

US EPA ARCHIVE DOCUMENT

Attachment 1 - Project Milestone Summary Table

Project Milestones: Project Objective 1 - EF-EMS

Task	Task Description	Outputs	Start (Original Date)	Finish (Original Date)
Project QAPP	Develop an overall Quality Assurance Project Plan	EPA Approved QAPP	August 1, 2008	(October 1, 2008) January 31, 2009
Steering Committee	Form an EMS Project Steering Committee and hold Committee meetings	- Member List - Meeting Minutes - List of Incentives - Lessons Learned - Final Project Report/Recommendations	(September 1, 2008) January 1, 2009	On-going
Project Kick-Off Meeting	Develop, organize and hold a kick-off meeting with WWTF and Energy Management System project component stakeholders	- Workshop Agenda - Attendee List - Speaker Presentations - List of Participating WWTF	September 1, 2008	(December 31, 2008) March 1, 2009
EF-EMS Energy Guidebook Training	Hold a one day training session on developing an EF-EMS using EPA's Energy Guidebook	- Curriculum - Agenda - Attendee List	January 1, 2009	(February 28, 2009) 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	- WWTF Energy Use Data - WWTF Operational Performance Data - WWTF Energy Use Baseline	March 1, 2009	(April 30, 2009) May 1, 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	Working EF-EMS for each participating WWTF	(May 1, 2009) June 1, 2009	(April 30, 2010) May 31, 2010	Roundtable Meetings held on: May 27th, 2009 June 24th, 2009 Roundtable Meetings scheduled for: August 19th, 2009 September 16th, 2009
Energy Use Assessments	Conduct on-site Energy Use Assessments of each participating WWTF in order to help with: - 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	- Written summaries and progress reports on identified energy projects - WWTF Equipment Energy Demand Database	(May 1, 2009) June 1, 2009	(April 30, 2010) May 31, 2010	Bristol WWTF - March 19, 2009 NBC Field's Point WWTF – May 15th, 2009 West Warwick WWTF – June 17th, 2009 South Kingstown WWTF – June 24th, 2009 Jamestown WWTF – July 1, 2009 Narragansett WWTF

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

Task	Task Description	Outputs	Start (Original Date)	Finish (Original Date)	Notes
Project Assessment	- 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	- Written summaries and progress reports on identified energy projects - Final Project Report	<i>(May 1, 2010)</i> June 1, 2010	September 30, 2011	On schedule as of June 30 th , 2009

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	Minutes from Steering Committee Meeting	<i>(September 1, 2008)</i> <i>(January 31, 2009)</i> June 30, 2009	On-Going	On schedule as of June 2009
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	- 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	- 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	- 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	- Workshop attendee list - Workshop Agenda - Presentations	<i>(October 1, 2008)</i> January 1, 2010	<i>(November 30, 2008)</i> June 30, 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	- Completed Checklists - Baseline Data	<i>(December 1, 2008)</i> February 1, 2009	March 31, 2012	77 Assessments conducted as of June 30 th , 2009
ERP Certifications	Check Self-Certifications	Signed Self-Certifications	<i>(December 1, 2008)</i> February 1, 2009	March 31, 2012	On schedule as of June 30 th , 2009
Statistical Analysis	Perform statistical analysis on collected data	Statistical outcome summary report	April 2012	September 30, 2012	On schedule as of March 31, 2009