**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

|  |  |  |
| --- | --- | --- |
| [x]  | 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.

|  |  |  |
| --- | --- | --- |
| [x]  | 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

[x]  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 | TemperatureBOD Levels | Vent and Test Anaerobic Equipment and Controls  | Temperature range: 95F-98FVolatile Acid (VA) levels: 50-300 mg/L | Daily | John Doe |
| Pumping / Mixing | BOD LevelsFlow | 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

|  |  |  |
| --- | --- | --- |
| [x]  | 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

|  |  |  |
| --- | --- | --- |
| [x]  | 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

|  |  |  |
| --- | --- | --- |
| [x]  | 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. |
| [x]  | 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

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

Comments

Click here to enter text.