

SEMS Technologies, LLC

# SEMS Software Suite RAMCAP Manual



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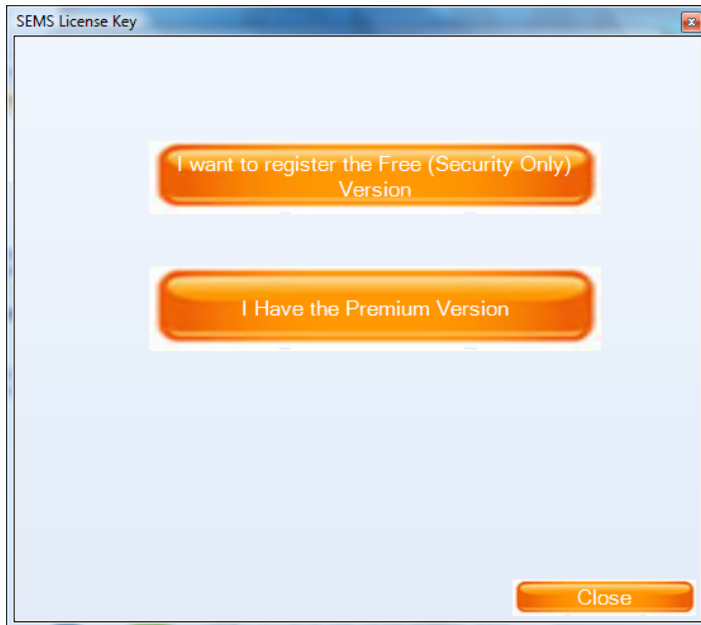
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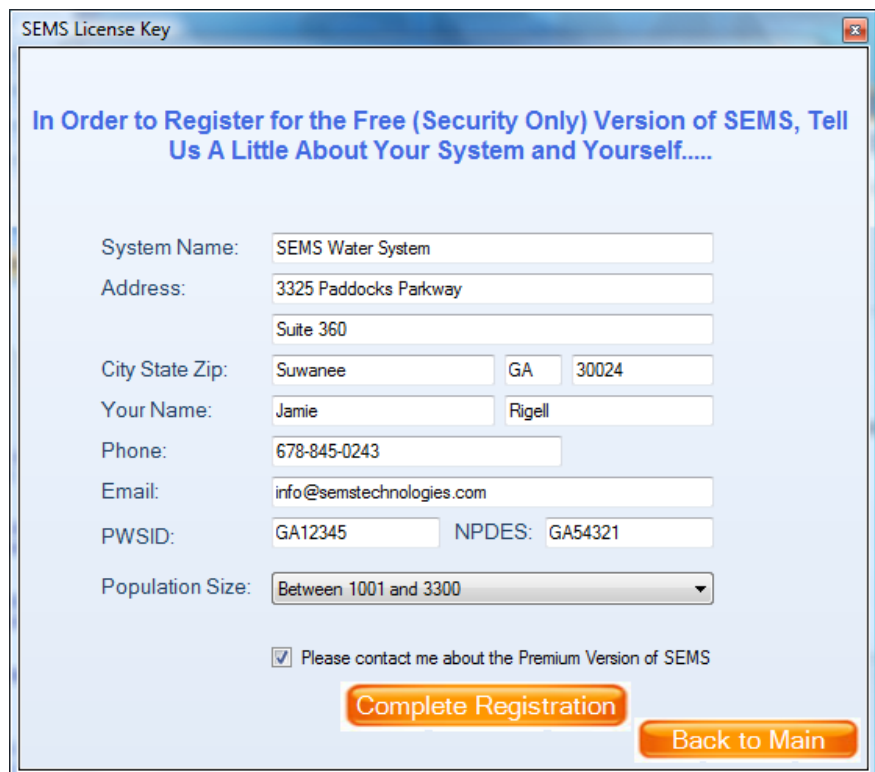
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## Register Your Software

