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

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	~	G 🤌 📂 🛄 -	
_	Name	^	Date modified	Ty ^
	Forecast Flow	'S	13/07/2023 10:23 am	Fil
Quick access	Hilltop Server		5/07/2024 10:53 am	Fil
	Hydro Teleme	try	19/07/2024 1:55 pm	Fil
	Loggernet Tel	emetry	25/05/2020 3:53 pm	Fil
Desktop	Outgoing_Da	ta	20/02/2018 6:01 pm	Fil
	Recovery		26/04/2024 1:08 pm	Fil
	Survey123-Ch	neckData	28/09/2022 1:57 pm	Fil
Libraries	Survey123-Fo	rm	5/09/2023 7:58 am	Fil
	temp		15/10/2021 8:13 am	Fil
	Updater_DSN		17/04/2024 9:01 am	Fil
This PC	Assets.dsn		15/03/2024 8:50 am	Hi
	Assets_xtra sit	tes.hts	9/05/2024 3:31 pm	Hi
	FFS Models.h	ts	1/03/2018 8:00 am	Hi Y
Network	•			,
	File name:	Assets.dsn	~ 0	pen
	Files of type:	Data Files	∼ Ca	incel
	Common name:		~	

Version No: Issue Date:	3 19/03/2025	Horizons Regional	5
Portfolio:	Quality Management	Council	



Hydrology Operations

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)

© Horizons Regional Council 2024

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

• Portfolio (Eg a water level sensor would be water level. A site might be Central)

Edit Asset		×			
Name		Close			
Category	ED -> Instruments -> WQ -> Sondes -> EXO Sonde 🗸 Add New	Close			
Make	YSI EXO 3 Sonde V	Save			
Model	YSI with Depth (100m) 🗸	Save As			
Serial number	Sonde 7 (17E101335) V	Delete			
Location		Rename			
Site or OOS Loc	Manawatu at Teachers College				
Data source		Update Dates			
Installation date	29-Mar-2023 Change Location	Help			
Details		Calibration			
Date purchase	ed 30-May-2017 Warranty end date 30-May-2018	Last calibrated 22-Apr-2024			
Purchased fro	m ENVCO	Calibration interval 3.0 months			
Purchase price	re \$24925.50 Order No. 86039 Project	Warning interval 1 months			
Label Co	de HRC_002433	New Olibration			
Depreciation meth	od Straight Line V Depreciation Rate 10 %	New Calibration			
Expected lifetin	ne 10 years Date Written Off	Sonde settings			
Info U	RL	Not a multi-parameter instrument			
External asset	ID	O Head Unit			
Portfo	olio Water Quality Continuous 🗸	○ Sensor in a head unit			
Comme	nt NEW, Purchased by Science				
	~				
Financial Asset					
Health and safety	risk 🔍				

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		
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.

© Horizons Regional Council 2024



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 (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	

 \times

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 -> Instru	ments -> WQ -> Son	ides -> EXO Sonde 🛛 🗸	Add New			Close
Make	YSI EXO 3 S	onde 🗸					Save
Model	YSI with Dep	oth (100m) 🗸 🗸					Save As
Serial number	Sonde 7 (17	E101335) 🗸					Delete
Location		Add Calibration				×	
Site or OOS Loc	Manawatu a					OK	Kename
Data source		Make	YSI EXO 3 Sonde			Cancel	Update Dates
Installation date	29-Mar-2023	Model	YSI with Depth (100m)				Help
		Serial Number	Sonde 7 (17E101335)			Help	
Details		Last Calibrated	22-Apr-2024 00:00:00				
Date purchase	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	ode HRC_002						New Calibration
Depreciation meth	od Straight			×			
Expected lifetin	ne 10	<u>A</u> dd a File					IS
Info U	RL	Description]		:i-parameter instrument
External asset ID		Add the comment t	o the Hilltop Comments Table i	if the asset is a	t a site		
Portfolio Water Quality Continuous			a head unit				
Comment NEW, Purchased by Science			~				
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		
		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.

← → C ▲ Not secure tqm.horizons.govt.nz/Hydrology/HydroHub/Hydro	oHub.html#water-q	uality			-				1	९ 🖈 😩 ।
👫 HRC remote access 🛛 PredictWind.com 💿 Purchase Order 📀 Datapay 🐖 D	ashboard Login	EROAD Depot - Act	i 🌠 Arawhata Camera:	🥭 MetConnect	t - Local 🔕 Maritime 🌃 Ca	tchment data Ma	Horizons Ultimate I	A MetConnect -	Regio »	All Bookmarks
Hydro Hub 19 July 2024 14:15 Home Page Critical Sites IVR Critical	al Sites Rainfall	ED Tools Central	Eastern Northern	Water Quality	Flow Metering Non-Cont	formances				
Water Quality										
Site Inspection Status	Overdue Critical A	issets Overdue N	m-Critical Assets Oven	tue Gaugings 1	Last Gauging Site Inspection	s Overdue Rainfa	Il Inspections		10	
Whileganul	Overdue Water Level Inspections Upcoming Water Level Inspections To Do List Rain Site Survey								Site inspections in Last 30 Dave	
- Raintall	Show 10 V en	nos					Search:	Interval	cone independitions of particular on party.	
Conter Conter	Region	Date Due	Location	Catergory	Make/Model	Serial No.	Calibrated	(Months)	9	
March	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	1.0.0
	Craig Beaven	2024-07-09	HRC Kairanga (In Service)	Height Equipment	Aspiring Energy Absorber	Nov2020	2023-07-10	12	Non-Critical Assets Overdue	
	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	Gaugings Overdue	2
Paint ton	Craig Beaven	2024-07-09	HRC Kairanga (In Service)	Height Equipment	CT Finch	0031091	2023-07-10	12	0	
the ten	Craig Beaven	2024-07-09	HRC Kairanga (In Service)	Height Equipment	Aspiring Dyneema sling 180cm	Orange2021	2023-07-10	12	Rainfall Inspections Overdue	
A Start Ba	Craig Beaven	2024-07-09	HRC Kairanga (In Service)	Height Equipment	CT Sparrow 200R	0520210080132	2023-07-10	12	2	
The second se	Craig Beaven	2024-07-09	HRC Kairanga (In Service)	Height Equipment	CT Finch	0035091	2023-07-10	12	3 Water Level Inspections Overdu	e is
	Craig Beaven	2024-07-09	HRC Kairanga (In Service)	Height Equipment	CT karabiners	0121	2023-07-10	12		
Site Inspection Status Recent Inspection Over level	4 Showing 1 to 10 of	f 47 entries				Previous	1 2 3 4	5 Next		

© Horizons Regional Council 2024



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		^	
		\sim	

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