

WRS Forms Catalog

Form Name	What	How	Content	Comments
Daily Log Book Entry Form	Maintain a record of relevant daily activity at the facility	Manually captured by plant operator in charge, during and closed before end of shift.	See Appendix B.	This corresponds to "Operator Records" listed in Operational Data Capture requirement in RFP. Form should be consistent across all plants for consistent compliance auditing & reporting.
Daily Utility Consumables Form	Capture the Meter readings for various plant utilities, for use in computing consumed resources (Water, Power, etc)	Readings are taken routinely, but irregular intervals. Must therefore capture date/time at when reading is captured, to ensure accurate calculation.	Meter Readings for (Water, Electrical, Gas only)	
Chemical Inventory Form	Capture quantity chemicals "on the shelf" on given date to use in computations of usage in plant operations.	Need to calculate chemical consumption based on mass balance of inventory debits / credits by chemical type.	Chemicals - Polymer, etc.	Team looking for vendor to provide best practices on recording / tracking consumables.
Daily Control Readings Form	Used to capture / record plant measurements taken manually by operators based on a predefined schedule.	Operators will record a collection of pre-defined plant measurements within their shift. Upon completion, the form will be formally submitted to the system, thus committing the Control Parameters for the daily shift.	Varies by plant.	Need 1 form designed for SE and WE plants, 2 forms for NE plant. These forms correspond to data captured in "shift rounds". Data captured in this form will be stored as "Process Control Readings" ... as described in section XX of RFP Form N
Incident Tracking Forms				