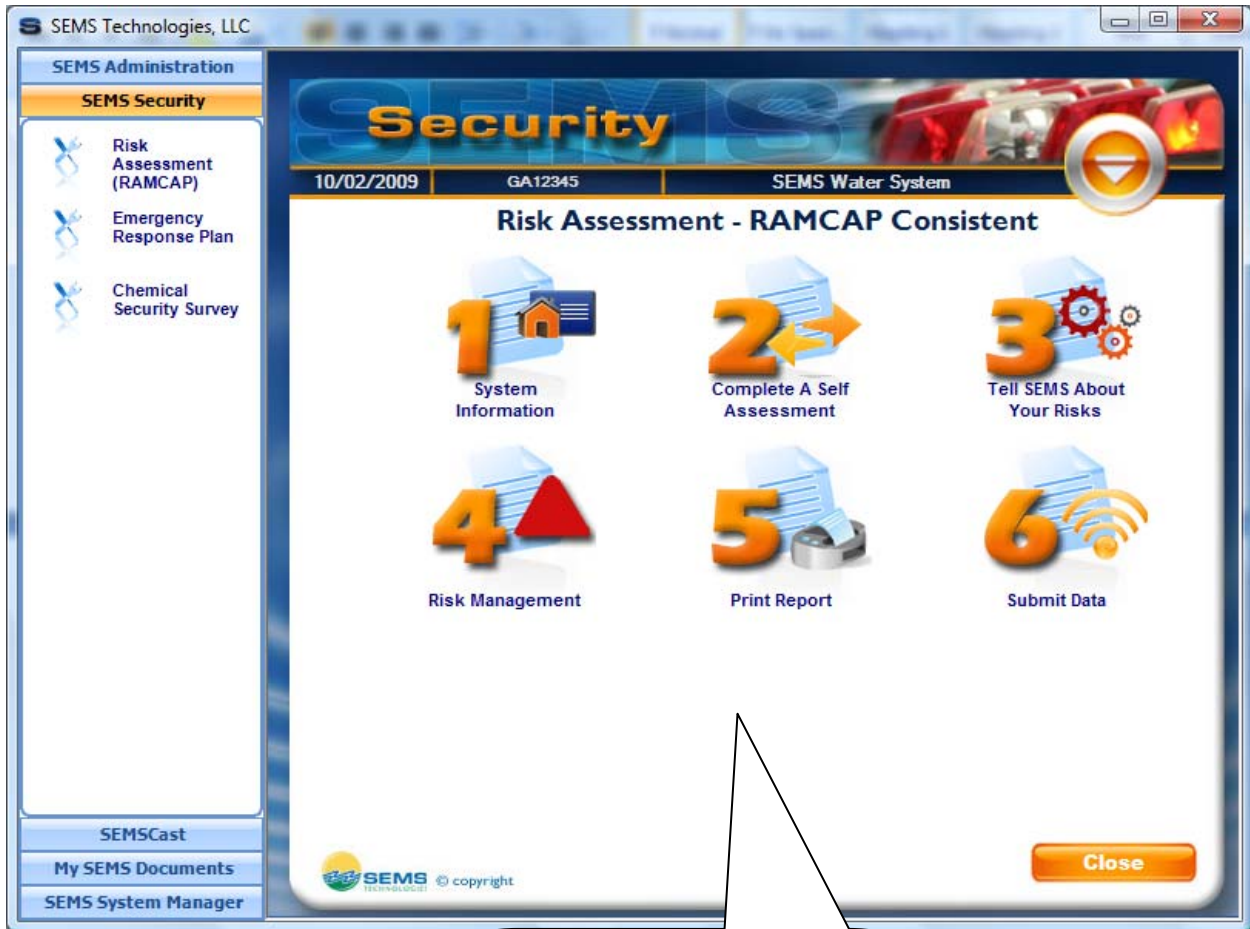


When you open SEMS for the first time, you are prompted to tell the system if you have the Premium version, or the Security Only version.

To register for the Security Only version, you must fill-out this form to retrieve a license key. Once complete, you may access SEMS.

