



## Scope of Work Document

### Intelligent Information Management Project - Anytown WWTP

The following is a list of deliverables for your IIM project. These items, when delivered, will indicate a closure of the project. Please review this list with your Project Manager. After your review please sign the document for our records. The Project Manager will provide you with your own copy for you to keep for your records:

Wastewater < 8MGD Services Package - Scope of Work	
Task	Description
Project Kickoff Meeting	<p>The Hach Project Manager will conduct detailed review of Scope of Work (SOW) with client(s) to ensure alignment on all details. Meeting will include:</p> <ul style="list-style-type: none"><li>• Review Hach WIMS implementation services document</li><li>• Line item review of this SOW document</li><li>• Line item review of client-completed RFI worksheet</li><li>• Review of client's desired reports (including calculations)</li><li>• Explanation of Key Performance Indicators (KPIs) Form (to be returned within 3 business days)</li><li>• Explanation of WIMS Security Planning Form (to be returned within 3 business days)</li><li>• Electronic copies of the WIMS training guide and Hach WIMS admin guide will be delivered</li></ul>
Initial Database Setup	The Hach Project Manager will create a database based on locations/parameters identified in the client-completed "Request for Information" (RFI).
Database Review	The Hach Project Manager will host web meeting with client to review database. Client will finalize Key Performance Indicators (KPIs) for use in dashboards and reports.
Database Setup	The Hach Project Manager will set up parameters, formulas, and permit limits as agreed in prior meetings.
Initial Regulatory Report Setup	<p>The Hach Project Manager will complete initial set up of regulatory reports Up to 4 Page NPDES DMR or 40 Parameter eDMR</p> <p>Source: MonthlyData.xls - sheets NPDES1 thur NPDES4</p> <p>Note: Additional charges will be incurred if source reports listed above are not current and correct at time Scope of Work is signed.</p>
Database Review	The Hach Project Manager will teleconference with client to review regulatory reports and ensure client's satisfaction with database, reports, and variable naming conventions.
Database and Variable list clean up	<p>The Hach Project Manager will modify database based on client database review discussion. Variable list will be verified and approved by client.</p> <p><b>Note: This is a one-time adjustment. Additional adjustments will require a separate P.O. and will be done on a T&amp;M basis.</b></p>

Calculation Setup	<p>The Hach Project Manager will host two 2-hour web conferences with client to setup/test site specific calculations such as F/M ratio, MCRT, CT, and chemical dosage calculations.</p> <p>Note: If calculation setup is not complete after the two 2-hour web meetings, client will be responsible for completing remaining calculation setup (If requested Hach can complete calculations for additional charges)</p>
Basic Form and Report Development	<p>The Hach Project Manager will develop standard KPI reports and data entry forms based on information provided on KPI Form and completed RFI:</p> <ul style="list-style-type: none"> <li>• 2 standard format monthly / yearly KPI report with up to 10 user defined KPIs (Key Performance Indicators)</li> <li>• KPI graph set</li> <li>• Predefined dashboard with 10 user defined KPI's</li> <li>• Standard Monthly Data Entry Forms for all parameters</li> </ul>
Test Data Entry/Regulatory Report Testing	The Hach Project Manager will enter a small subset of real data from client's existing data (Excel Sheets, Paper forms, etc...) in order to test data entry forms and reports.
Finalized Database Review	The Hach Project Manager will host 1-hour web meeting with client to review finalized database, calculations, reports, forms, and verify they are ready for delivery. Project Manager will make edits to the database if needed based on the review.
Remote Basic Install Assistance	The Hach Project Manager will host webex session with client to install Hach WIMS on server and 1 local PC (client PC). Project Manager will also provide instructions on how to install on other clients will be delivered.
Remote SCADA Interface Install	Hach Project Manager to host WebEx installation of SCADA Interface with client IT and SCADA expert.
Training	<p>3 Days - Onsite Training and Services</p> <ul style="list-style-type: none"> <li>• Installation Review</li> <li>• 1.5 days of Training - Basic, Advanced, and Admin</li> <li>• SCADA Interface installation, configuration and training. Up to 10 variables will be cross referenced.</li> </ul>
Final Project Signoff	The Client may submit any concerns regarding completion of SOW within 5 (five) business days of on-site visit. If no notice is given and no sign off is received within (five) business days this project will be closed and future support will be handled by the Hach Software Support team. The Client has a year of free software support and upgrades from date of software purchase.

By signing below you are agreeing that the items listed above define the scope of work. Any changes or additions to this accepted scope of work will require an additional evaluation which may result in additional costs.

### **Customer Signature Section**

(Your signature indicates that you agree to the Scope of Work as defined above)

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
Date

---

Print Name

Title

### ***Completion Section***

By signing below you are acknowledging that all work listed in the scope of work section has been completed to your satisfaction. Any additional work required will be billed as a separate scope of work.

---

Signature of Company Representative