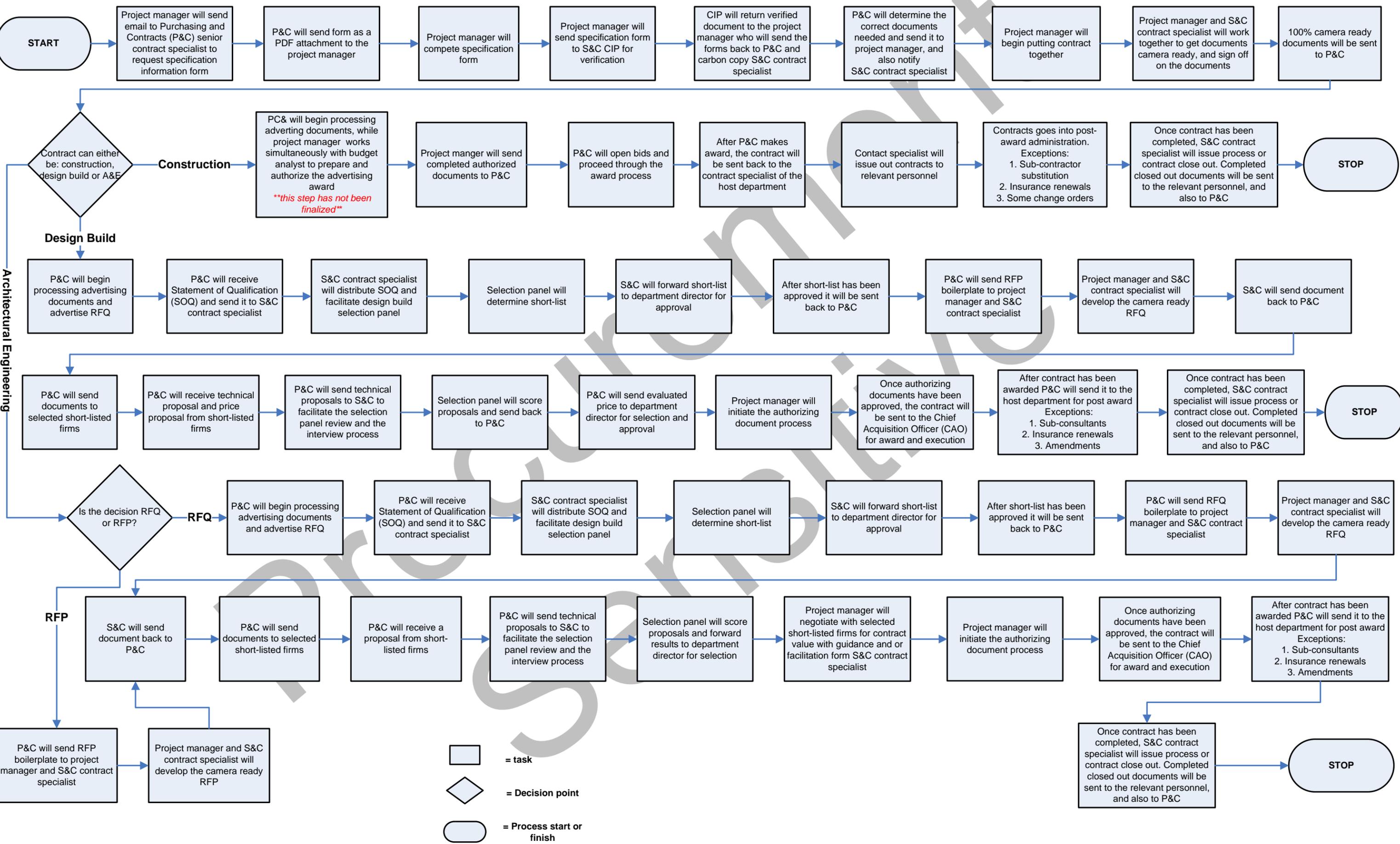
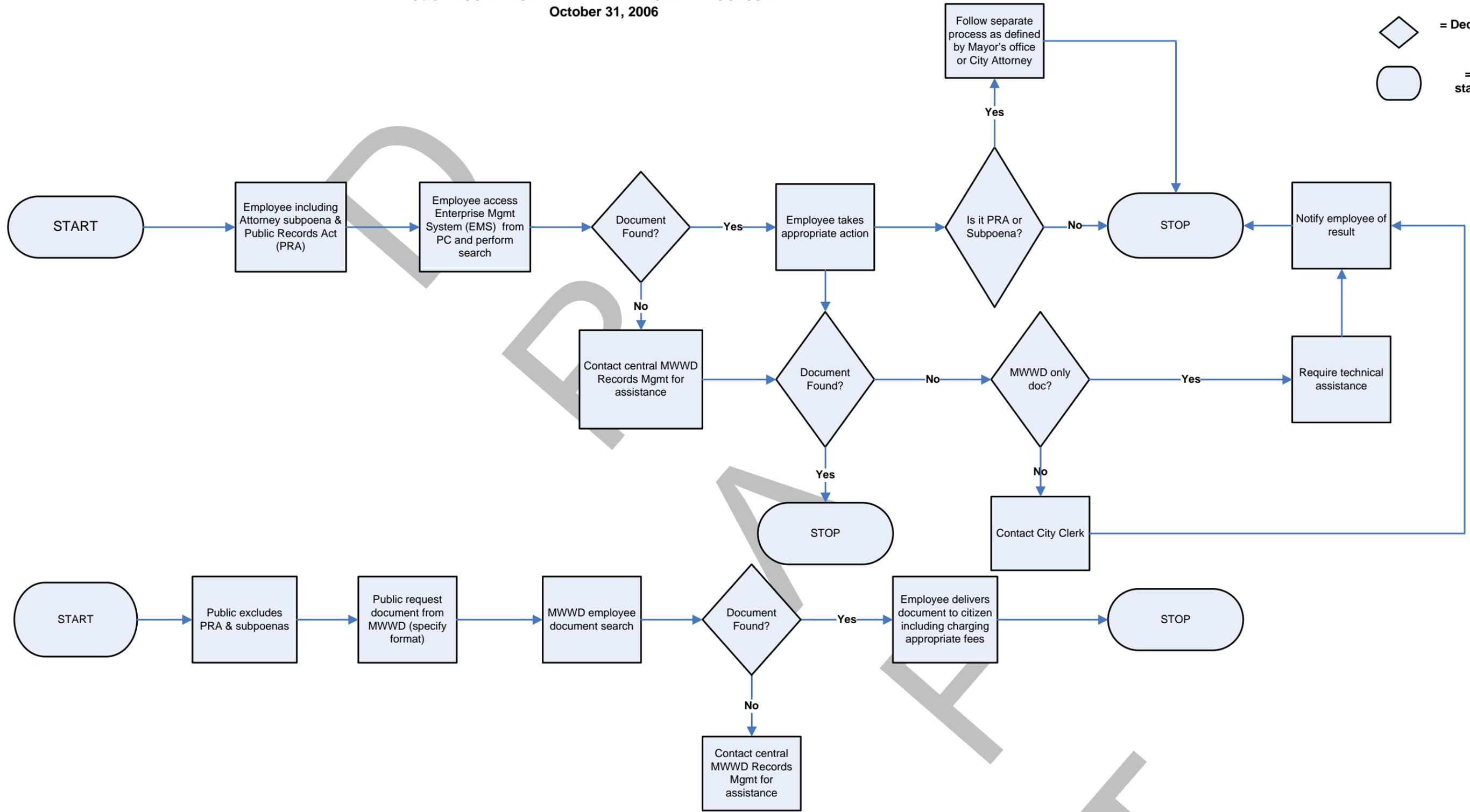
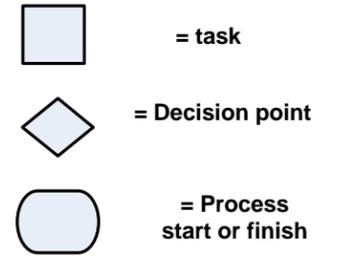


S&C Contracts "To Be" Process

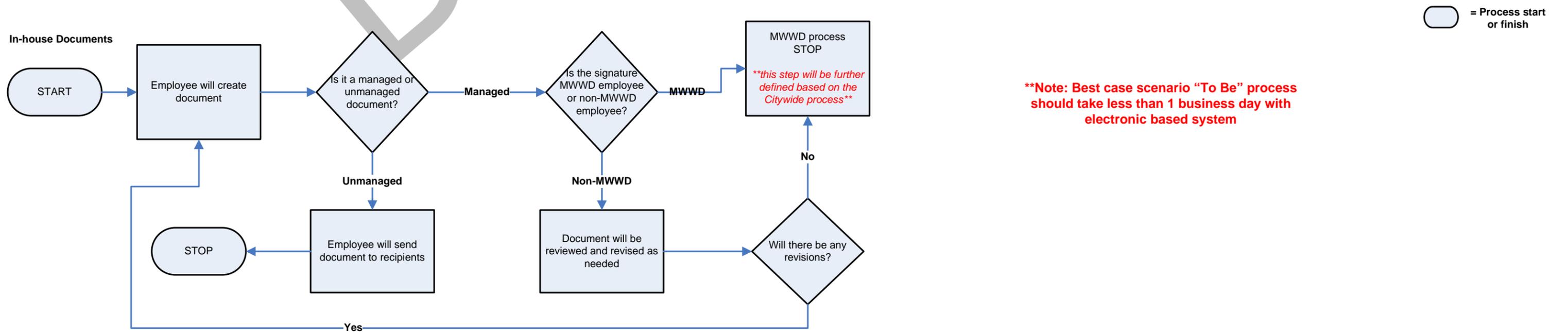
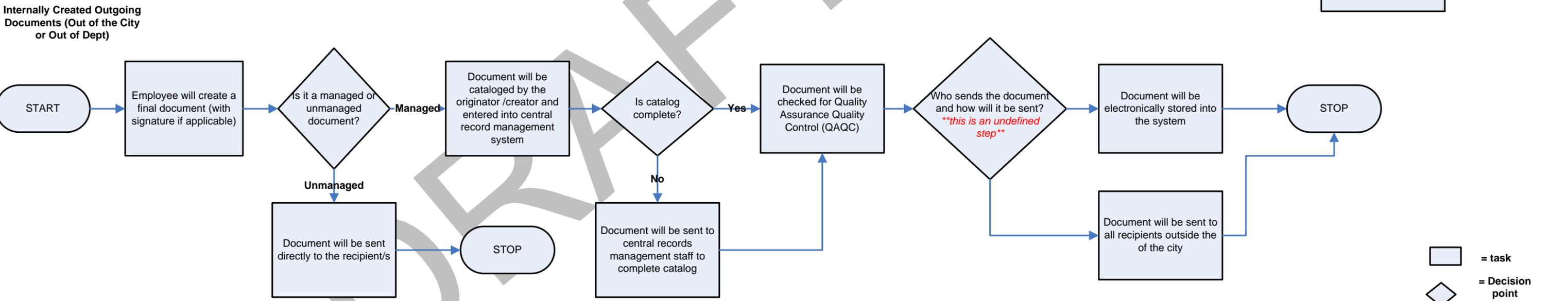
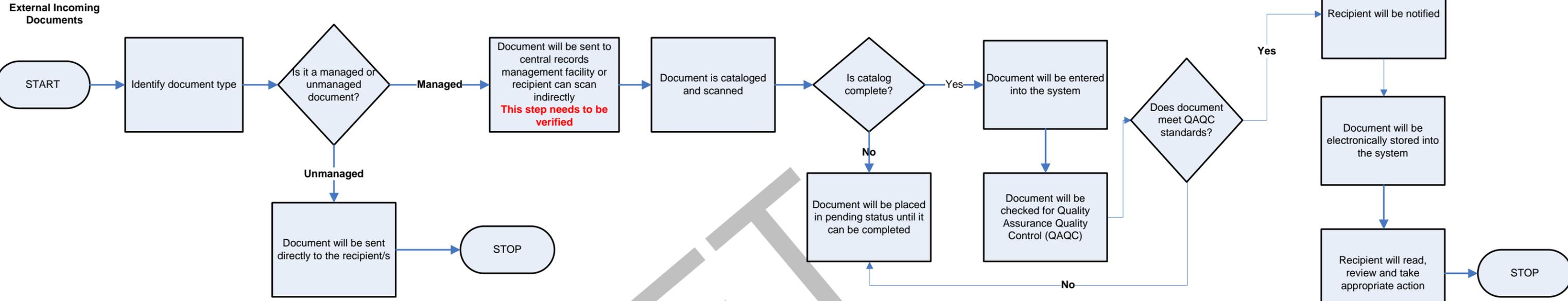