A screenshot of a registration form titled "SEMS License Key". The form has a light blue background and a white border. At the top right, there is a small red "X" icon. The title of the form is "In Order to Register for the Free (Security Only) Version of SEMS, Tell Us A Little About Your System and Yourself....". The form contains several input fields: "System Name" (text box with "SEMS Water System"), "Address" (text box with "3325 Paddocks Parkway" and "Suite 360" on a second line), "City State Zip" (text boxes with "Suwanee", "GA", and "30024"), "Your Name" (text boxes with "Jamie" and "Rigell"), "Phone" (text box with "678-845-0243"), "Email" (text box with "info@semstechnologies.com"), "PWSID" (text box with "GA12345") and "NPDES" (text box with "GA54321"), and "Population Size" (dropdown menu with "Between 1001 and 3300"). At the bottom, there is a checked checkbox labeled "Please contact me about the Premium Version of SEMS". Below the checkbox are two orange buttons: "Complete Registration" and "Back to Main".

# Risk Assessment



To complete the RAMCAP report, follow a simple six step process. Each step may contain steps within those steps.

## System Information

SEMS Technologies, LLC

SEMS Administration

SEMS Security

Risk Assessment (RAMCAP)

Emergency Response Plan

Chemical Security Survey

10/02/2009 GA12345 SEMS Water System

### Risk Assessment - System Information

100 %  
1 Tell SEMS About Your System

100 %  
2 Tell SEMS About Your Mission

100 %  
3 Tell SEMS About Critical Assets

100 %  
4 Tell SEMS About Critical Customers

SEMSCast

My SEMS Documents

SEMS System Manager

SEMS copyright

Close

There are four steps within the System Information screen. Percentage bars allow you to recognize if an item is incomplete.

## Tell SEMS About Your System

SEMS Technologies, LLC

SEMS Administration

SEMS Security

- Risk Assessment (RAMCAP)
- Emergency Response Plan
- Chemical Security Survey

10/02/2009 GA12345 SEMS Water System

### System Information

System Demographics  Characteristics

System is a Drinking Water System  System is a Wastewater System  System Handles Hazardous Chemicals

System Name: SEMS Water System

Phone Number: (678) 845-0243

Fax Number: (678) 455-0034

Email Address: info@semstechnologies.com

County: Forsyth

Street 1: 3325 Paddocks Parkway

Street 2: Suite 360

City State Zip: Suwanee GA 30024

State Permit #: 001-B Wastewater Source: Domestic

Discharge Point: N Frk Rebugican Riv Design Capacity: 50 MGD

System Type: Community Water System

PWS ID: GA12345

SEMS © copyright

OK

The system demographics are auto-filled in from the registration form. Enter any missing information here.

The characteristics tab is where the population and connections count is entered. Select your Risk Impacts here as well.

SEMS Technologies, LLC

SEMS Administration

SEMS Security

- Risk Assessment (RAMCAP)
- Emergency Response Plan

10/02/2009 GA12345 SEMS Water System

### System Information

System Demographics  Characteristics

Drinking Water Customers

Population Served: 12000

Connections Count: 3500

Wastewater Customers

Population Served: 12000

Connection Count: 3500

Risk Impacts

Onsite Chlorine Storage: Less than 1 Ton

Economic Impact: Less \$100 Million

We serve 2 or more of the following: Level 1 Trauma Center; Venue that holds over 10,000 people; National Icons; Key Defense Facilities

