



WHAT'S UP WITH CUPSS?

Winter 2012

Welcome to CUPSS

Thanks to all who have registered their CUPSS software! Here are some stats on registered CUPSS users:

- ▶ Over 4,000 CUPSS users have registered their software
- ▶ Each of the 50 states, DC, Puerto Rico, Guam and a number of Tribal systems have registered users.

Download the new version of CUPSS

CUPSS Version 1.3.7 is available for download at:
www.epa.gov/cupss

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

CUPSS News

CUPSS Version 1.3.7

The Check Up Program for Small Systems (CUPSS) has been upgraded! CUPSS Version 1.3.7 is now available on the CUPSS website. The latest version includes the following enhancements to the software:

- ▶ Option to upload multiple assets from a spreadsheet template
- ▶ Easier installation process for Windows 7 and Vista users
- ▶ Ability to use the custom My CUPSS Plan as a submittal for Clean Water Needs Survey (CWNS) documentation

Remember that you can safely download the new version without losing any of your existing data. Additional information on the new enhancements will be shared during the CUPSS Trainers' Network Call in January 2012 and the CUPSS Train-the-Trainer webinars in March and September 2012 (see the Training and Events and the CUPSS Trainer Network Update sections in this newsletter for dates).

Download the new version of CUPSS at:

www.epa.gov/cupss

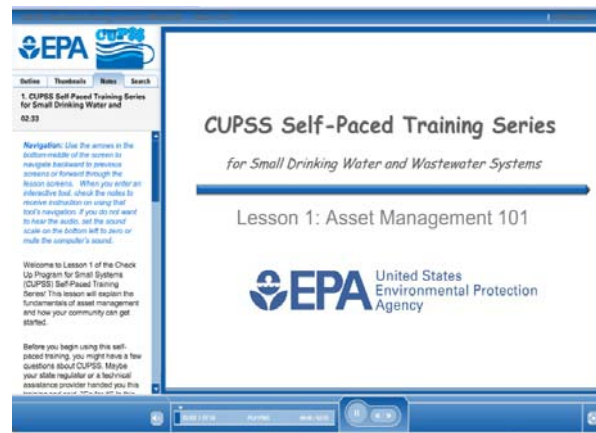
If you have any questions about upgrading to the new version, please email:

cupss@epa.gov

CUPSS Self-Paced Training Series

The CUPSS Self-Paced Training lessons, modeled after the CUPSS Train-the-Trainer Webinar Series, are designed to allow you to participate in CUPSS training anytime and anyplace (with an internet connection).

Those who wish to utilize the web-based training series will have the opportunity to complete six online lessons—which include guided tutorials, videos, and quizzes—to aid in the learning of asset management and how to use the CUPSS software to implement asset management practices.



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CUPSS Champion

Art Astarita, New England RCAP



Art Astarita has been a water/wastewater specialist with the Rural Community Assistance Partnership (RCAP) in the New England region since March 1998. Early in his RCAP career, he assisted very small water and wastewater systems in Massachusetts and was fascinated with the amount and variety of equipment he encountered, even in the smallest of systems. Later, he assisted wastewater systems that were facing challenges due to aging equipment, and applied the asset management principles found in the [EPA STEP guide on Asset Management](#). He improved the paper-based STEP guide approach, by developing electronic spreadsheets for the communities to use.

When Art found out that EPA was developing a software program to serve as an asset management tool, he was an enthusiastic supporter and served on the CUPSS development team. He advocated including a wastewater facility component, as well as GIS compatibility. He helped test the beta versions of CUPSS, and identified pilot communities in Maine for using CUPSS in a real-world setting. He continues to work with these communities to utilize CUPSS in implementing asset management practices, as well as with numerous others in New England. His advice: "Be patient, take baby steps and make the commitment to work at it each week... it's a big time commitment, but it pays off in the long term!"

Thank you, Art Astarita, for being a CUPSS Champion!

