

US EPA ARCHIVE DOCUMENT

Project Milestones: Project Objective 1 - EF-EMS

Task	Task Description	Outputs	Start (Original Date)	Finish (Original Date)	Notes
Project QAPP	Develop an overall Quality Assurance Project Plan	<ul style="list-style-type: none"> EPA Approved QAPP 	August 1, 2008	(October 1, 2008) January 31, 2009	Completed – April 2009
Steering Committee	Form an EMS Project Steering Committee and hold Committee meetings	<ul style="list-style-type: none"> Member List Meeting Minutes List of Incentives Lessons Learned Final Project Report/Recommendations 	(September 1, 2008) January 1, 2009	On-going	Meetings and communication is on-going
Project Kick-Off Meeting	Develop, organize and hold a kick-off meeting with WWTF and Energy Management System project component stakeholders	<ul style="list-style-type: none"> Workshop Agenda Attendee List Speaker Presentations List of Participating WWTF 	September 1, 2008	(December 31, 2008) March 1, 2009	Meeting held on February 25 th , 2009
EF-EMS Energy Guidebook Training	Hold a one day training session on developing an EF-EMS using EPA’s Energy Guidebook	<ul style="list-style-type: none"> Curriculum Agenda Attendee List 	January 1, 2009	(February 28, 2009) April 1, 2009	Curriculum Completed April 2009 Guidebook Workshop held on April 1, 2009
Portfolio Manager Workshop	Collect and tabulate energy use and operational performance data from participating WWTFs Compile collected energy use and operational performance data into EPA Energy Star Portfolio	<ul style="list-style-type: none"> WWTF Energy Use Data WWTF Operational Performance Data WWTF Energy Use Baseline 	March 1, 2009	(April 30, 2009) May 1, 2009	Portfolio Manager Workshop held on April 29, 2009

Project Milestones: Project Objective 1 - EF-EMS (continued)

Task	Task Description	Outputs	Start (Original Date)	Finish (Original Date)	Notes
EF-EMS Roundtable Meetings	Hold 6 to 12 monthly EF-EMS Roundtable Meetings	<ul style="list-style-type: none"> Working EF-EMS for each participating WWTF 	<p>(May 1, 2009) June 1, 2009</p>	<p>(April 30, 2010) (May 31, 2010) September 30, 2011</p>	<p>Roundtable Meetings held on: May 27th, 2009 June 24th 2009 September 16th, 2009 October 21, 2009 February 3, 2010 May 13, 2010 September 23, 2010 Roundtable Meetings scheduled for: November 2010</p>
Energy Use Assessments	<p>Conduct on-site Energy Use Assessments of each participating WWTF in order to help with:</p> <ul style="list-style-type: none"> Identifying specific high energy demand equipment used at each participating WWTF implementing their Energy Management System Assessing and documenting energy billing procedure use by individual power supply companies Assessing renewable energy opportunities Assessing PDCA cycle at each participating WWTF 	<ul style="list-style-type: none"> Written summaries and progress reports on identified energy projects WWTF Equipment Energy Demand Database 	<p>(May 1, 2009) June 1, 2009</p>	<p>(April 30, 2010) (May 31, 2010) July 30, 2010</p>	<p>Bristol -March 19, 2009 NBC FP WWTF – May 15th, 2009 West Warwick – June 17th, 2009 South Kingstown – June 24th, 2009 Jamestown – July 1, 2009 Narragansett WWTF - July 15, 2009 NBC BP WWTF – July 22, 2009 QPDC – August 25, 2009 West Warwick November 2, 2009 Burrillville February 18, 2010</p>

Task	Task Description	Outputs	Start <i>(Original Date)</i>	Finish <i>(Original Date)</i>	Notes
					<p>North Smithfield March 2010 Cranston March 24, 2010 South Kingstown, April 7, 2010 Quonsett Point, April 21, 2010 Newport, April 28, 2010 Warren, May5, 2010 East Greenwich., May 12, 2010 Bucklin Point, May 19, 2010 Jamestown, May 26, 2010 Westerly, June 9, 2010 West Warwick, June 16, 2010</p>

Project Milestones: Project Objective 1 - EF-EMS (continued)

Task	Task Description	Outputs	Start (Original Date)	Finish (Original Date)	Notes
Project Assessment	<ul style="list-style-type: none"> Assess project success through review of collected data and, as needed, conducting follow-up site visits of participating WWTFs Assess overall successfulness of the PDCA cycle 	<ul style="list-style-type: none"> Written summaries and progress reports on identified energy projects Final Project Report 	<p>(May 1, 2010) (June 1, 2010) June 1, 2011</p>	September 30, 2011	On schedule

Project Milestones: Project Objective 2 – Waste FOG ERP

Task	Task Description	Outputs	Start	Finish	Notes
ERP Steering Committee	Organize and form a Steering committee that includes ERP project stakeholders	<ul style="list-style-type: none"> Minutes from Steering Committee Meeting 	<i>(September 1, 2008)</i> <i>(January 31, 2009)</i> June 30, 2009	On-Going	On schedule
Identification of Sector Universe	Identify all “Yellow” Grease end-users doing business in Rhode Island Contact and conduct site visits of “Yellow” Grease end users Develop “Plan of Action” for conducting “Inspections” of NBC permitted restaurants	<ul style="list-style-type: none"> List of all NBC Restaurants List of “Yellow” Grease end-users Field Reports from site visits of “Yellow” Grease end-users 	September 1, 2008	<i>(October 31, 2008)</i> April 1, 2009	Task Completed
Develop ERP Checklist and BMPS	Develop Waste FOG ERP self-certification checklist and BMPs	<ul style="list-style-type: none"> ERP Draft Checklist ERP Draft Manual 	September 1, 2008	November 30, 2008	Task Completed
ERP Checklist Test	Test out checklist at two to three pre-selected facilities	<ul style="list-style-type: none"> ERP Final Checklist ERP Final Manual 	December 1, 2008	<i>(December 31, 2008)</i> January 31, 2009	Task Completed
<i>(ERP Kick-off Meeting)</i> ERP Project Follow-Up Meeting	Develop and hold workshop for restaurants and other stakeholders	<ul style="list-style-type: none"> Workshop attendee list Workshop Agenda Presentations 	<i>(October 1, 2008)</i> January 1, 2010	<i>(November 30, 2008)</i> <i>(June 30, 2010)</i> February 1, 2010	Task changed to “Follow-Up” meeting
ERP Assessments	Conduct Initial and Follow-Up FOG Management Assessments of all NBC permitted restaurants Compile Baseline data	<ul style="list-style-type: none"> Completed Checklists Baseline Data 	<i>(December 1, 2008)</i> February 1, 2009	March 31, 2012	200 Assessments completed as of December 31, 2009
ERP Certifications	Check Self-Certifications	<ul style="list-style-type: none"> Signed Self-Certifications 	<i>(December 1, 2008)</i> February 1, 2009	March 31, 2012	On schedule
Statistical Analysis	Perform statistical analysis on collected data	<ul style="list-style-type: none"> Statistical outcome summary report 	April 2012	September 30, 2012	On schedule