PWS ID: GA12345

SEMS © copyright

OK

## Tell SEMS About Your Mission

The screenshot shows a web browser window titled "SEMS Technologies, LLC". The application interface includes a sidebar with "SEMS Administration" and "SEMS Security" sections. The "SEMS Security" section contains links for "Risk Assessment (RAMCAP)", "Emergency Response Plan", and "Chemical Security Survey". The main content area is titled "Mission Statement" and contains two sections for selecting mission goals. The first section, "What is your drinking water system's mission?", has three radio button options: "Provide safe and affordable water for potable use", "Provide sufficient water pressure for fire protection", and "Provide safe and affordable water for potable use as well as sufficient water pressure for fire protection" (which is selected). The second section, "What is your wastewater system's mission?", has three radio button options: "Provide wastewater collection and treatment services for the protection of public health", "Provide wastewater collection and treatment services for the protection of the environment", and "Provide wastewater collection and treatment services for the protection of public health and the environment" (which is selected). Below these sections are dropdown menus for "Primary Emergency Contact" (set to "Brad Pitt") and "Secondary Emergency Contact" (set to "Tom Hanks"). A "Close" button is located at the bottom right. The SEMS logo and "© copyright" are visible at the bottom left of the form area.

SEMS Technologies, LLC

SEMS Administration

SEMS Security

Risk Assessment (RAMCAP)

Emergency Response Plan

Chemical Security Survey

SEMSCast

My SEMS Documents

SEMS System Manager

10/02/2009 GA12345 SEMS Water System

### Mission Statement

REC

What is your drinking water system's mission?

Provide safe and affordable water for potable use

Provide sufficient water pressure for fire protection

Provide safe and affordable water for potable use as well as sufficient water pressure for fire protection

None of these. I would like to create my own:

What is your wastewater system's mission?

Provide wastewater collection and treatment services for the protection of public health

Provide wastewater collection and treatment services for the protection of the environment

Provide wastewater collection and treatment services for the protection of public health and the environment

None of these. I would like to create my own:

Primary Emergency Contact : Brad Pitt

Secondary Emergency Contact : Tom Hanks

Close

SEMS TECHNOLOGIES, LLC © copyright

Select your water and/or your wastewater system's mission, or you may provide your own. Then, select your Primary and Secondary emergency contacts, which are derived from your Staff List.

## Tell SEMS About Critical Assets

Enter your Critical Assets here. Select the Type of asset you're entering, and then type in the name and location of the asset. The Security tab allows you to enter critical security information about this particular asset.

The screenshot shows the SEMS Security application window. The left sidebar contains navigation options: SEMS Administration, SEMS Security (highlighted), SEMSCast, My SEMS Documents, and SEMS System Manager. Under SEMS Security, there are links for Risk Assessment (RAMCAP), Emergency Response Plan, and Chemical Security Survey. The main content area is titled "Security" and displays "Asset Information" for a "Generator" asset. The "General" tab is active, showing fields for Type (Auxiliary Power), Name (Generator), Location (Shop), District, and Enclosure (Shop). The "Asset Utility" section has checkboxes for "Drinking Water" and "Wastewater", both of which are checked. A "Notes" field is empty, and there is an unchecked checkbox for "Asset is out of service". At the bottom, there are "Save", "Cancel", and "Close" buttons.

This screenshot shows the same "Asset Information" form, but with the "Security" tab selected. The "Priority" is set to "Medium", "Distance from Vehicle Access Point" is 125.00 feet, and "Vehicle Accessibility" is "No Barrier but Observable". The "Additional Protection" field contains the text "Alarm system.". The "Include in Risk Assessment" checkbox is checked. Below it is a "Risk Asset Opt Out Reason" field. The "Save", "Cancel", and "Close" buttons are at the bottom. A callout bubble points to the "Include in Risk Assessment" checkbox.

If you would like to *not* include this particular asset in the RAMCAP, uncheck this box.

## Tell SEMS About Critical Customers

If you have critical customers, enter their contact information here.

The screenshot shows the SEMS Administration software interface. The window title is "SEMS Technologies, LLC". The main menu on the left includes "SEMS Administration" and "SEMS Security". Under "SEMS Security", there are three options: "Risk Assessment (RAMCAP)", "Emergency Response Plan", and "Chemical Security Survey". The main content area is titled "Customer Information" and contains a form with the following fields:

Customer Information	Mailing Address
Name:	Landon Donovan
Phone:	(901) 555-2214
Email:	donovan@lagalaxy.com
Street 1:	100 Main Street
Street 2:	
City:	Los Angeles
State Zip:	CA 99215
Account Num:	1258
Company:	LA Galaxy
Fax:	
Priority:	Low
Class:	
Notes:	
	<input checked="" type="checkbox"/> Is Drinking Water Customer
	<input type="checkbox"/> Is Wastewater Customer