NOTE: This is not a final document**

S&C RECORD MGMT RETRIEVAL "TO BE" PROCESS MAP
October 31, 2006



S&C Records Management Support Services "To Be" Process



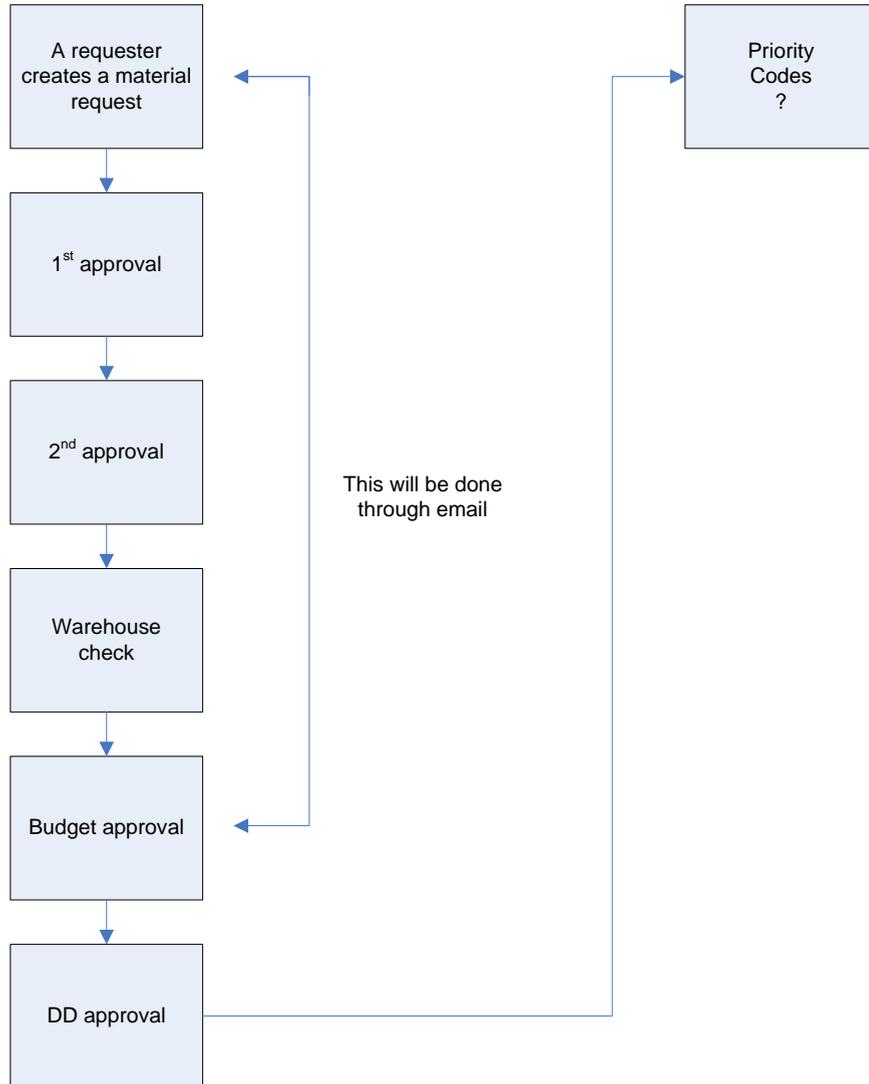
- = task
- = Decision point
- = Process start or finish

****Note: Best case scenario "To Be" process should take less than 1 business day with electronic based system**

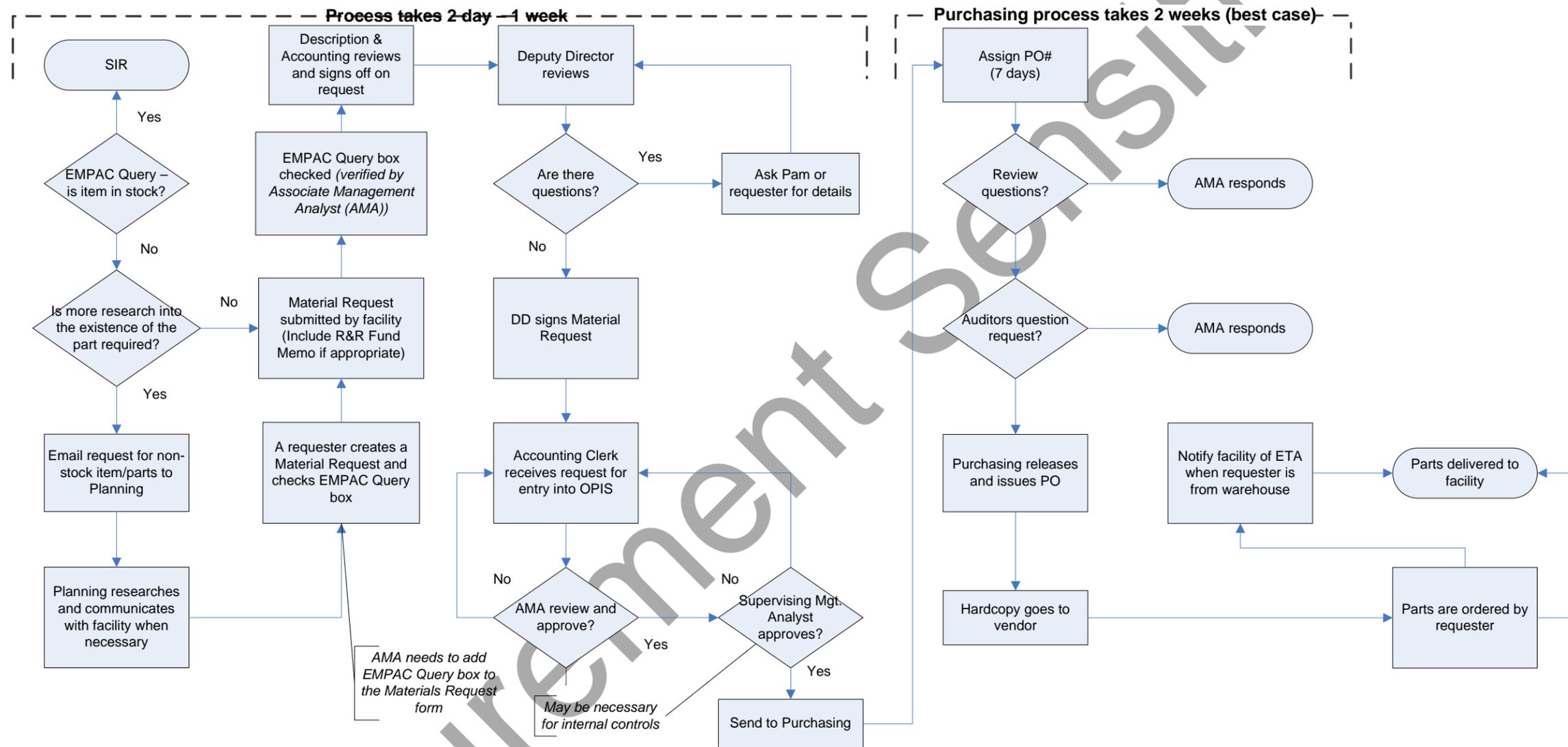
NOTE: This is not a final document**

P

DRAFT EMPAC "To-Be" Map – Correctives Procurement



DRAFT – Procurement Sensitive EMPAC “To-Be” Map – Procurement (Part 2)



Comments:

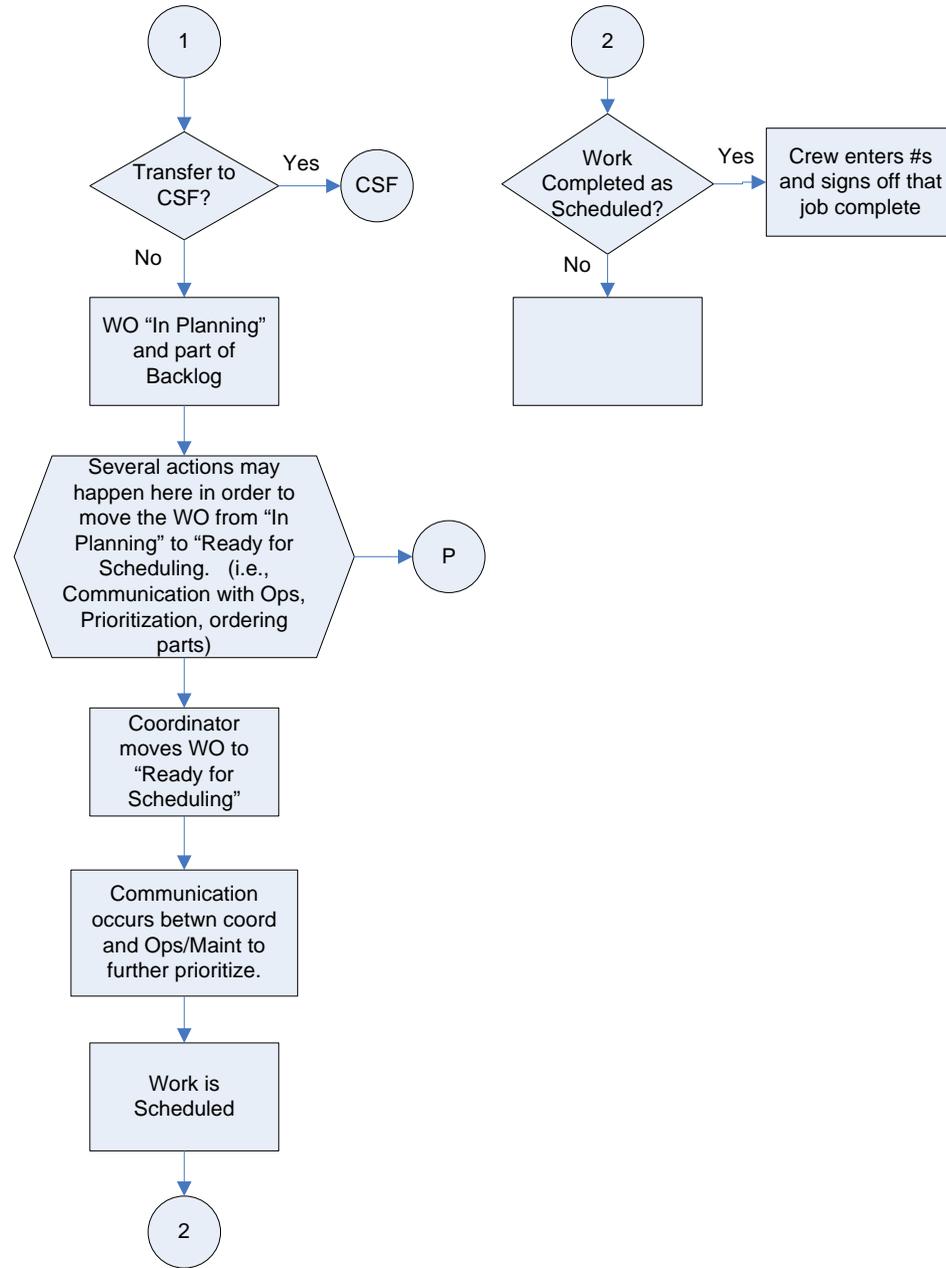
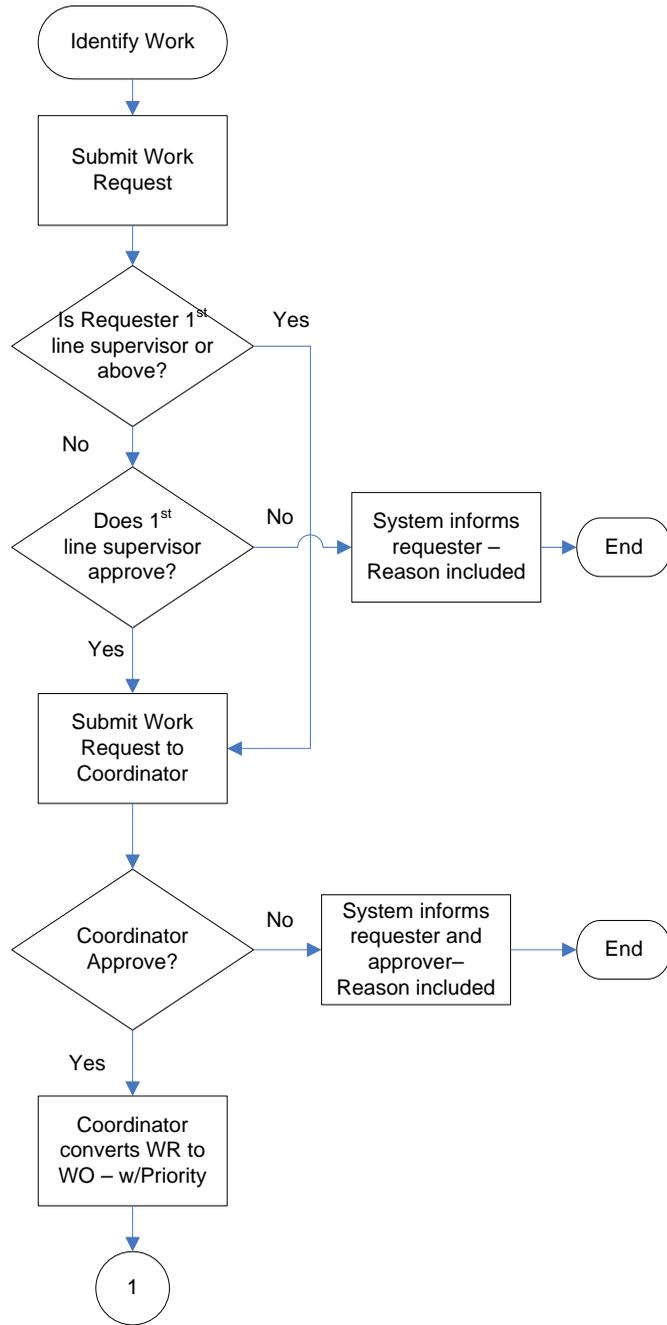
- Implement a synonym search feature for the EMPAC Query.
- Provide a key parts reference for various equipment – familiarize operators w/ product codes and names to standardize parts/items language.
- Parts & Services requests should go directly to Planning.
- Material requests enter directly into EMPAC – *(IT, can this be edit-ready so requests can be sent by email?)*
- What happens when request are denied?