CUPSS Webinar Training

Train-the-Trainer Webinar Series

EPA holds the CUPSS Train-the-Trainer Webinar Series twice a year. This 6-hour presentation, separated into three 2-hour sessions, consists of comprehensive training on how to use the CUPSS software. It closely follows the CUPSS Users Guide with an overview of each module (accompanied with screenshots), followed by hands-on exercises on how to use the modules. To participate in this training, participants will be asked to log in from their own computer. Those who complete the assignments given after each session will receive a CUPSS Certificate of Completion and be added to the CUPSS Trainers Directory. Reserve your Webinar seat for the following dates (all times are displayed in Eastern Time (ET)):

March 14, 2012, 1:00 – 3:00 PM (ET)
<https://www3.gotomeeting.com/register/895353286>

March 21, 2012, 1:00 – 3:00 PM (ET)
<https://www3.gotomeeting.com/register/307703158>

March 28, 2012, 1:00 – 3:00 PM (ET)
<https://www3.gotomeeting.com/register/926478782>

September 12, 2012, 1:00 – 3:00 PM (ET)
<https://www3.gotomeeting.com/register/676417454>

September 19, 2012, 1:00 – 3:00 PM (ET)
<https://www3.gotomeeting.com/register/123173286>

September 26, 2012, 1:00 – 3:00 PM (ET)
<https://www3.gotomeeting.com/register/881239302>

CUPSS Self-Paced Training Series (cont.)

The following training lessons require Adobe Flash Player:

- ▶ **Lesson 1: Asset Management 101** – Explains the fundamentals of asset management and how a community can get started. This lesson discusses why assets should be managed and a brief introduction of how to manage them by using the CUPSS software.
- ▶ **Lesson 2: Setting Up CUPSS** – Shows how to download and set-up the CUPSS software. This lesson also includes information on the basic computer requirements for running CUPSS, how to log in and navigate the software, and how to obtain user help support.
- ▶ **Lesson 3: My Inventory & My Asset Check Up Report** – Introduces the My Inventory module and explains how to create an asset inventory and an asset schematic. This lesson also shows how to create a customized asset report through the My Asset Check Up Report.
- ▶ **Lesson 4: My O&M and Search** – Introduces the My O&M module and shows how to enter operation and maintenance (O&M) tasks. This lesson also shows how the search features can be used to display and print reports of assets entered in the My Inventory module and tasks or work orders entered in the My O&M module.
- ▶ **Lesson 5: My Finances & My Financial Check Up Report** – Introduces the My Finances module and shows how to enter annual financial budgeted and actual revenues and expenses. This lesson also shows how to develop a 10-year financial projection through the My Financial Check Up Report.
- ▶ **Lesson 6: My CUPSS Plan** – Introduces the My CUPSS Plan module and shows the steps in developing a customized asset management plan. This lesson also introduces the CUPSS example system, Beauty View Acres, and concludes by showing how systems can use their asset management plans effectively.

Please note that CUPSS Certificates of Completion are not being offered for completing the Self-Paced Training Series at this time.

The Self-Paced Training Lessons can be viewed at:
<http://water.epa.gov/infrastructure/drinkingwater/pws/cupss/training.cfm>

CUPSS Trainers' Network Update__

The quarterly CUPSS Trainers' Network Conference calls held in 2011 involved a lot of discussion on how trainers can network with each other in between the conference calls. Two ideas emerged:

- 1) *Create a list that shows the names and contact information of CUPSS Trainers.*

In response to this request, we are happy to announce the CUPSS Trainers Directory. This Directory lists all those who have received a CUPSS Certificate of Completion for completing the three homework assignments given after each of the CUPSS Train-the-Trainer webinar sessions. If you would like your name added to this list, consider signing up for the upcoming March or September webinar series. The next Directory will be posted on the CUPSS website approximately 3-4 weeks after the March Train-the-Trainer webinars. This Directory will be updated after each 3-part webinar series to include new trainers that have earned certificates.