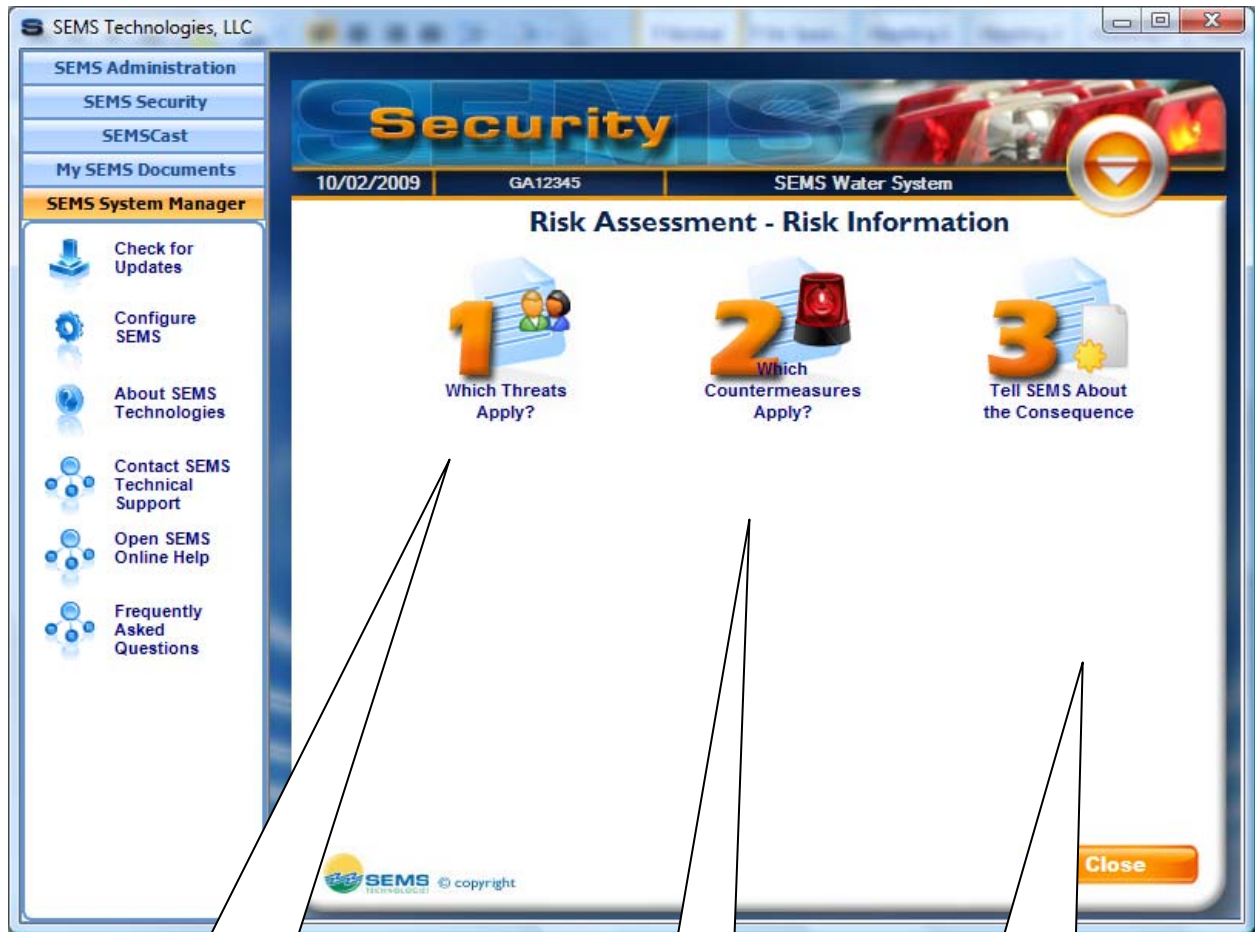
At the bottom of the form, there are three buttons: "Save", "Cancel", and "Close". The SEMS logo and "© copyright" are visible in the bottom left corner.