Recommendations to Purchasing:

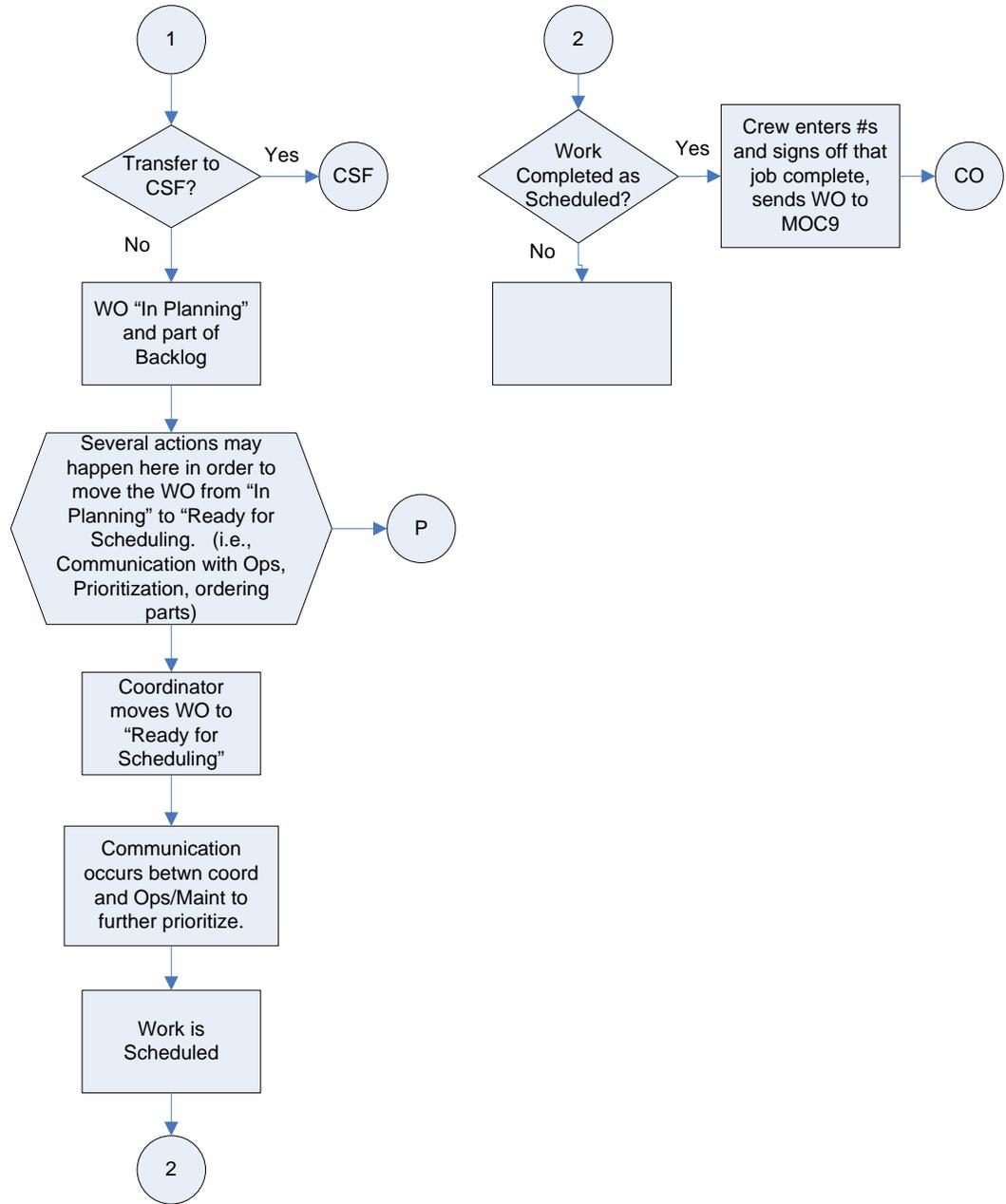
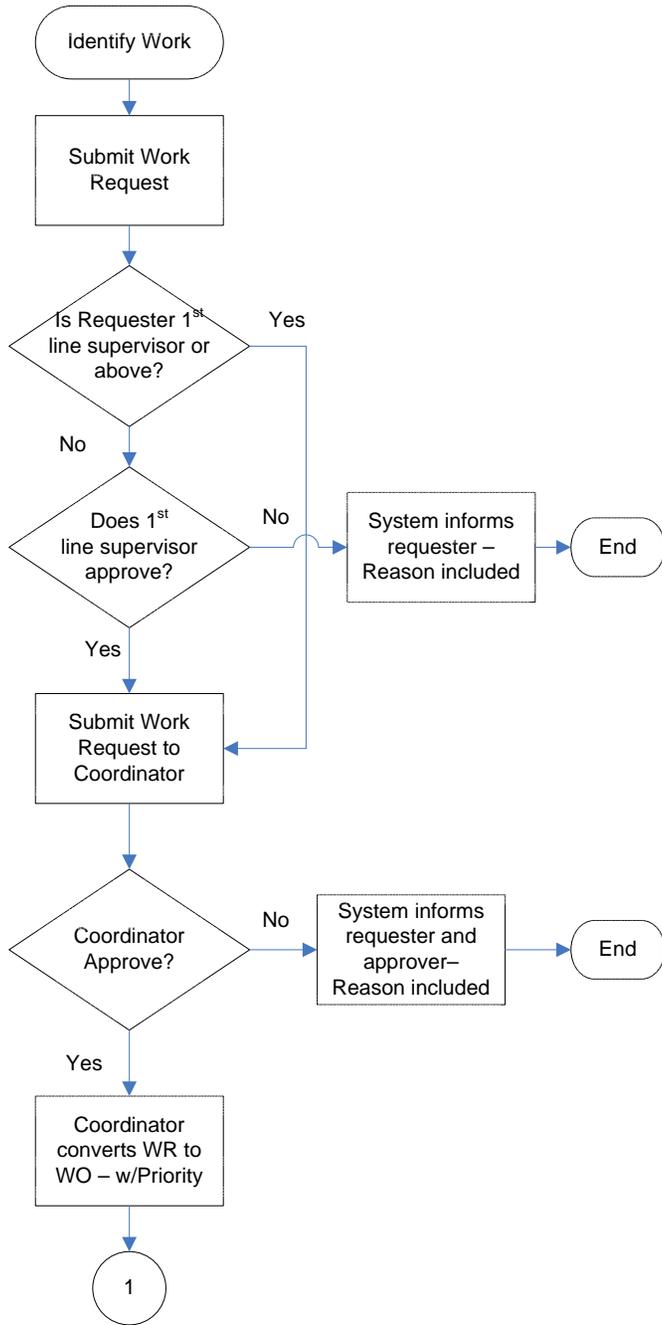
- Improve notification of city-wide open requests when a change occurs.
- Share Justification Memo so that Sole Source Memo can be more user friendly for Purchasing – cut and paste feature to ease the duplication of identical information on both forms (e.g., part number, requester, facility requesting part/item, etc.)
- MWWD needs its own Parts Buyer to oversee all purchasing aspects.

EMPAC "To-Be" Map - Correctives

White Shapes = Must Happen
Blue Shapes = Could Happen



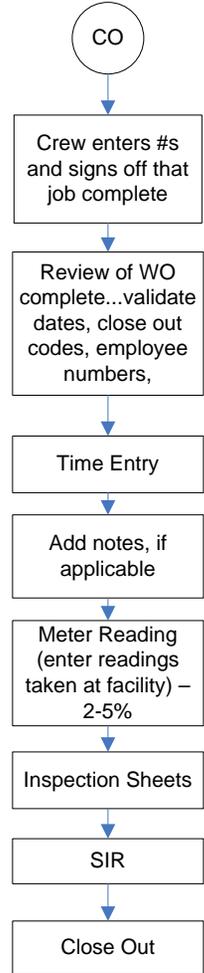
EMPAC "To-Be" Map – Correctives Overall Process



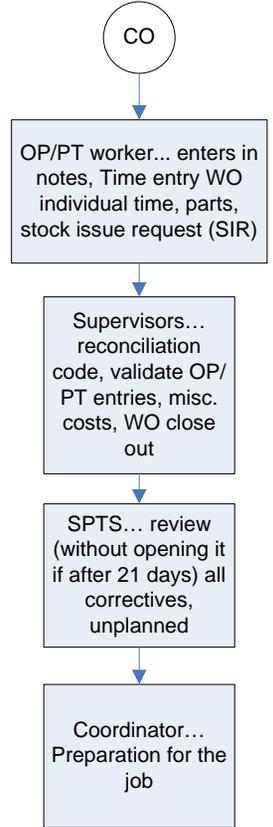
EMPAC "To-Be" Map - Correctives



As-Is
Close out at MOC9



To-Be
If move data entry and close out to facilities...



