

FEMP First Thursday Seminar Facilitator's Guide

Course 5: Advanced Metering: Requirements and Best Practices

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Program #5

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Course 5: Advanced Metering: Requirements and Best Practices

Purpose

The purpose of these seminars is to educate environmental and energy management professionals in the Federal sector in current topics within their scope of responsibilities. For more detailed information on these seminars, access www.femp.energy.gov/training link.

There are six seminars, held on the First Thursday of each month, beginning in February, 2010. Each seminar is held at 1:30 EST/EDT.

Your Role as Facilitator

We greatly appreciate your help in serving as a site facilitator for the Department of Energy, Federal Energy Management Program (FEMP) First Thursday Seminars. You are very important to the success of these satellite broadcasts, and your commitment to the following roles is critical to the success of these training initiatives.

Specifically, your role is to:

Prior to the Seminar

- Post appropriate signs to notify potential attendees of the location, date, times and registration process for the training session. Appendix A of this document is a course announcement that you can print. An electronic version that can be sent by email can be accessed at http://www.energyworkshops.org/FEMP_First_Thursday_Seminars/Advanced_Metering/ link. Utilize your local process to “book” the facility where the broadcast will be viewed.
- Ensure that the viewing room is equipped to accommodate the registered participants as well as a few unregistered attendees.
- You will need a computer with internet access to handle last minute registration online.
- Print the sign-in Roster, also at http://www.energyworkshops.org/FEMP_First_Thursday_Seminars/Advanced_Metering/ and have each attendee sign in. Fax the Roster to 865-381-0554
- Print copies of the Learner Guide available at http://www.energyworkshops.org/FEMP_First_Thursday_Seminars/Advanced_Metering/ Provide copies of the Learner Guide to attendees who have not printed their own materials.
- Manage the technical aspects of the Broadcast. Technical contact numbers and emails may be printed as part of the facilitator information found at http://www.energyworkshops.org/FEMP_First_Thursday_Seminars/Advanced_Metering/

During the Seminar

- If possible have a printed registration list. If unregistered participants attend, ask them to register online immediately. To register new participants, access www.femp.energy.gov/training.
- Very important - have each attendees sign the Roster. Fax the Roster to 865-381-0554.
- Remind attendees that in order to receive a Course Completion certificate for the training, they must be registered, and they must complete a quiz and evaluation online after attending the training. Registration is critical. With thousands of Federal facilities potentially offering this broadcast, you are the only way for us to ensure that we have an accurate number of participants in the training.
- Greet program participants and provide them with a Learner Guide if they do not bring one with them to the Seminar.
- Make the participant feel comfortable. Indicate where restrooms can be found, help participant find seating, and handle any requirements for special accommodations.
- During the live broadcast, handle questions by either dialing the toll free number 800-775-3728, faxing questions to 865-381-0554, or by sending an email to FTS@energyworkshops.org.
- For technical issues during the workshop, call 865-974-5069 for uplink trouble, 865-974-7569 for Video-conferencing/webcast trouble, 877 820 0305 for Federal networks trouble, or you may email ruleb@tds.net.

After the Seminar

- After the live broadcast, an e-mail containing the link to a seminar evaluation and open-book quiz will be sent to all confirmed participants. Upon completion of the evaluation and the open book quiz, you will be able to print a course completion certificate for your records.
- Either scan the Roster with participant signatures and email it to FTS@energyworkshops.org, or fax it to 865-381-0554 if you prefer.
- Following the viewing of the satellite broadcast, you are asked to conduct a 10 to 15 minute conversation with the participants about their learning. Your role will be to ask questions to stimulate thinking and discussion. The specific questions you will ask are included as Appendix B.

Course Announcement

- Title:** Advanced Metering: Requirements and Best Practices
- Length of Course:** 90 Minutes
- Format:** Live via satellite or streaming video on your desktop
Discussion format will allow opportunities to ask questions of the instructor
- Date:** Live on Thursday, June 3, 2010;
Archived for later viewing on demand

Course Description

This course will consider various aspects of advanced metering including:

- the purpose and benefits of advanced metering
- types of advanced metering to include water, air, gas, electricity, steam
- approaching advanced metering projects
- metering approaches including one time, run time, short term, and long term
- Cost considerations for advanced metering
- Advanced metering technologies
- Using advanced metering data
- Case studies
- Resources to assist you

Audience

Advanced metering is designed for Federal energy and environmental managers, and other energy and environmental professionals, who want to know more about Advanced Metering.

Learner Objectives

After completing this seminar, you will be able to:

1. define advanced metering and discuss the potential benefits.
2. determine how to select advanced metering projects
3. discuss advanced metering possibilities in terms of water, air, gas, electricity, and steam
4. explain metering approaches - one time, run time, short term, and long term
5. explain steps in a overall process for approaching advanced metering projects
6. discuss some of the technological considerations when considering advanced metering including communications, data collection and storage, location of hardware, backup systems, and single vs. multiple vendor.
7. give examples of advanced metering technologies and selection criteria to consider
8. talk about methods for evaluating advanced metering projects
9. locate advanced metering resources

Instructors



Greg Palko

Greg Palko is a Certified Energy Manager and Certified Facilities Manager who has more than 25 years experience with facility operations and management at the DOE's East Tennessee Technology Park and Oak Ridge National Laboratory (ORNL) in Oak Ridge Tennessee. As the Energy Efficiency Program Manager in ORNL's Facilities Management Division, Mr. Palko implements process improvements and energy efficiency projects to achieve cost savings and streamline facility operations. He has a B.B. in Engineering Science and Mechanics from Tennessee Technological University and an M.S. in Industrial Engineering from the University of Tennessee. He is currently 'all but dissertation' on a Ph.D. in Engineering Management from the University of Alabama in Huntsville.



Ab Ream

Ab Ream is an Energy Technology Program Specialist with the United States Department of Energy's Federal Energy Management Program. His program specialties cover operations and maintenance, energy audits, training, metering, commissioning, and measurement and verification. Mr. Ream has chaired the executive committee for GovEnergy, and now manages the Federal Operations and Maintenance (O&M) Working Group. Prior to his DOE experience, Mr. Ream was the Facilities Program Energy Manager for the U.S. Coast Guard. He has a B.S. in Technology Management from the University of Maryland.

Course Preparation

To prepare yourself for the seminar on advanced metering, please spend 30 minutes reviewing the information on metering on the FEMP website. The information can be accessed at

http://www1.eere.energy.gov/femp/program/om_metering.html

Questions to Initiate Discussion Following the Seminar on Advanced Metering

1. What are your facility's current metering plans? How did you establish priorities?
2. What technologies have you employed in terms of meters, communications, data storage, and data analysis? Who is using the data currently produced?
3. What have been your successes in terms of meters, communications, data storage, and data analysis in your work to date?
4. With Executive Order 13514, what do you think will be the implications for Advanced metering particularly as they relate to water, air, natural gas, and steam?
5. How are you planning to finance Advanced Metering projects going forward?
6. What are the biggest challenges that you face?