental Management System (EMS) is a voluntary, third-party certification program that sets total regulatory compliance as its baseline and seeks to enhance the credibility of local wastewater treatment agencies through sound management practices and improved communications programs that lead to public acceptance of agencies' biosolids management practices. (http://www.biosolids.org)
Optimized Asset Management Plans and Programs	Asset management is an approach for managing infrastructure capital assets to minimize the total cost of owning and operating them, while delivering the service levels that customers desire. (http://www.epa.gov/OWM/assetmanage/index.htm)
Capacity, Management, Operations, and Maintenance (CMOM) Programs	CMOM is a flexible, dynamic framework for municipalities to identify and incorporate widely-accepted wastewater industry practices to: (1) better manage, operate, and maintain collection systems; (2) investigate capacity constrained areas of the collection system; (3) respond to sanitary sewer overflow (SSO) events. It emphasizes that good operation and maintenance is a function of good management. http://cfpub.epa.gov/npdes/index.cfm

Balanced Scorecard	The Balanced Scorecard is a high-level planning tool. Balanced Scorecard seeks to align measures with strategies in order to track progress, reinforce accountability, and prioritize improvement opportunities. It integrates four related perspectives: finance; customers; internal processes; and learning and growth. (http://www.balancedscorecard.org/)
APWA (American Public Works Association) Accreditation Program	The purpose of the accreditation program is to provide a means of formally verifying and recognizing public works agencies for compliance with the recommended practices set forth in the *Public Works Management Practices Manual*. It is a voluntary, self-motivated approach to objectively evaluate, verify and recognize compliance with the recommended management practices. (http://www.apwa.net/About/Accreditation/)
QualServ	QualServ is a voluntary quality improvement program designed exclusively for water and wastewater utilities. QualServ's goal is simple: to help utilities achieve superior performance, maximum efficiency, and outstanding customer service. (http://www.awwa.org)
Partnership for Safe Water	The Partnership is a voluntary cooperative program to improve the safety of water. The preventative measures are based around optimizing treatment plant performance and increasing protection against microbial contamination in America's drinking water supply. The Partnership's program includes: (1) a commitment to continued compliance with the existing Surface Water Treatment Rule; (2) baseline data collection and analysis of existing plant turbidity data; and (3) annual submittal and analysis of turbidity data. (http://www.awwa.org/partnership)
Bid-to-Goal	Bid-to-Goal is a service improvement and cost saving planning tool. Bid-to-Goal provides an approach for establishing goals that are reflective of the level of savings needed to be competitive with potential private proposals.