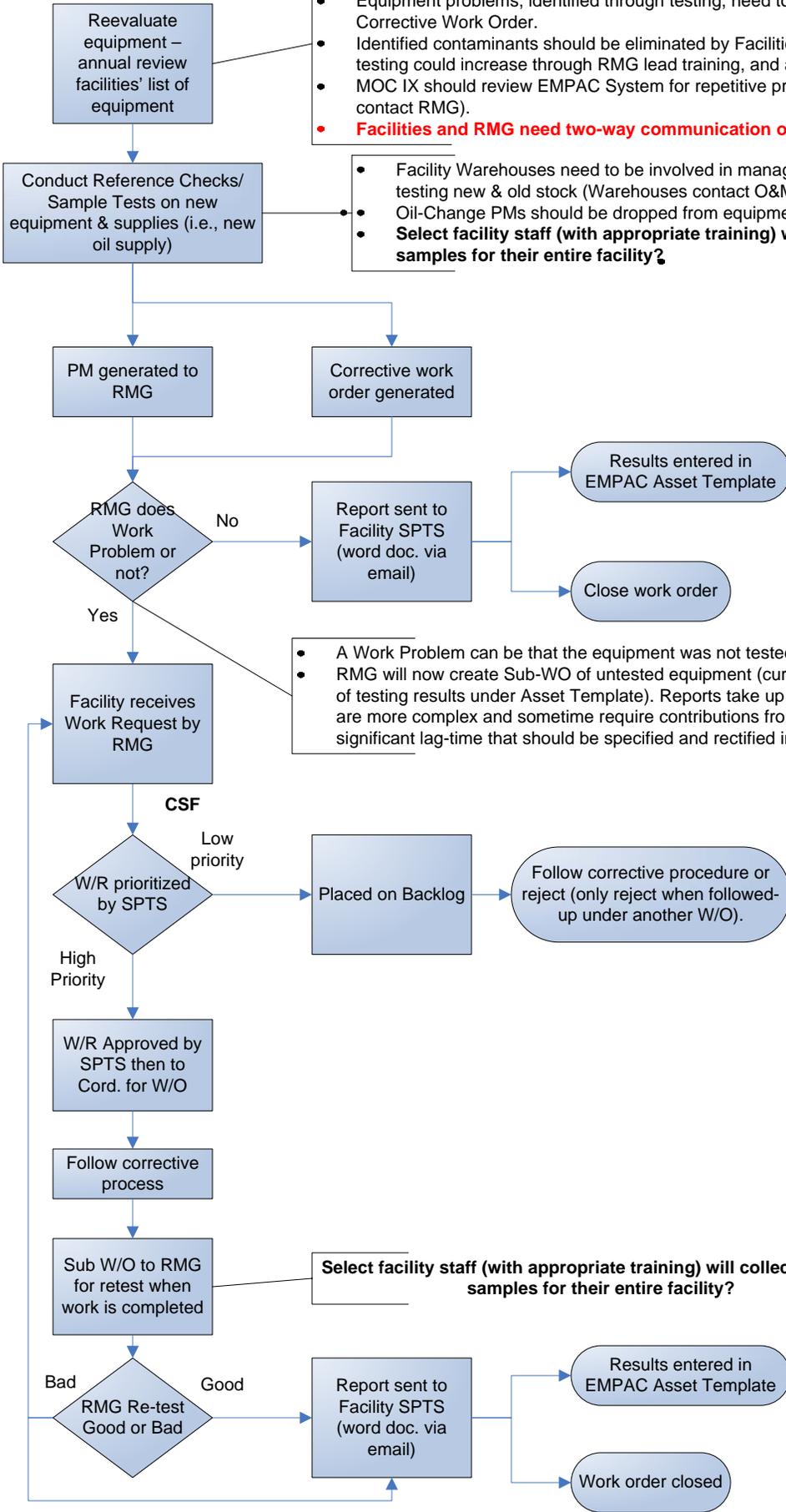
- Procurement Sensitive - O & M EMPAC PREDICTIVE (RMG)

- Issues presented through DCS need to be continuously evaluated/investigated.
- This step will identify if PMs rates need to be removed/increased (e.g., annual PM).
- Equipment problems, identified through testing, need to be resolved through the submission of a Corrective Work Order.
- Identified contaminants should be eliminated by Facilities (terminology and familiarity w/ equipment testing could increase through RMG lead training, and assistance upon request, at Facilities).
- MOC IX should review EMPAC System for repetitive problems/contaminates in equipment (and contact RMG).
- **Facilities and RMG need two-way communication on a regular basis.**

- Facility Warehouses need to be involved in managing inventory and testing new & old stock (Warehouses contact O&M for testing).
- Oil-Change PMs should be dropped from equipment that receives RMG.
- **Select facility staff (with appropriate training) will collect oil re-test samples for their entire facility?**

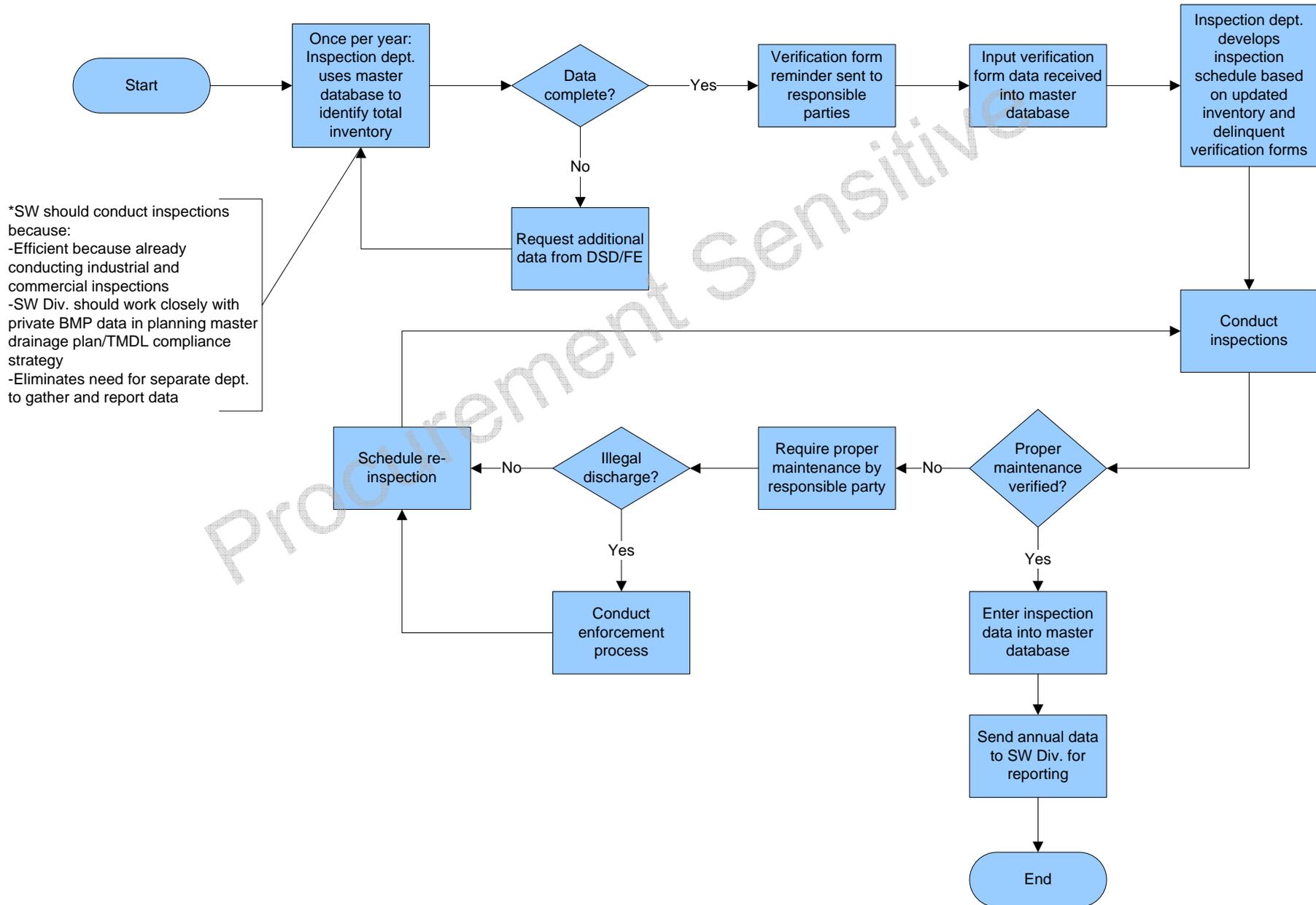
- A Work Problem can be that the equipment was not tested.
- RMG will now create Sub-WO of untested equipment (current report details 3 quarters of testing results under Asset Template). Reports take up to 2 weeks (Vibration Studies are more complex and sometime require contributions from vendor – which creates significant lag-time that should be specified and rectified in vendor contract).

- **Select facility staff (with appropriate training) will collect oil re-test samples for their entire facility?**

