**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. **Optionally, identified business drivers and benefits applicable to your organization.**
2. **Optionally, prepared and delivered a briefing to top management on the identified business drivers and benefits, management roles and responsibilities, and how these responsibilities will be met.**
3. **Secured commitment from top management to continual improvement of energy performance and the development and use of a 50001 Ready system.**
4. **Briefed top management on their EnMS leadership responsibilities.**
5. **Planned for how top management will meet their responsibilities.**
6. Optionally, identify business drivers and benefits applicable to your organization

|  |  |  |
| --- | --- | --- |
| [x]  | Benefits and business drivers have been identified | Confirmed. |

1. Optionally, prepare and deliver a briefing to top management on the identified business drivers and benefits, management roles and responsibilities, and how these responsibilities will be met

|  |  |  |
| --- | --- | --- |
| [x]  | We have prepared a briefing for top management | 07/15/2020 |
| [x]  | We have delivered a briefing to top management | 07/31/2020 |

Elevator speech

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| **Summarize in one simple sentence what the energy management system can do for your organization.** |
| An energy management system will provide improved control and management of energy’s environmental impacts and cost. An EnMS will provide a systematic process for identifying opportunities for improving energy efficiency and inform personnel on the energy impacts of their decisions and activities. |
| **Describe the benefits that your organization will receive as a whole or to your product or service. List the benefits that set this program apart from other programs already in place.** |
| Considering our minimal amount of controls currently in place at the facility, this energy management system will take a lot of the “guess-work” out of our energy and controls-related questions, will reduce our downtimes, reduce our environmental impacts, and will potentially identify energy-wasting equipment and processes. |

3-minute speech

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| **Summarize in one to three simple sentences what the energy management system can do for your organization. Include a sentence on what is energy management.** |
| An energy management system is the continual improvement model applied to the control and management of our energy use and consumption. It will provide the facility with improved operational efficiencies, decreased energy intensity, and help provide the crucial energy data and controls to make important decisions for our processes. It will help reduce our carbon footprint (a major driver from the municipality), and will give us much better understanding of our process, which will provide better support for our future decisions about aging equipment and infrastructure. |
| **Describe the benefits that your organization will receive as a whole or to your product or service. List the benefits that set this program apart from other programs already in place.** |
| An energy management system will reduce the energy required to treat our wastewater. This will reduce our costs and our energy related environmental impacts. An EnMS will help to engage all levels of our organization and identify unseen opportunities for reducing our energy footprint. |

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| **Identify your organization’s policy or vision regarding energy (business card style – short!).** |
| Our facility will provide the highest quality water, exceeding all applicable legal requirements, with the least energy possible – thus saving taxpayer money, saving the environment, and providing for our constituents. |
| **Describe your organization’s business objectives and how energy performance improvement supports achieving those objectives.** |
| To provide our community with a clean environment in which all residents can safely live, work, and play. Reducing our energy impacts will reduce our environmental impacts. Reduced energy costs will save tax dollars and preserve capital for updates to facilities and infrastructure to ensure the continued achievement of our objectives. |
| **Give an example of a successful outcome from systematic energy management.** |
| We will be able to treat a larger volume of wastewater with reduced energy consumption which will directly impact our energy intensity. |
| **Provide a simple statement of what is next.** |
| We need to gain approval from the appropriate facility and municipal leadership to move forward with implementing an energy management system. |

Identify Key Influencers

| **Job Position** | **Energy Type** | **Energy Use** | **Energy Need** | **Frequency of Use** | **Potential Results/ Consequences** |
| --- | --- | --- | --- | --- | --- |
| Facility Manager | Elec / NG / Bio Gas | All | Incoming and Site Produced | Continuous | Key authority on site. Gives go/no go on all changes. |
| Maintenance Manager | Elec / NG / Bio Gas | All | Incoming and Site Produced | Continuous | Handles all equipment and energy-use projects. |
| Environmental Quality Manager | Elec / NG / Bio Gas | All | Incoming and Site Produced | Continuous | Authority on carbon footprint from utility usage and biogas production. |
| Municipal Water Authority or Board | Elec / NG / Bio Gas | All | Effective Operation | Continuous | Key decision authority for strategic/financial direction. |
| Head Accountant / Utilities Manager | Elec / NG | Utilities | Incoming | Monthly | Handles utility bills and tracks utility usage. |

1. Secure commitment from top management to continual improvement of energy performance and the development and use of a 50001 Ready system

Top management commitment:

[x]  I approve our Scope and Boundaries

[x]  I commit to deploying our Energy Policy and updating it as needed

[x]  I commit to consider Energy Performance as part of design and procurement

[x]  I commit to empowering our Energy Team

[x]  I commit to consider energy performance in strategic planning

[x]  I commit to providing resources to set up, operate and improve the EnMS

[x]  I commit to working towards our Energy Objectives, using the appropriate energy performance indicators

[x]  I commit to working towards our Energy Targets, with results measured and reported at defined intervals

[x]  I commit to communicating our Energy Policy, Energy Team, Targets and Objectives and importance of energy across the organization

[x]  I commit to maintaining this 50001 Ready Playbook content, related documents and records, to represent our EnMS

[x]  I commit to successfully complete an annual internal audit of our 50001 Ready EnMS

[x]  I commit to conducting management reviews of our 50001 Ready EnMS

1. Brief top management on their EnMS leadership responsibilities

|  |  |  |
| --- | --- | --- |
| [x]  | Management responsibilities have been detailed | Confirmed. |
| [x]  | Management has been briefed of responsibilities | Confirmed. |

1. Plan for how top management will meet their responsibilities

|  |
| --- |
| Top management will be briefed often about the advancements being made with a newly installed energy management system and will provide insight where needed. |

|  |  |  |
| --- | --- | --- |
| [x]  | Name(s) of Top Management Committed: | John Doe, Jill Doe, Jane Doe, Jim Doe |
| [x]  | Date of Commitment: | 8/5/20 |

Comments

Click here to enter text.