

WRS Report Catalog

Report Name	(New Name)	Ref	Quantity	Audience	Purpose	Source	Filter / Params	Style	Output Medium	Generation	Distribution	Frequency Use
Report by Exception	Incident Report	Appendix B	1	WW Engineer; Manager of WWS; Operations Support Consultant (VWNA)	Early warning to ensure action to maintain or correct compliance issue	Incident, Triggering Event Info, Related Control Parameter / trend chart and related info	Incident #, Parameter, Date Range	See example (Reports by Exception)	PDF	As requested		As required
Daily Log Book	Daily Operator Log / Observations	Appendix B	1 - Same for all plants	Plant Supervisor or other Operator	Maintain a record of relevant daily activity at the facility	Operator Records (see Forms)	Date (or Date Range), Plant, Shift	Header, with Grouping by Shift, Area, sorted Chronologically	On Screen, PDF	Adhoc	As required	Daily
Weekly PCM Report			3-4 (NEWPCC might have 2 for wet / dry)	PCM participants, Plant Operators, Treatment Process Specialist, Wastewater Engineer	Report of weekly control parameter trend charts and "open" RBE records. Used for review / discussion at weekly PCM meeting.	LIMS, DCS, or Operational Data, Incidents	Date or Date Range, Plant. Always contains same core control parameters. Capability to Add additional parameters	Charts and Tables. See: Report To Manager PDF as sample layout.	PDF	Automatic (standard template) or manual (with select additional parameters)		Weekly
Daily Process Control Readings	Reports the Daily Process Control Readings		3-4 (NEWPCC might have 2 for wet / dry)	Operators, Treatment Process Specialist,	Provide r/o view of the daily Control Readings captured	Process Control Readings captured in Daily Control Readings Form". May include calculations and other relative Process Control data (DCS, LIMS) captured in	Plant, Date	Could be similar layout to the data capture form.	On Screen, PDF	On the fly	Not automated.	As required

						same timeframe.						
Report To Manager (monthly summary)	similar to weekly, diff Control Prams and time frame		1	WWS Manager	Communicate process and operational issues	The KPI tool, PCM minutes and maintenance meeting minutes.		Chart, tables	PDF	Automatic.		Weekly
Consumables Report			3-4 (NEWPCC might have 2 for wet / dry)	Plant Supervisor; WW Engineer; Operations Support Consultant (VWNA);	Communicate usage of key consumables, such as: Chemicals Electricity Gas Water	Computed KPIs – e.g. Solids Treated per M watt.						
Solids Report			3	Plant Supervisor; WW Engineer; Operations Support Consultant (VWNA)	Solids inventory for the facility by process unit, to understand how process units impact each other							Bi-Annually