**Date last modified/updated:** Click here to enter a date. **Internal audit:** Click here to enter a date.

**Who last modified/updated:** Click here to enter text. **Management review:** Click here to enter a date.

**This part of the Navigator Playbook is completed when you have:**

1. **Created a significant energy use operating criteria worksheet and operational controls checklist to determine and set the required criteria and controls for each significant energy use.**
2. **Ensured critical factors affecting energy performance are known, communicated to responsible personnel.**
3. **Ensured that the operational and maintenance control sections of your action plans have been completed and implemented.**
4. **Operated and maintained facilities, equipment, systems, or processes associated with your SEUs to meet the determined criteria.**
5. **Established processes to control planned changes impacting operational and maintenance criteria or controls.**
6. **Controlled outsourced SEUs or processes related to SEUs.**
7. Create a significant energy use operating criteria worksheet and operational controls checklist to determine and set the required criteria and controls for each significant energy use.

Operational Controls and Maintenance Criteria

|  |  |  |
| --- | --- | --- |
|  | We have developed and implemented operating and maintenance criteria for our facility, equipment, systems, and processes to ensure SEUs are operated within identified criteria for effective energy performance. | See table below. |

1. Ensure critical factors affecting energy performance are known, communicated to responsible personnel.

|  |  |  |
| --- | --- | --- |
|  | Information on the operational controls associated with SEUs have been communicated to the appropriate personnel. | All responsible persons listed below have been notified. |

1. Ensure that the operational and maintenance control sections of your action plans have been completed and implemented.

Operational and maintenance controls are implemented

Operational and maintenance controls have been determined for each SEU and are detailed below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Significant Energy Use | Operating Criteria | Maintenance Criteria | Controls | Required Maintenance Frequency | Responsible Person(s) |
| Aeration | Dissolved Oxygen Levels | Clean and Test Aeration Chambers and Equipment (Blowers) | Blower Fans automated by DO Levels | Annually | Jim Doe |
| Anaerobic Digestion | Temperature  BOD Levels | Vent and Test Anaerobic Equipment and Controls | Temperature range: 95F-98F  Volatile Acid (VA) levels: 50-300 mg/L | Daily | John Doe |
| Pumping / Mixing | BOD Levels  Flow | Operating Hours / MLSS | Flow Rate and MLSS / BOD Levels | Weekly | Jane Doe |

1. Operate and maintain facilities, equipment, systems, or processes associated with your SEUs to meet the determined criteria.

Meeting operational and maintenance criteria

|  |  |  |
| --- | --- | --- |
|  | We meet determined criteria for operating and maintaining our facilities, equipment, systems, or processes associated with our SEUs. | All Responsible Persons abide by controls and maintenance criteria detailed above. |

1. Establish processes to control planned changes impacting operational and maintenance criteria or controls.

Processes to control planned changes

|  |  |  |
| --- | --- | --- |
|  | We have established processes to control any planned changes that may impact operational and maintenance criteria or controls. | All operational changes undergo extensive review, especially when pertaining to SEUs. |

1. Control outsourced SEUs or processes related to SEUs.

Outsourced SEU control

|  |  |  |
| --- | --- | --- |
|  | We have determined the existence of any outsourced SEUs or processes related to SEUs and put measures in place to controls these SEUs or processes related to our SEUs. | All SEUs’ operation and maintenance are taken care of in-house. |
|  | Roles and responsibilities for ensuring SEUs are operated and maintained using the established controls have been detailed and communicated to relevant personnel. | Not applicable. |

Top Management Approval

|  |  |  |
| --- | --- | --- |
|  | Date approved: | 10/1/20 |
|  | Who approved: | John Doe |

Comments

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