Version No: Issue Date:	3 19/03/2025	Horizons Regional	Section No: 2.7
Portfolio:	Quality Management	Council	Page: 1 of 8
		Hydrology Operations	
		Manual	horizons regional council
Assets: p	urchasing and		

Note this document does not replace nor negate Horizons Purchasing Policies.

This SOP is how to record an asset once it has been purchased in accordance with Horizons purchasing policies.

Hilltop Assets:

This is a program under the Hilltop family that integrates into our time series management software. It is used primarily by the Environmental data team to store information about our assets primarily to support our data sets with information about our sensors such as purchase, life time, calibrations and where the assets are physically located.

Hilltop Asset can be found here: <u>\\ares\hilltop\hilltophrc\Asset\Assets.exe</u>

If this is your first time opening assets, you will need to point it to a database containing our site names. Click File, select open, and choose Assets.dsn:

🚮 Open				×
Look in:	- Telemetry		✓ Ø Ø P	
Quick access	Name Forecast Flow Hilltop Serve HydroTelem Loggernet Te	etry	Date modified 13/07/2023 10:23 am 5/07/2024 10:53 am 19/07/2024 1:55 pm 25/05/2020 3:53 pm	Ty ^ Fil Fil Fil Fil
Desktop	Outgoing_D	•	20/02/2018 6:01 pm	Fil
-	Recovery		26/04/2024 1:08 pm 28/09/2022 1:57 pm	Fil Fil
Libraries	Survey123-F temp Updater_DSN		5/09/2023 7:58 am 15/10/2021 8:13 am 17/04/2024 9:01 am	Fil Fil Fil
This PC	Assets.dsn	······	15/03/2024 8:50 am	Hi
Network	Assets_xtra s FFS Models.		9/05/2024 3:31 pm 1/03/2018 8:00 am	Hi Hi ^V >
	File name:	Assets.dsn	~ ()pen
	Files of type:	Data Files	~ C	ancel
	Common name:		~	

Version No: Issue Date:	3 19/03/2025	Horizons Regional	Section No:	
Portfolio:	Quality Management	Council	Page:	
-	(Undrala and Onerations		



Hydrology Operations



2.7

Manual

Assets: purchasing and documenting

Which assets should we record in Hilltop Assets:

- Assets purchased which require some tracking (example calibration or limited life)
- Documents which expire (e.g inductions, training certificates excluding ones in Vault)
- All sensors which collect data
- Data loggers and telemetry equipment e.g. modems
- All batteries over 18 amp/hr
- Large aerials and satellite dishes
- Site infrastructure e.g. towers, containers.
- Power / battery tools
- Sim cards
- Reference sensors
- Gauging equipment
- Generators, air compressors
- Solar panels over 20 watts, solar regulators
- H&S and First Aid equipment carried in our vehicles
- Site access agreements (when they are relevant to a site)

What assets do not need tracking in Hilltop Assets (Guide only, common sense prevails)

- General fittings eg steel work, nuts and bolts etc.
- Small aerials
- Consumables (e.g DO sensor caps are not added to Assets, but changing of the cap needs to be recorded against the sensor)
- Office equipment (eg laptops, screens, stationary)

After purchasing assets, the person who made the purchase is responsible for updating assets. (This can be delegated within your team).

What we should record for a new asset:

- Category
- Make
- Model
- Serial Number (if no manufacturer code then create one)
- Date Purchased
- Warranty end date
- Purchase price
- Purchase Order number
- Project (optional eg flow meters)
- Label code (HRC QR code label HRC_XXXXX)
- Depreciation (normally straight line)
- Deprecation rate (example: normally 10 years for big items, 5 years for electronics)
- Expected life time
- Calibration interval (e.g. 12 months)
- Warning interval (how many months before the calibration interval do I want to be told (typically 2 months)

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Version No: Issue Date: Portfolio:	3 19/03/2025 Quality Management	Horizons Regional Council	Section No: 2.7 Page: 3 of 8
horiz		Hydrology Operations Manual	

Assets: purchasing and documenting
Portfolio (Eg a water level sensor would be water level. A site might be Central)

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Once above is entered, click save.