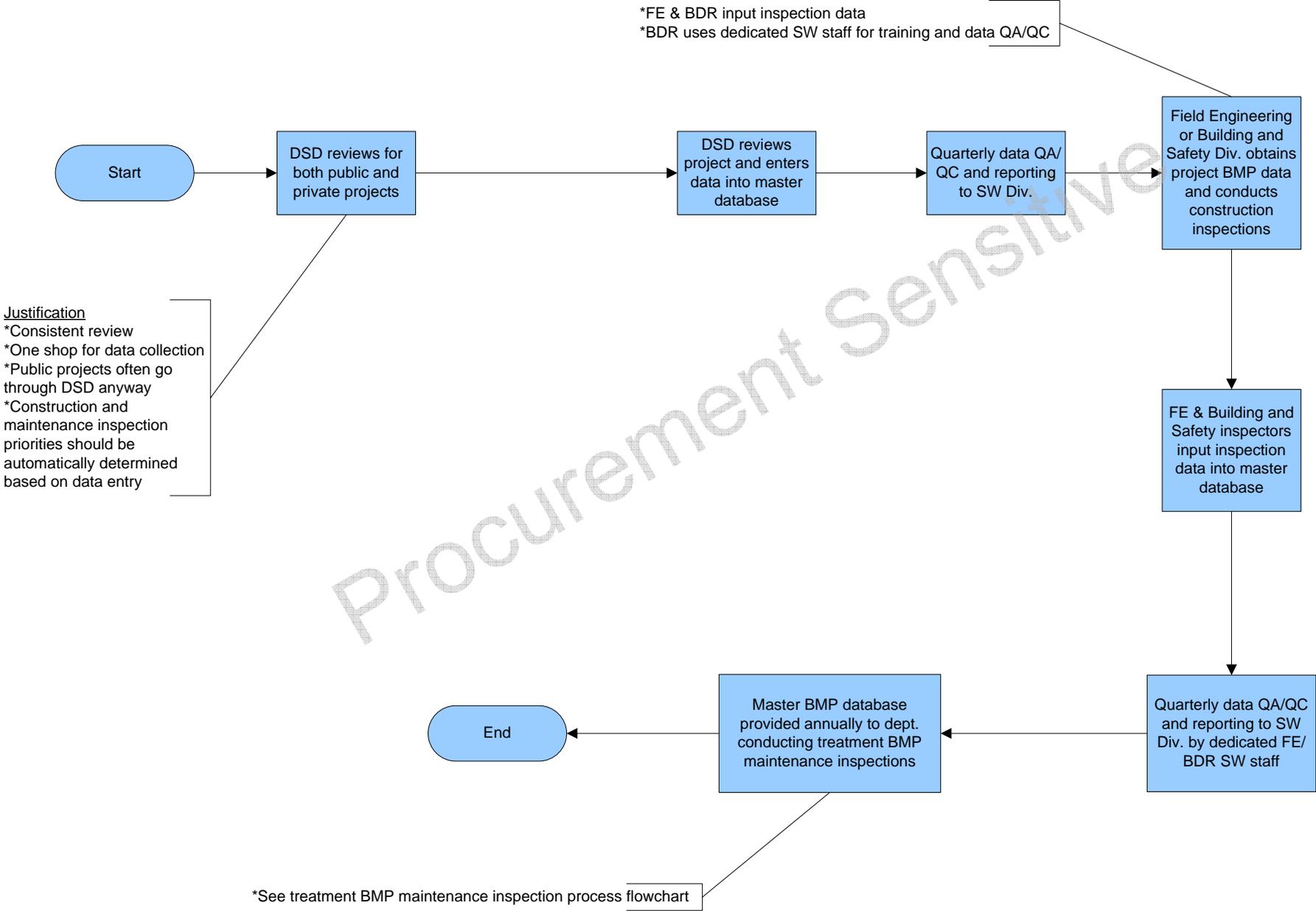


Treatment BMP Maintenance Inspection Process To-Be

Monday, October 23, 2006

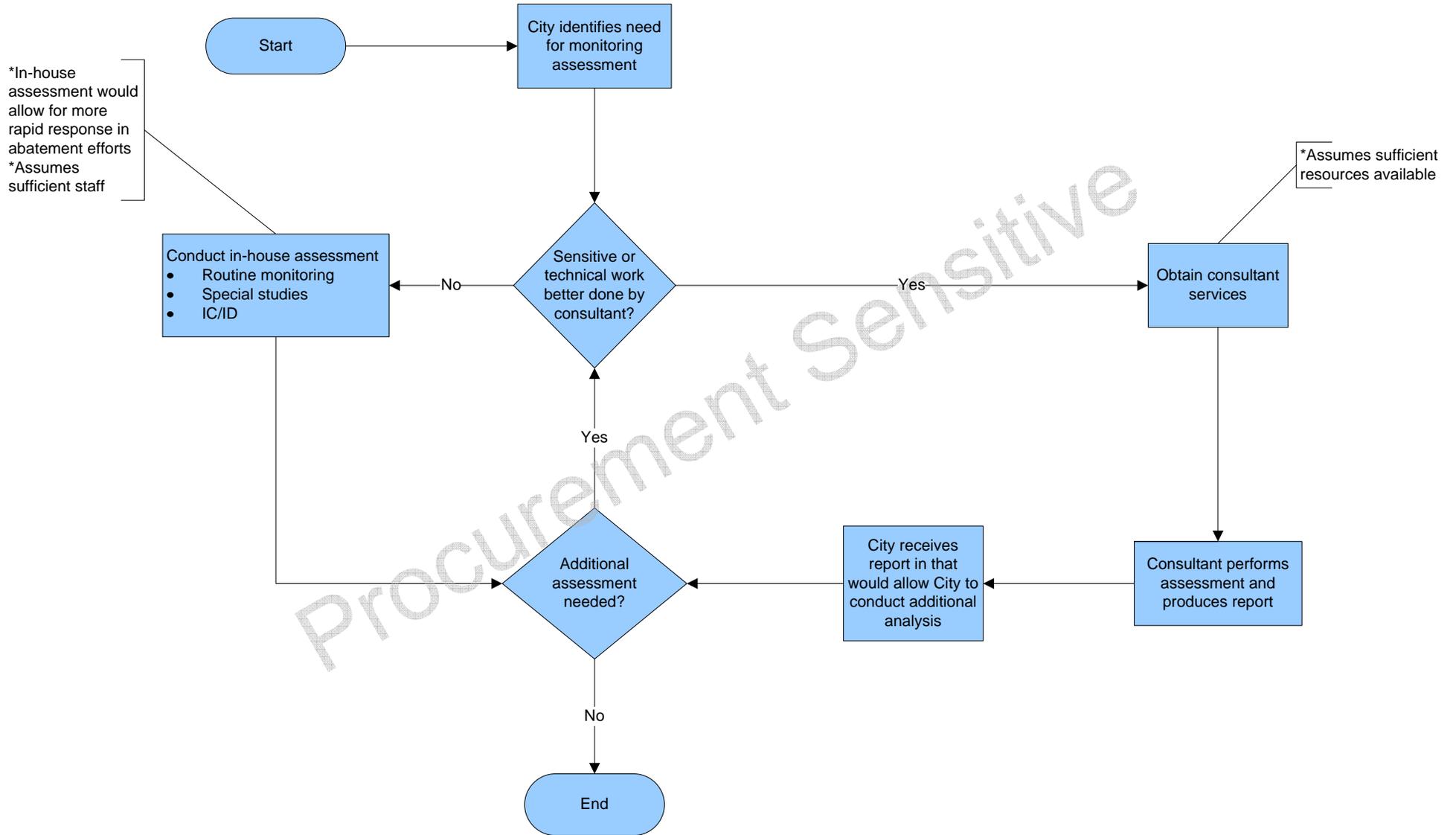


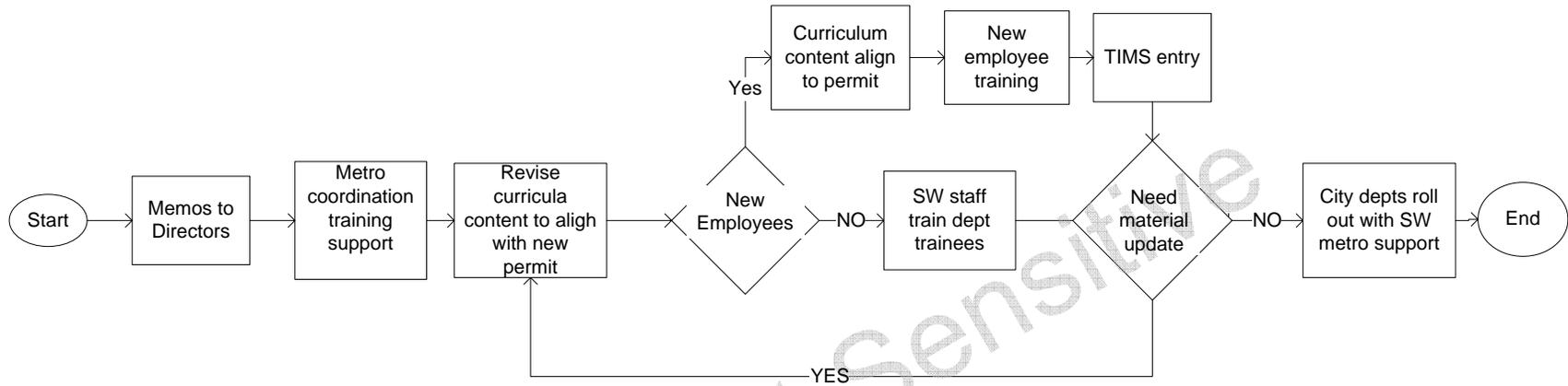
Storm Water Standards Manual Plan Check Process To-Be



Assessment of Monitoring Data for Special Projects To-Be

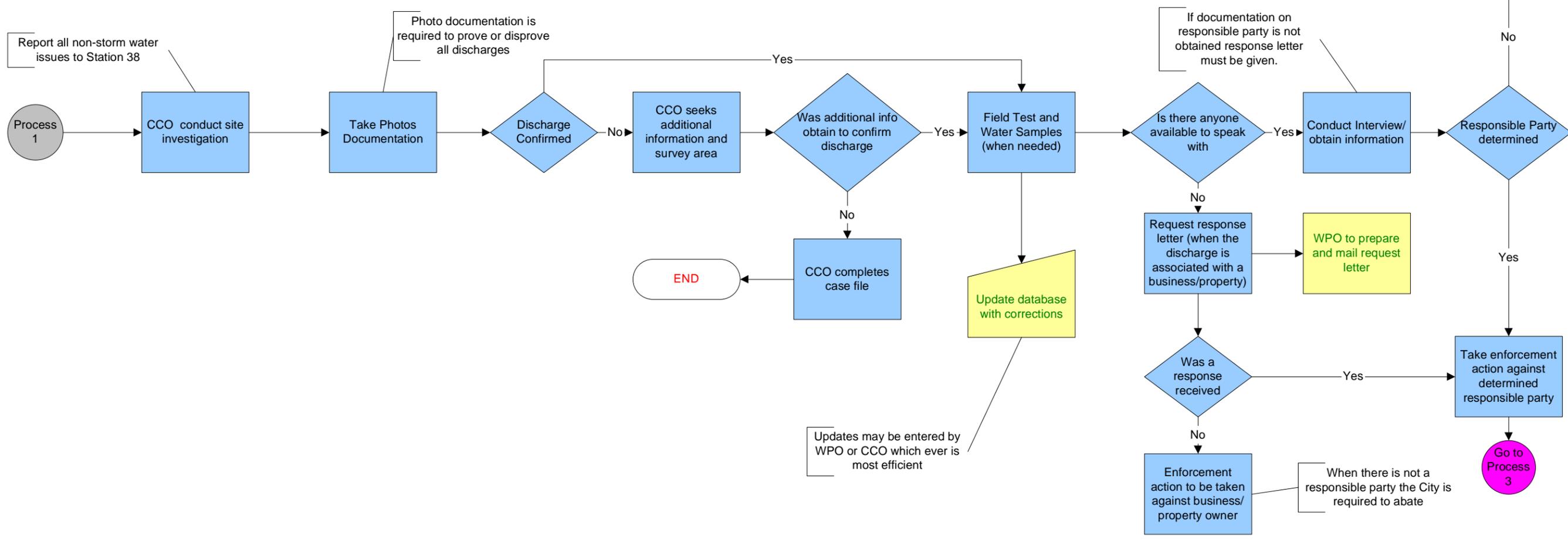
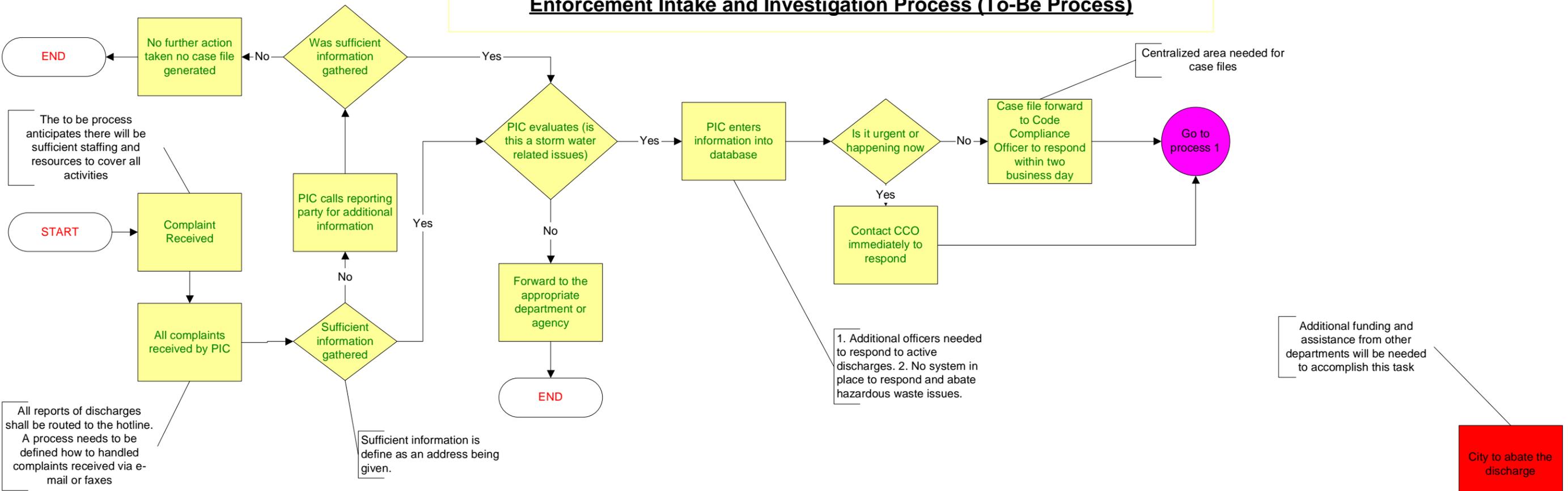
Monday, October 23, 2006