## Complete a Self Assessment

The screenshot shows a web browser window titled "SEMS Technologies, LLC". The main content area is titled "Security Self Assessment - #1" and features a question: "Do you have a written emergency response plan (ERP)?". The "Yes" radio button is selected. Below the question is a text box containing regulatory information: "Under the provisions of the Public Health Security and Bioterrorism Preparedness and Response Act of 2002 you are required to develop and/or update an ERP within six months after completing this assessment. If you do not have an ERP, you can obtain a sample from your state drinking water primacy agency. As a first step in developing your ERP, you should develop your Emergency Contact List. A plan is vital in case there is an incident that requires immediate response. Your plan should be reviewed at least annually (or more frequently if necessary) to ensure it is up-to-date and addresses security emergencies including ready access to laboratories capable of analyzing water samples. You should coordinate with your". To the right of the text box are dropdown menus for "Priority:" (set to "Low") and "Completion Date:" (set to "Not Applicable"). Below these is a large text area labeled "Action Needed / Taken:". The interface includes a left sidebar with "SEMS Administration" and "SEMS Security" sections, and a bottom navigation bar with "SEMSCast", "My SEMS Documents", and "SEMS System Manager".

There are 45 Yes/No questions that you must answer. If you answer 'No' to any answer, you must fill out the 'Action Needed' and select its priority and completion date.

## Tell SEMS About Your Risks



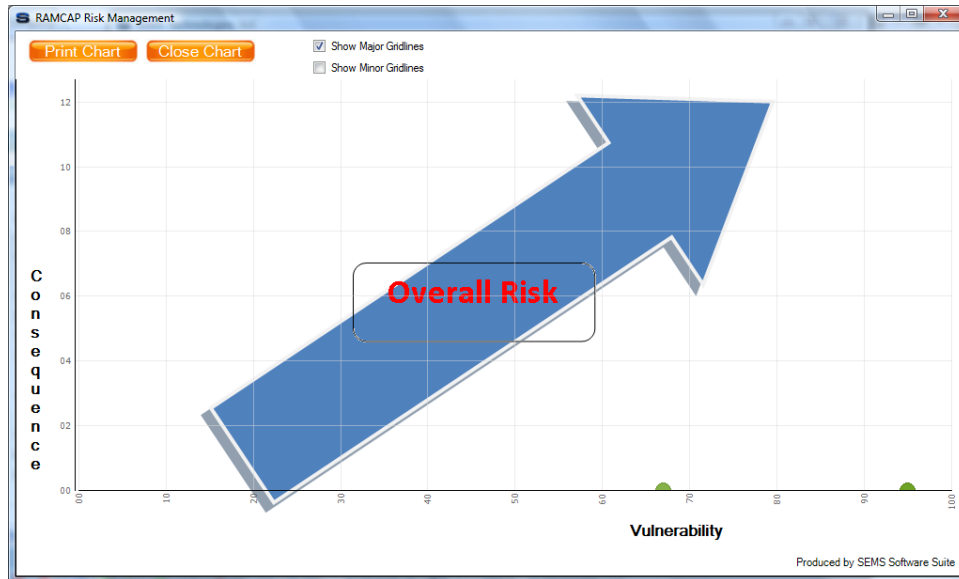
Select which threats apply to each of your assets.

Select which countermeasures apply to each asset/threat pair.

Tell SEMS about the Consequence of each asset/threat pair. Select the number of estimated fatalities and injuries, as well as the amount of financial loss to the community and owner of the system.

## Risk Management

This chart will display all of your assets and their selected consequence and vulnerability. The higher further to the right the asset is, the more caution you should take in protecting this particular asset. This chart is simply used as a quick view of all your assets.



## Print Report

View the report before you send it to the printer.

## Submit Data

You have the option to submit your data electronically to DHS.