Bulk Entry: (if you have a several of the same items e.g you purchased 5 radars)

- 1. Complete the above step once / fill out the form for the first asset.
- 2. Right click on the asset and select edit
- 3. Click "Save As"

Asset Name		\times		
<u>C</u> ategory	ED -> Instruments -> WQ -> Sondes -> EXO Sonde			
Make	YSI EXO 3 Sonde V Add New Make Cancel			
Model	YSI with Depth (100m) V Add New Model			
<u>S</u> erial Number	1			
Enter the serial number of the next item and click ok				

- Enter the serial number of the next it
 Enter the HRC label code
- 6. Click safe.
- 6. Click safe.

Each asset (first time or when relocating it)

Right click on the asset and select move:

Move an Asset			×
Name			ОК
Make	ISD		- OK
Model	DBU-01		Cancel
Serial Number	SN103		Help
Present Location	Manawatu at Teachers College		
Present Data Source			
Move To			
Site		~	
Data Source	Water Level (backup sensors)	~	
Out Of Service		~	
Date			_
Reason		~	
		\sim	
L			

- Either select the Hydrosite name or the out of service location (e.g HRC Kiaranga)
- Select the date it was "moved"
- Tick serviceable unless it is faulty
- Entre a reason e.g. new, swapped in etc.

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Multiparameter e.g. EXO Sonde and AquaTROLL:

Individual sensors are loaded and stored in Assets as above and then stored in an out-of-service location named after the Sonde they are installed on.

Move an Asset		×
Name		ОК
Make	EXO	
Model	Optical DO	Cancel
Serial Number	18G101550	Help
Present Location	Exo Sonde 15 (19D100806)	
Present Data Source		
Move To		
Site	~	
Data Source	×	
Out Of Service	Exo Sonde 15 (19D 100806) V	Serviceable
Date	Exo Sonde 15 (19D100806)	
Reason	Exo Sonde 17 (20C204198) Exo Sonde 17 (20C204199) Exo Sonde 18 (20C204200) Exo Sonde 19 (21D104193) Exo Sonde 2 (13E103761)	

The calibrations will be stored against the actual Sonde and the maintenance (for example DO cap or pH reference junction) will be stored against the sensor. Only the Sonde itself gets moved to a Hydro site, eg Teachers College once deployed.

Version No: 3 Issue Date: 19/03/2025 Portfolio: Quality Management	Horizons Regional Council	Section No: 2.7 Page: 6 of 8
	Hydrology Operations Manual	

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Assets: purchasing and documenting

Calibration:

Instrument calibrations need to be stored in assets: (right click on the asset and chose edit) Edit Asset

Name						Close
Category	ED -> Instruments -> WQ -> Sondes -> EXO Sonde ~ Add New			/		Close
Make	YSI EXO 3 Sonde V				Save	
Model	YSI with Dep	YSI with Depth (100m) 🗸				Save As
Serial number	Sonde 7 (17	E101335) 🗸				Delete
Location		Add Calibration			×	
Site or OOS Loc	Manawatu a				<u>0</u> K	Rename
Data source		Make	YSI EXO 3 Sonde			Update Dates
Installation date	29-Mar-2023	Model	YSI with Depth (100m)		<u>C</u> ancel	Help
		Serial Number	Sonde 7 (17E101335)		Help	Theip
Details		Last Calibrated	22-Apr-2024 00:00:00			
Date purchas	ed 30-May-2	Calibration				rated 22-Apr-2024
Purchased fro	m ENVCO	Date Calibrated				terval 3.0 months
Purchase price	ce \$24925.	Co <u>m</u> ment	^]		terval 1 months
Label Co	de HRC_002					New Calibration
Depreciation meth	od Straight		×			vew calbracion
Expected lifetin	me 10	<u>A</u> dd a File	[15
Info U	RL	Description				i-parameter instrument
External asset	ID	Add the comment to	o the Hilltop Comments Table if the asset is a	at a site		
Portf	olio Water Q	uality Continuous	~		⊖ Sensor in	a head unit
Comme	ent NEW, Pu	rchased by Science	~			~
Financial Asset	Financial Asset Insured Criticality					
Health and safety	risk	~				

- Click "New Calibration" to update an asset
- Enter the date calibrated
- Add a comment (e.g "checked and passed")
- Add a calibration file (if just a check this is not needed)

Version No: Issue Date: Portfolio:	3 19/03/2025 Quality Management	Horizons Regional Council	Section No: 2.7 Page: 7 of 8
horizons		Hydrology Operations Manual	

Asset History:

Can view a log of all assets over time that have been to a site by right clicking on the site name and choosing "Asset Log"

	Asset Log
	Sites with Assets
~	Regions in the Tree
	Hide Inactive Sites

Can view a log of where an asset has been or its calibrations by right clicking on an asset and selecting "Asset History"



Reporting:

Assets requiring calibration should flag through the calibration reports or by Hydro hub:

- <u>http://tqm.horizons.govt.nz/Hydrology/HydroHub/HydroHub.html</u>
- Critical Calibration report
- Non critical calibration report

e.g: Please keep up to date and sign these off in a timely manner.