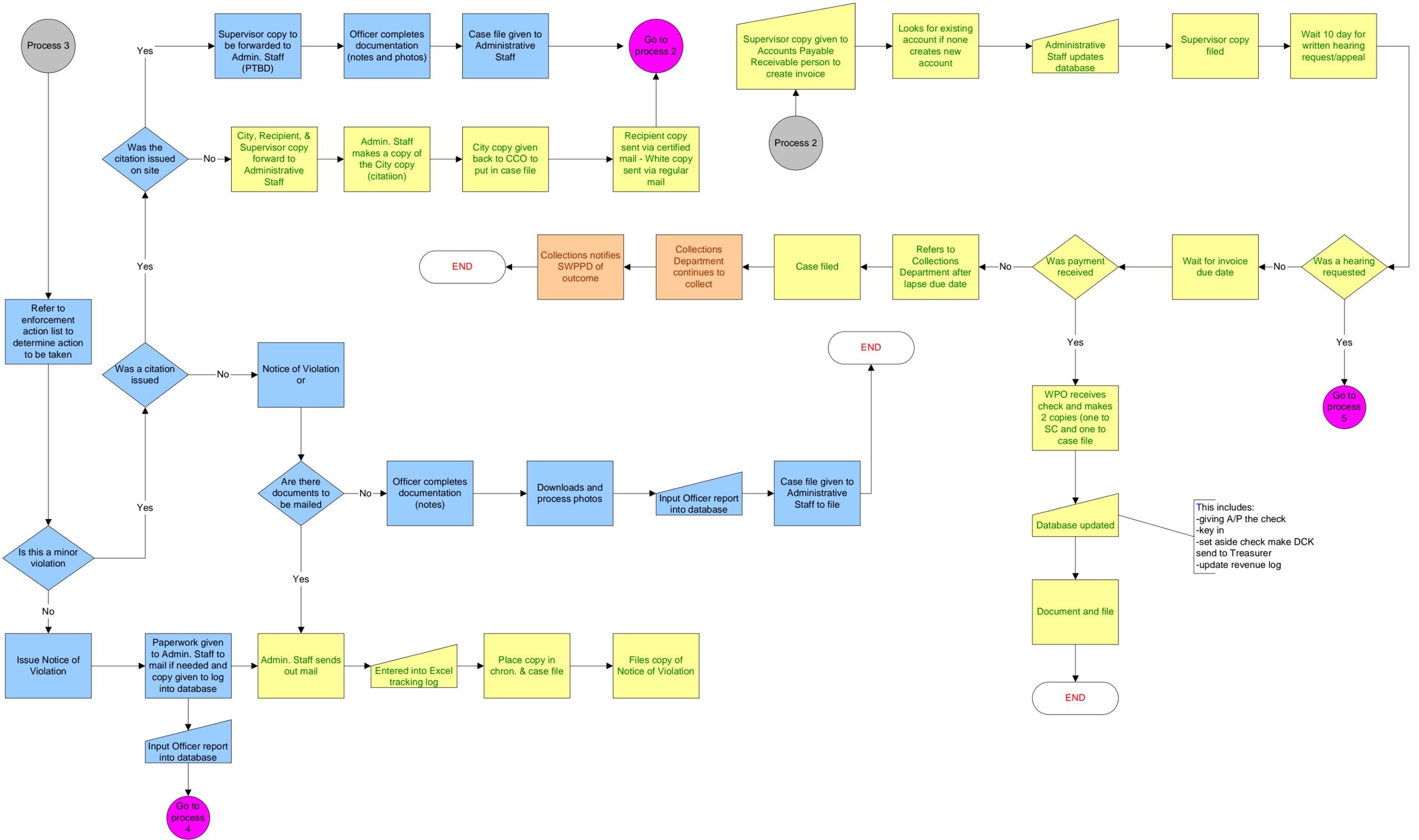


Procurement Sensitive

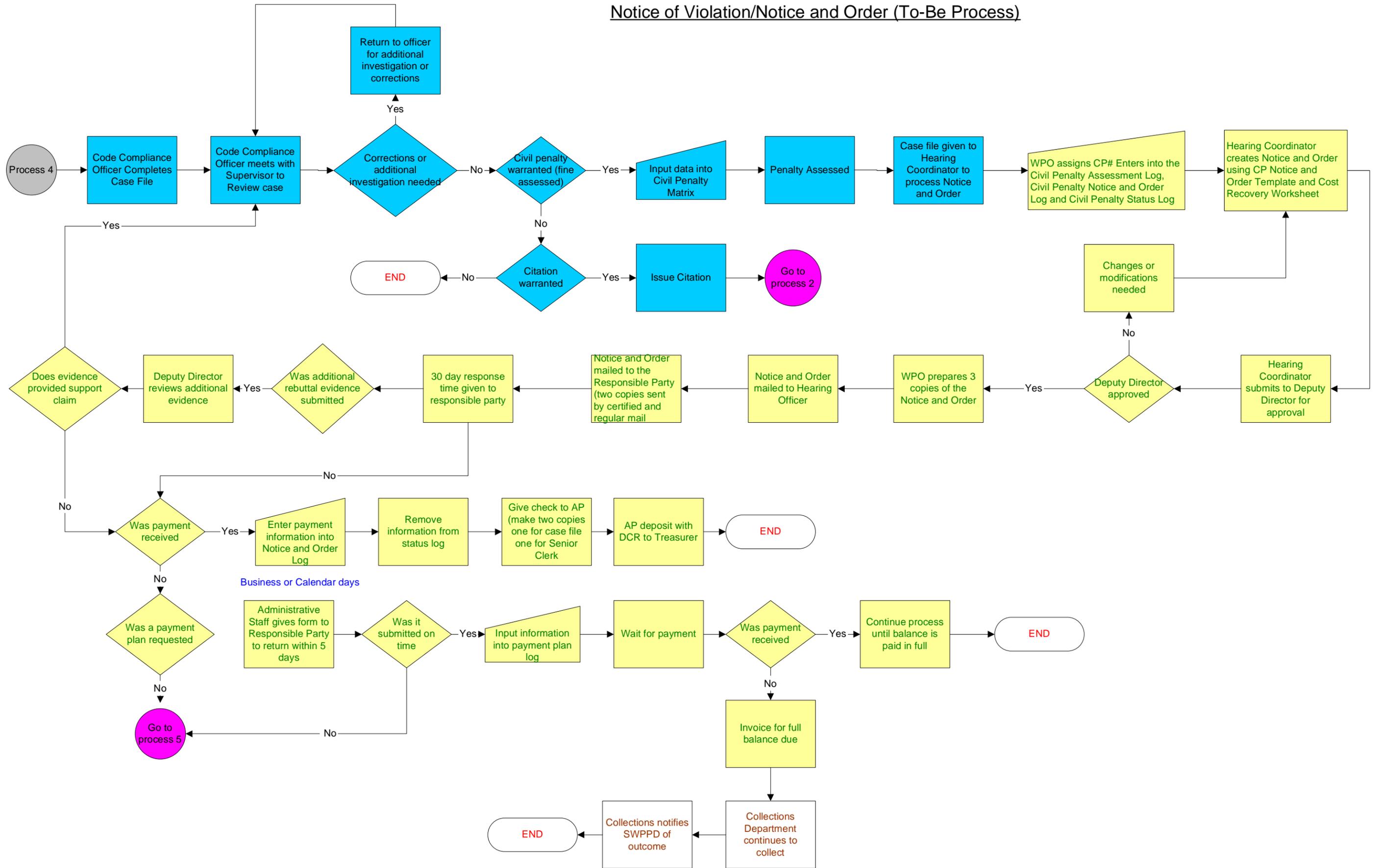
Enforcement Intake and Investigation Process (To-Be Process)



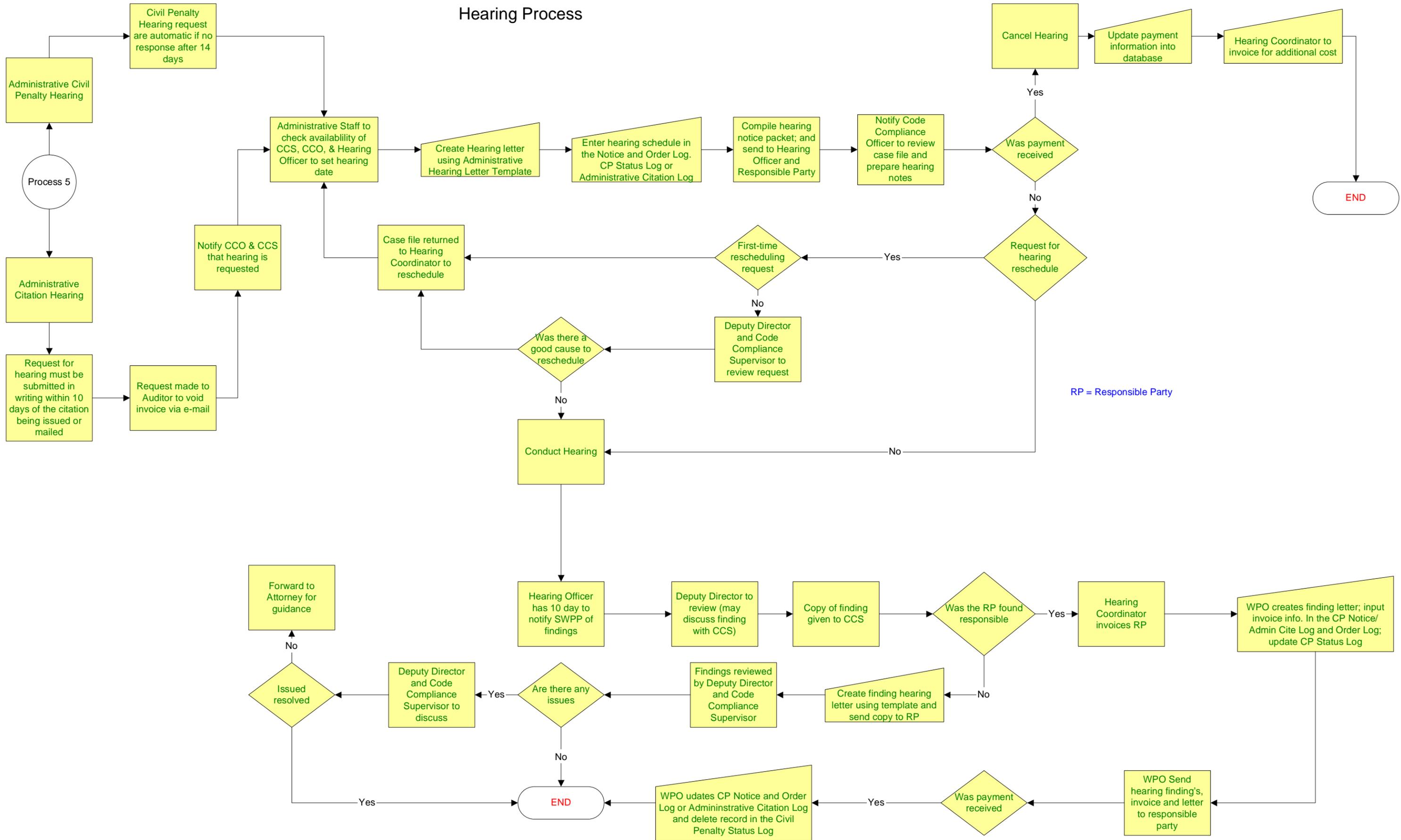
Enforcement Action (To-Be Process)



Notice of Violation/Notice and Order (To-Be Process)

