

WHAT'S UP WITH CUPSS?



January 2010 ■ Issue 2

Welcome to CUPSS

Welcome 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 2100 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 software is available at 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.

Stories From the Field

Last quarter we looked at a system story to see where training is happening. And to do this we talked to the great state of New York. This past summer, New York State Department of Health's Bureau of Water Supply Protection provided a full small water system management training, with a focus on CUPSS. The training stats are:

- ▶ 11 workshops held
- ▶ 521 operators trained
- ▶ 590 CUPSS user kits distributed
- ▶ 2,865.5 contact hours awarded

This training used many of EPA's STEP Guides and Quick Reference Guides, including the Roles and Responsibilities for Operators and Owners Guides and the Record Keeping for Rules Guide, that are geared toward small systems, as well as the CUPSS software and guidance materials. Operators that attended the training were given the option of completing the Asset Management Reports or the Getting Ready for CUPSS Handbook (depending on their computer resource availability) for up to 5.5 contact hours. The operators that participated in the extra curricular activity for contact hours provided feedback that CUPSS was user friendly and could help them

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Who's Who... Your CUPSS Team

Many of you have probably heard from one of us at some point or another, but we'd like to formally introduce ourselves as your CUPSS contacts! We're here to answer any questions, take your suggestions, and hear your success stories. Please don't hesitate to call or email us at any time – and as always, we check the CUPSS inbox (cupss@epa.gov) regularly so please email us often.

Adrienne Harris – Adrienne is the National CUPSS Coordinator within the Office of Ground Water and Drinking Water (OGWDW). Adrienne manages the CUPSS enhancement requests, energizes the trainers, tracks measures of success, and provides many presentations and training sessions.

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CUPSS Champions

Ohio RCAP

Ohio Rural Community Assistance Partnership (RCAP) staff has been instrumental in assessing the My Financial Check Up Report portion of CUPSS. This quarter the CUPSS Champion honor belongs to Larry Baxa, Wayne Cannon, Joshua Eggleston and Thomas Fishbaugh of Ohio RCAP. These field agents are responsible for assisting communities with project development and capacity building.

They dedicated time out of their busy schedules to test the financial and ratio calculations and made recommendations of enhancements. Their combined over 70 years of experience in the field was invaluable when this task was put before them. The venture resulted in a new and improved My Financial Check Up Report.

Their CUPSS championing doesn't stop there. This team is in the process of developing a course to be added to their management training courses. The fourth course will be a "hands-on" workshop on setting up and using CUPSS.

Thank you, Ohio RCAP, for being CUPSS Champions!

Know the next CUPSS Champion? Email nominations to cupss@epa.gov.



Training and Events

Train the Trainer Webinar Series – February 5, 19 & 26 2010

This 6 hour presentation will consist of comprehensive training on how to use the CUPSS software. This seminar will demonstrate the soon to be released CUPSS 1.3.5. 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.

- ▶ **February 5, 2010, 1 :00 – 3 :00 PM (EDT)** Reserve your Webinar seat now at:
<https://www2.gotomeeting.com/register/748016466>
- ▶ **February 19, 2010, 1 :00 – 3 :00 PM (EDT)** Reserve your Webinar seat now at:
<https://www2.gotomeeting.com/register/690243859>
- ▶ **February 26, 2010, 1 :00 – 3 :00 PM (EDT)** Reserve your Webinar seat now at:
<https://www2.gotomeeting.com/register/325753602>

Stories from the field (cont.)

implement asset management at their systems. The training was so successful that New York is planning a Part 2 next summer.

Under another effort, 69 health department staff were trained through a separate CUPSS train-the-trainer course so that they can continue to support small system management and CUPSS.

Both of these trainings were funded under the Operator Certification Expense Reimbursement Grant Program. Thanks New York for all your efforts to help small systems! If you have questions about these trainings, please contact Teresa Boepple at tmbo3@health.state.ny.us.

CUPSS Self-paced Trainings

Many people have inquired about additional CUPSS training opportunities. Look no further, a Self Paced Training Series is being developed for you to learn how (and why) to use CUPSS at your leisure. We'll still provide Train-the-Trainer webinars but this is just another resource of many provided to get the most use out of CUPSS.

The lessons will include narrative descriptions, video clips, and quizzes. These lessons will be posted as they are created so stay tuned for the first lesson titled "Asset Management 101" to be out in winter 2010. Other lessons will include in depth training on the CUPSS modules such as My Inventory, My O&M, My Finances, My Check Up Reports, and My CUPSS Plan.

Where has CUPSS been?

We need your help! Tell us where CUPSS has been? Email cupss@epa.gov telling us where you are using CUPSS, given CUPSS trainings or shared CUPSS materials. Please title the email, "Where has CUPSS been?" and submit all information no later than **March 1st**.

From those who email in information, a person will be chosen at random to receive a CUPSS mug!



CUPSS Team (cont.)

Sonia Brubaker – Sonia recently joined OGWDW and through her experience with asset management and development of the CUPSS technical and marketing materials, assists Adrienne with CUPSS training.

Gajindar Singh – Singh is with the Office of Wastewater Management (OWM) and brings an environmental engineering background that can help with the use of CUPSS by wastewater treatment plants.

Matthew Richardson – Matt is also with OWM and his experience includes working with small decentralized wastewater systems and technical assistance providers. assisting you in the promotion and the operation of CUPSS.

Helpful Links

- ▶ epa.gov/cupss/
- ▶ epa.gov/safewater/smallsystems/
- ▶ epa.gov/owm/assetmanage/index.htm
- ▶ epa.gov/owm/assetmanage/assets_training.htm
- ▶ epa.gov/owm/assetmanage/pdfs/msamcs_final.pdf

Frequently Asked Questions

Does the My O&M and task information need to be added every year?

The tasks will be scheduled until the date specified in the Recurrence End Date field. This defaults to 5 years from the current date.

Where is the print button?

The Print button is on the Search Asset and Maintenance screen and is a helpful tool to get all the information you need. For example, you can query for all past due tasks in the Work Order Report.

Can any of the alerts or messages be printed out as reports?

Yes. But you need to query through the Search Asset and Maintenance screen and get all the information you need. For example, you can query for all past due tasks in the Work Order Report.

How many assets, say valves, does the software let you manage?

There is no limit on the number of assets overall or of a specific type that can be managed.

How do you handle the number of hydrants? If a community has 100 hydrants, should they be classified individually or grouped together into groups by age and condition?

It is your choice. Think about how your utility maintains them. Consider if they will be replaced in groups or individually. You can list each out individually and then identify age and condition; or you can make one entry for 5 in one location, and another entry for 7 in another locations, etc. Remember, all assets are not created equally, so think about if it'll be helpful to group them.

Could you elaborate on the "Future Investment" for asset status?

If you would like an asset added to your Capital Improvement Projects, you would designate an asset as a future investment under asset status.



How can I obtain a copy of CUPSS?

Download it off the CUPSS website, epa.gov/cupss.

Contact CUPSS!

Email us at cupss@epa.gov for more information.