HRC remote access 🔣 PredictWind.com 🔟 Purchase Order 🔇 Datapay 🐖 I	Dashboard Login	EROAD Depot	- Acti 🌠 Arawhata Cameras	MetConnect	- Local 😵 Maritime 🌆 Car	tchment data Ma 🚺	Horizons Ultimate I	MetConnect -	Regio »	Ca All Bookman
ydro Hub 19 July 2024 14:15 Home Page Critical Sites IVR Critic	al Sites Rainfall	ED Tools Cer	ntral Eastern Northern	Water Quality	Flow Metering Non-Cont	formances				
Water Quality										
te Inspection Status	Overdue Critical A	Overdue Critical Assets Overdue Non-Critical Assets Overdue Gaugings Last Gauging Site Inspections Overdue Rainfall Inspections							40	
Ninger I repr I repr	Overdue Water Level Inspections Upcoming Water Level Inspections To Do List Rain Site Survey							18		
	Show 10 ✓ ent	Show 10 v entries Search:							Site Inspections in Last 30 Days	C.
	Region	Date Due	Location	Catergory	Make/Model	Serial No.	Calibrated	(Months)	9	
	Craig Beaven	2024-07-09	HRC Kairanga (In Service)	Height Equipment	CT Ropes	21/04	2023-07-10	12	Critical Assets Overdue	
	Craig Beaven	2024-07-09	HRC Kairanga (In Service)	Height Equipment	CT Cheese Plate	0009198	2023-07-10	12	51	100
	Craig Beaven	2024-07-09	HRC Kairanga (In Service)	Height Equipment	Aspiring Energy Absorber	Nov2020	2023-07-10	12		
	Craig Beaven	2024-07-09	HRC Kairanga (In Service)	Height Equipment	ISC HaulerBiner	211360950128	2023-07-10	12	0	
	Craig Beaven	2024-07-09	HRC Kairanga (In Service)	Height Equipment	Aspiring prussik .5m	Blue 5m2020	2023-07-10	12	O Gaugings Overdue	2
	Craig Beaven	2024-07-09	HRC Kairanga (In Service)	Height Equipment	CT Finch	0031091	2023-07-10	12		
	Craig Beaven	2024-07-09	HRC Kairanga (In Service)	Height Equipment	Aspiring Dyneema sling 180cm	Orange2021	2023-07-10	12	0 Rainfall Inspections Overdue	
	Craig Beaven	2024-07-09	HRC Kairanga (In Service)	Height Equipment	CT Sparrow 200R	0520210080132	2023-07-10	12		
Martin Stat	Craig Beaven	2024-07-09	HRC Kairanga (In Service)	Height Equipment	CT Finch	0035091	2023-07-10	12	3 Water Level Inspections Overdue	
Site Inspection Status	Craig Beaven	2024-07-09	HRC Kairanga (In Service)	Height Equipment	CT karabiners	0121	2023-07-10	12		
Recent Inspection Potentially Overdue	4 Showing 1 to 10 of	47 ontrios				Previous	1 2 3 4	 Next 		

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Writing off an asset

When an asset is being disposed of (genuine end of life / retired / faulty)

- 1. Right click on the asset and select edit. Enter the Date Written off.
- 2. Click on "Change Location"

Move an Asset			×
Name			OK
Make	Hydrological Services		
Model	TB3-0.2mm		Cancel
Serial Number	21-141		Help
Present Location	Whangaehu at Karioi Pulpmill		
Present Data Source	SCADA Rainfall		
Move To			
Site		~	
Data Source		\sim	
Out Of Service	Written Off (out of service)	~	Serviceable
Date			_
Reason		~	
		~	

3. Select the out of service location "Written Off (out of service)"