The Directory is located at:

<http://water.epa.gov/infrastructure/drinkingwater/pws/cupss/resources.cfm#trainers>

- 2) *Increase communication over the CUPSS Users and Trainers Listserves.*

As you may have noticed, the CUPSS Users and Trainers Listserves have been "opened" to the subscribing participants to encourage conversations within the CUPSS community. Those subscribed to these listserves are invited to submit questions about using CUPSS or training on CUPSS, provide responses with advice or solutions to questions that others have posed, or provide additional information on the utilities that are utilizing CUPSS to implement asset management practices at their water or wastewater system. After some trial and error, these messages are now all moderated. Keep in mind that these are professional listserves so please be respectful of the type and amount of information that is submitted to the entire group.

Want to join the CUPSS User's Listserve?

https://lists.epa.gov/read/all_forums/subscribe?name=cupss-users

Want to join the CUPSS Trainer's Listserve and become a member of the CUPSS Trainers' Network?

https://lists.epa.gov/read/all_forums/subscribe?name=cupss-trainers

From your CUPSS Coordinators

Introducing the National CUPSS Coordinators

To keep everyone up-to-date on CUPSS efforts at the national level, we'd like to introduce the following coordinators:

- ▶ **Sonia Brubaker** – Sonia is the National CUPSS Coordinator within the Office of Ground Water and Drinking Water (OGWDW). Sonia's experience with asset management and development of the many CUPSS technical and marketing materials aid her in managing the CUPSS technical requests and providing outreach through the listserves, website, and the many presentations and training sessions.
- ▶ **Stephen Hogle** – Steve is also with OGWDW and assists Sonia with various CUPSS outreach efforts. His experience in working with both smaller water and wastewater systems helps in training on the use of CUPSS.
- ▶ **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. He works to assist in the promotion of CUPSS.

Email cupss@epa.gov with any questions and we'll make sure they are answered appropriately.

Training Offered by Other Trainers

Want to post your training schedule on the CUPSS website? Email cupss@epa.gov

All CUPSS Training can be found at:
<http://water.epa.gov/infrastructure/drinkingwater/pws/cupss/training.cfm>

Frequently Asked Questions

Can CUPSS be downloaded to a computer using Windows 7 or Vista?

Yes! If you are using the latest version of CUPSS (Version 1.3.7) then you should not have any problems downloading CUPSS to your computer. If you are using a previous version of CUPSS and are experiencing problems downloading, email cupss@epa.gov and installation instructions will be provided.

How often does EPA offer CUPSS training?

EPA offers a series of three webinars twice a year. These trainings introduce CUPSS through a live demonstration of using the software.

How do I enter incomplete dates?

If you don't know a specific date, consider entering it in the form 01/01/YYYY if you only know the year or MM/01/YYYY if you only know the year and month.

How many assets 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.

Who do I contact to ask technical questions?

If you are having technical issues, please email as much information as possible about your question to cupss@epa.gov

Can I share my CUPSS data with another computer?

Yes, by using the Trainers – Advanced Options section on the CUPSS welcome screen. To load a database you have previously created, click the "Load Database" button. Enter the database name and location into the Database Management screen and click the "Save" button. The database can now be selected from the "Select Database" dropdown list.

Helpful Links

- ▶ CUPSS, www.epa.gov/cupss/
- ▶ Small Systems, <http://water.epa.gov/type/drink/pws/smallsystems/index.cfm>
- ▶ Asset Management, http://water.epa.gov/infrastructure/sustain/asset_management.cfm
- ▶ Advanced Asset Management Training Workshops, http://water.epa.gov/infrastructure/sustain/am_training.cfm
- ▶ Multisector Asset Management Case Studies, www.epa.gov/owm/assetmanage/pdfs/msamcs_final.pdf



How can I obtain a copy of CUPSS?

Download it off the CUPSS website: www.epa.gov/cupss

Contact CUPSS!

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