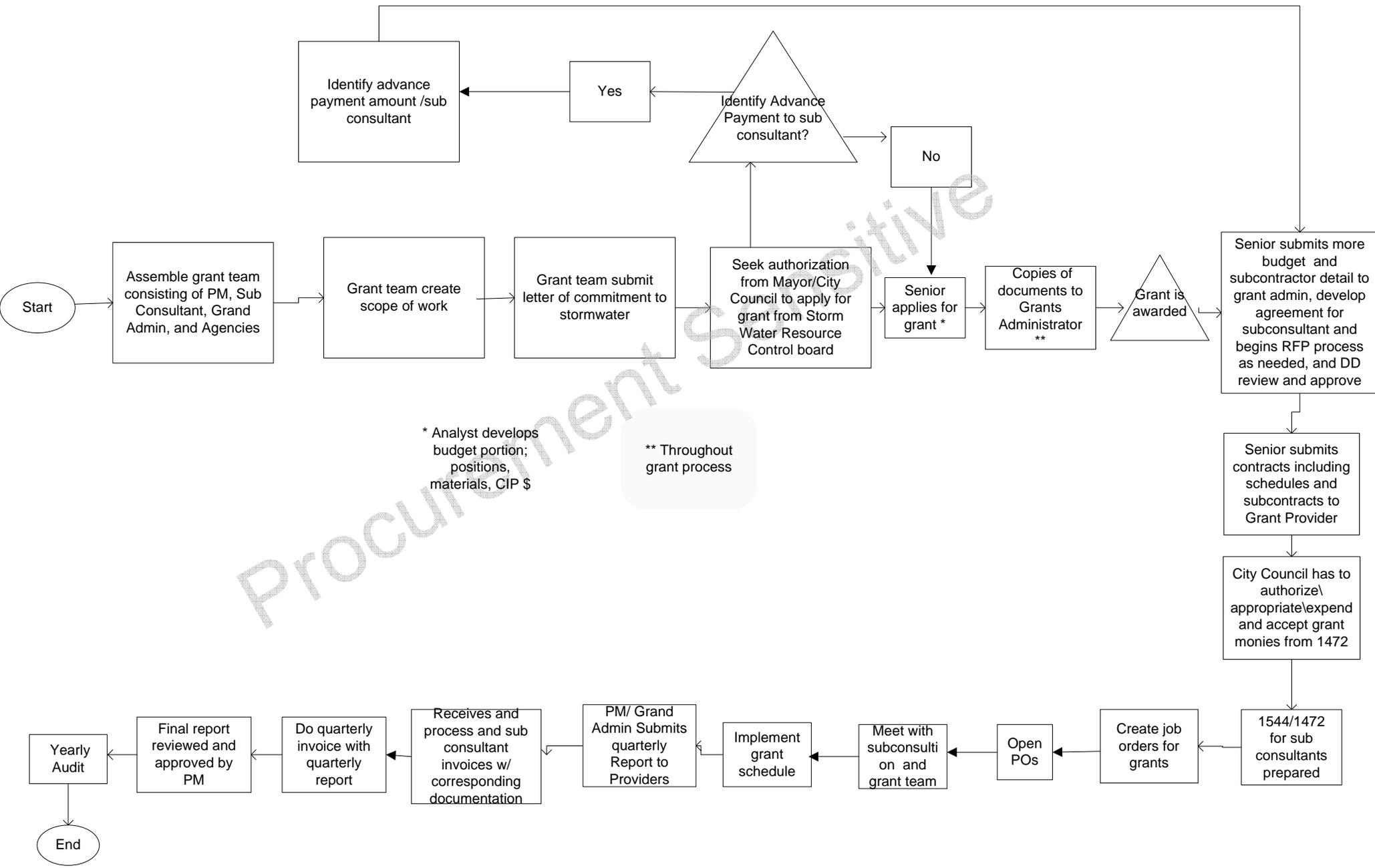


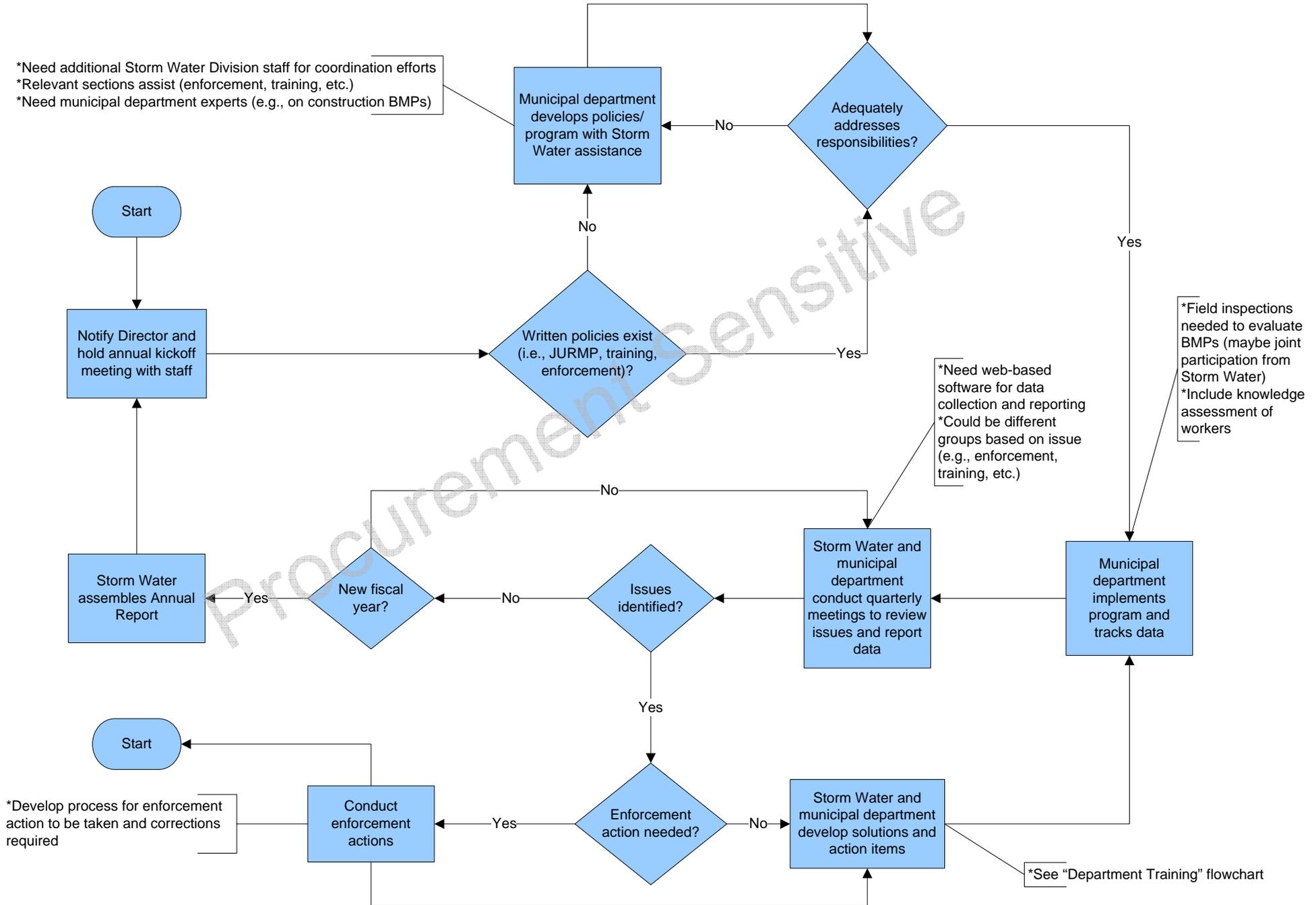
Hearing Process

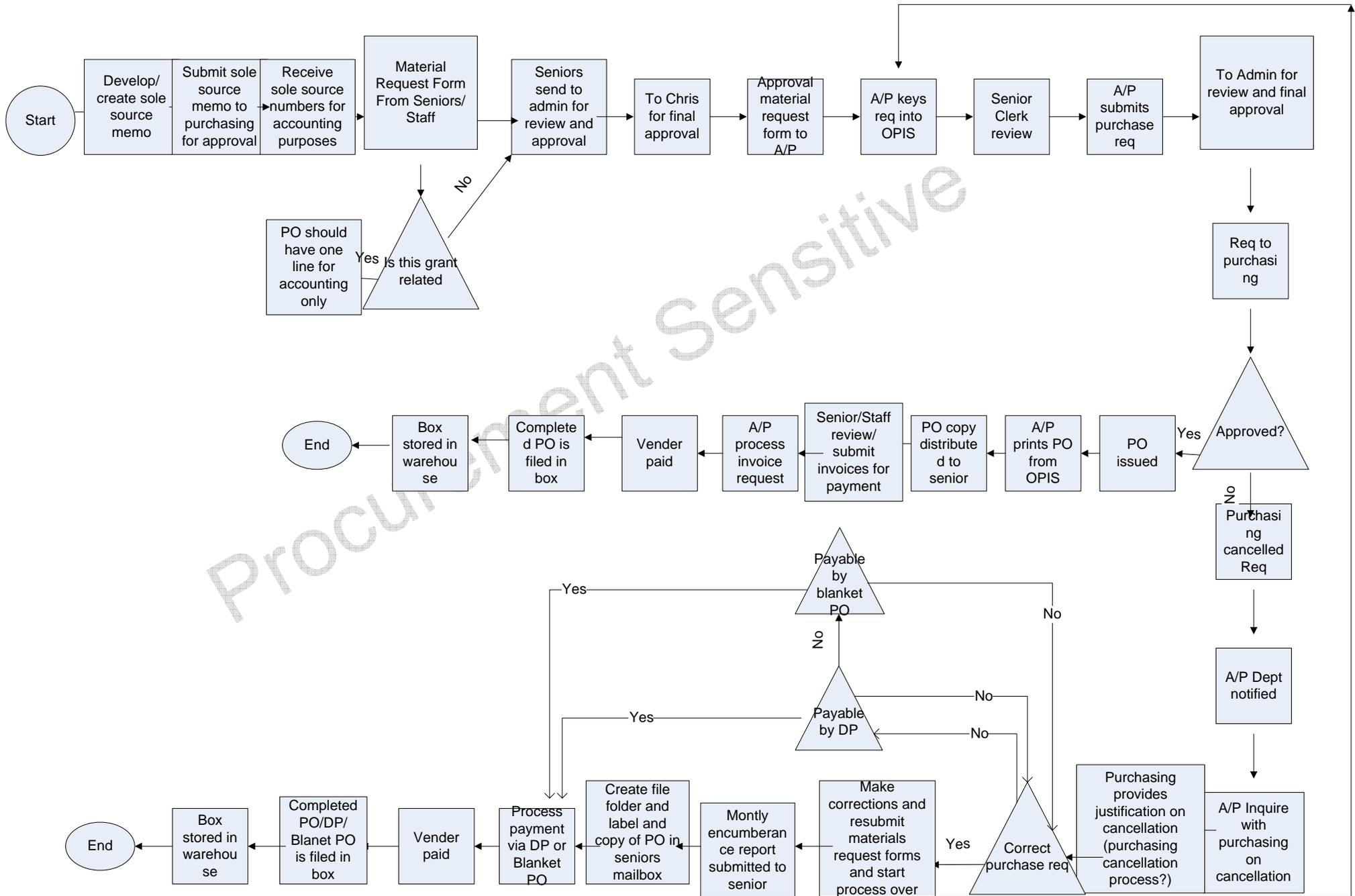


SWPP Grants to-be process

Friday, October 27, 2006

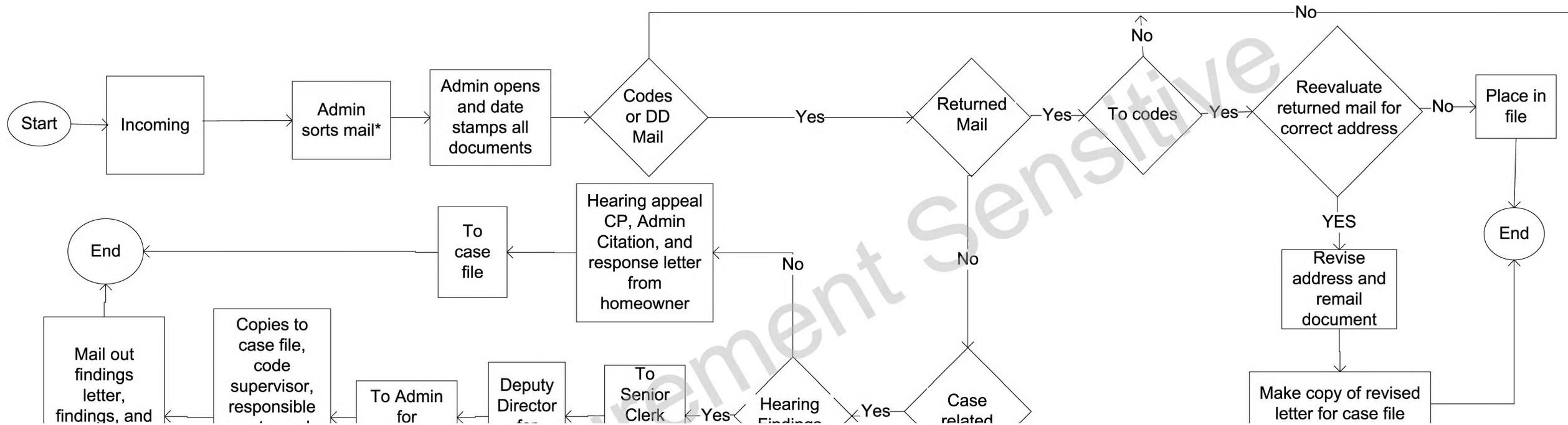
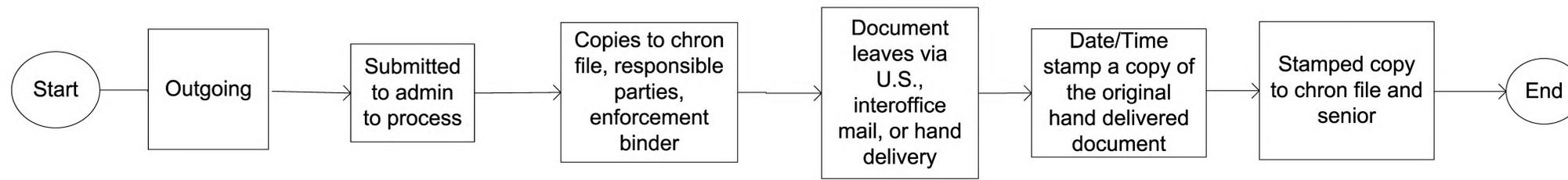






SWPP Records Mgmt incoming/outgoing to be

Friday, October 20, 2006



- Public Request Act.

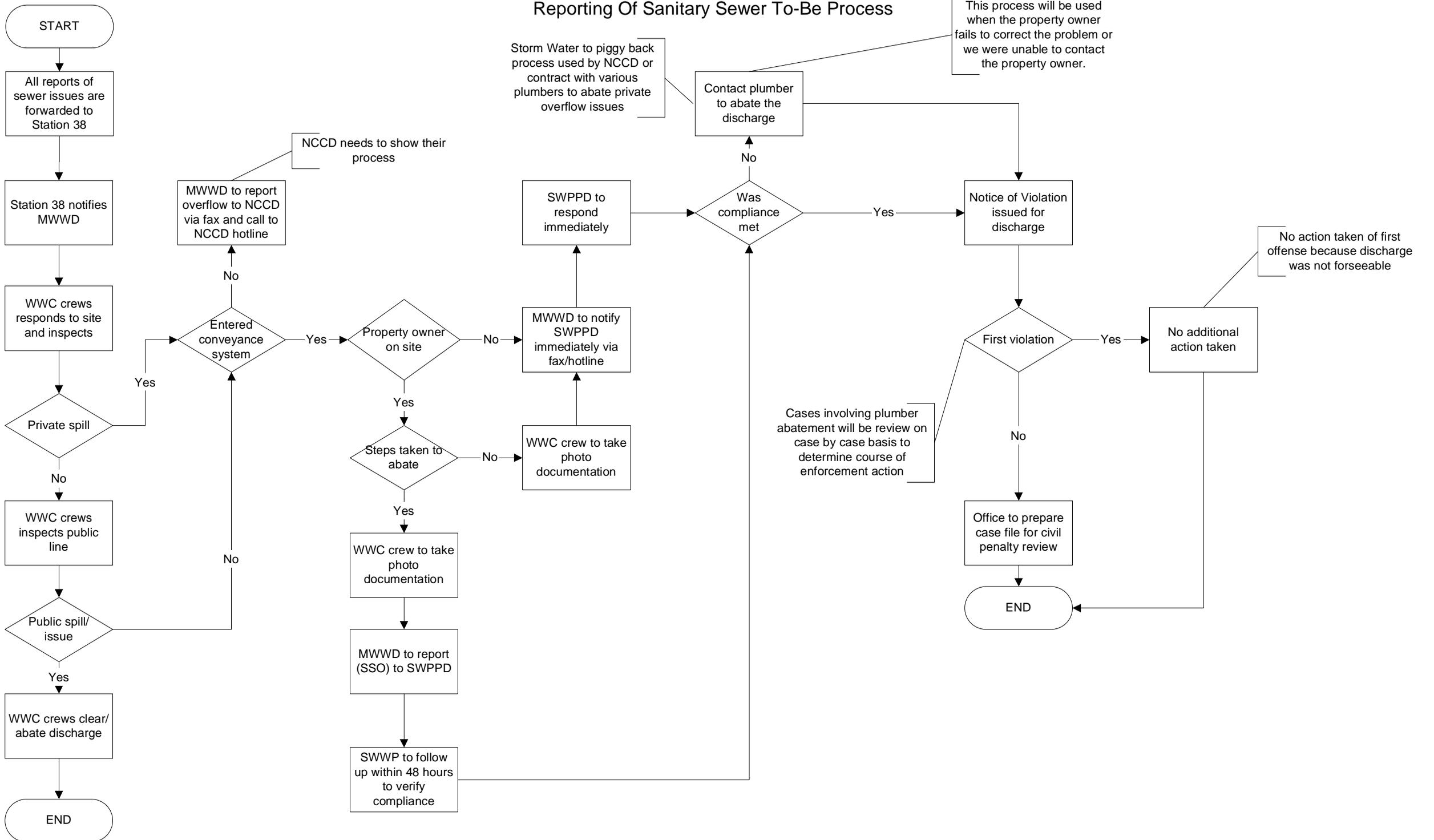
Originals or copies are

at binder

and

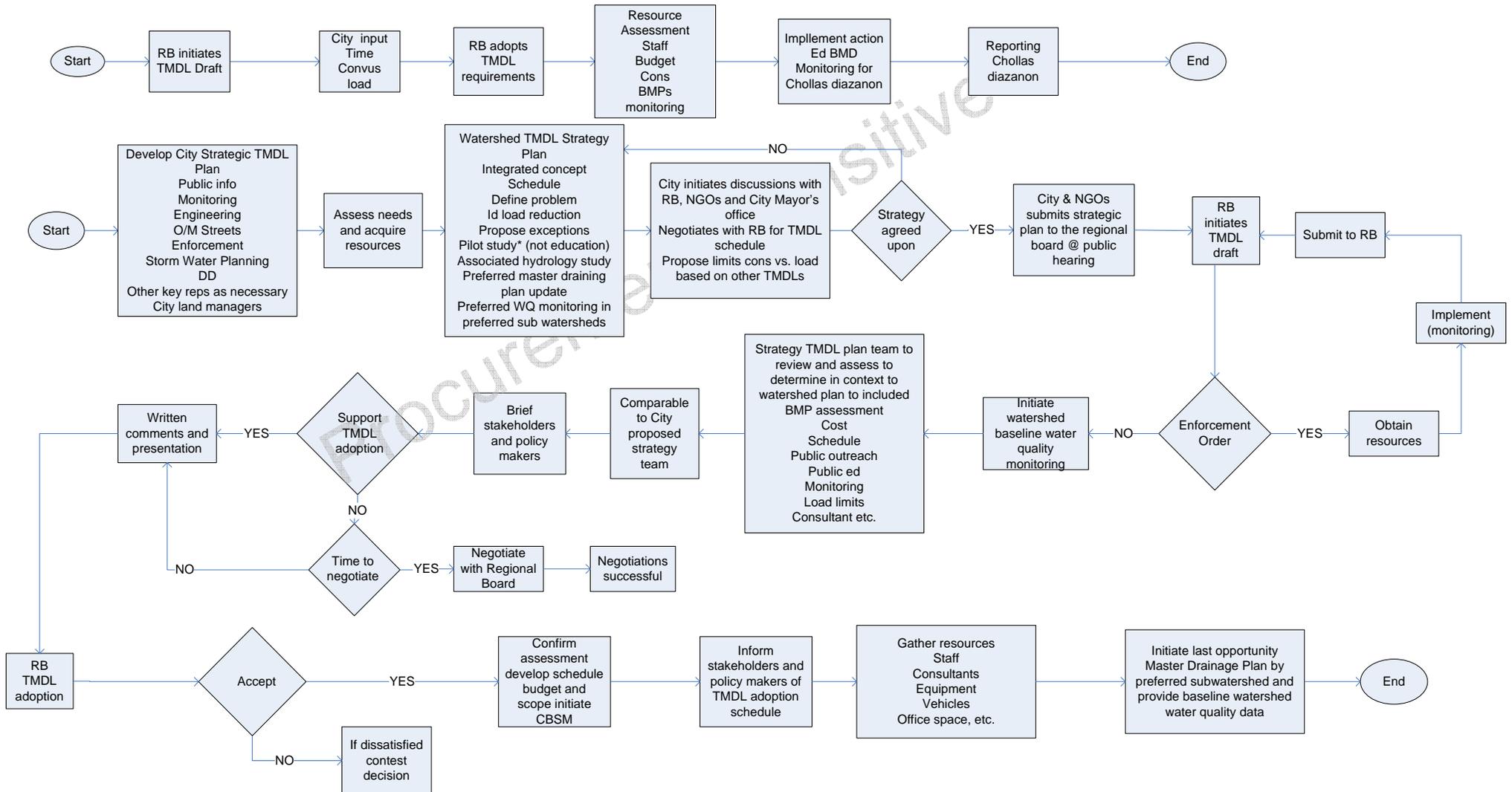


Reporting Of Sanitary Sewer To-Be Process



SWWP Total Maximum Daily Load (TMDL) as-is to-be

Wednesday, October 25, 2006



Process Monitoring “To-Be” Ideas

MBC – Keep 24/7 staffing

Pt. Loma – 24/7 staffing...Occasionally, could go to remote monitoring at night or wireless. Everyone in offshift would have to be aware of that tool. COMC would have to do some on-site training at Pt. Loma

SBWRP – Currently unmanned 4pm-6am plus weekends and holidays – Rec. leave as is.

NCWRP – Not represented. Currently unmanned between 8pm-5:30am.

Pump Stations – No remote ops at facilities that currently are staffed...DCS and equipment would need to be upgraded before remote ops would work. PS facilities could monitor other facilities (North = 64, 65, and PQ)

Tiger Teams – 1 North, 1 South to (work off-shift and do some PMs and respond to alarms or issues) – at least 2 people

COMC – Currently need at least one more operator for each shift – may have to have three per shift if want responders or rovers from COMC.

Notes from Open Discussion:

Should we have 24/7 monitoring of facilities or As needed/requested?

As Needed/requested may give plant staff more flexibility...this would be a benefit

Wireless network to monitor plant while operator does rounds

Need wider Span of Control during day shifts...change ratio through attrition (either don't backfill or reclassify, then fill)

Could test unattended ops at Pump Stations in spurts during weeknights

NCWRP – Not represented at this meeting

Not looking to go unattended at MBC or Pt. Loma

Should we bring back the Roving Operator?

NCWRP, PS, and SBWRP already call COMC for needed coverage

Currently, emergencies at unmanned facilities are responded to by stand-by operators.

- Could have responders at COMC

- Could have mini-COMC at PS

- Could take PS operator and reassign to COMC, at night, his/her job is to do PS rounds and respond to emergencies

CON: Remote operations will lengthen emergency response times

CON: When COMC is remotely monitoring a facility, they may call stand-by operator out for things that could wait until the next day. The operator then gets to bill for 4 hours of work.

Question for 9-12 Steering Committee:

Will the implementation allow for phased approach so that things like new technology or broader application can be implemented?

- Wireless

- Laptops



WWC Maintenance Frequency Optimization and Cleaning "To Be" Process Map – August 28, 2006

