

## Attachment A6 Removal Cost Management System (RCMS)

Revised: 3/31/2015

### Resources to obtain prior to using RCMS:

- The RCMS program  
<http://www.ertsupport.org/downloads.htm>
- The most recent Rate Disk
- The TDD for the project
- The RCMS Labor Codes spreadsheet (information in multiple tabs)
- Web Reports (hours/ costs which have been billed to the project)
  - Portal > Apps & Info > Web Reports > Web Time Track > PM Weekly Project Time Charges\_Excel
  - Portal > Apps & Info > Web Reports > Web Time Track > Supplementals and Labor Transfers
  - Portal > Apps & Info > Web Reports > Web Time Track > Team Subs Transfers\_Supplementals
  - Portal > Apps & Info > Web Reports > Cost Point> General Ledger > ODC and Raw Cost Report\_Excel
- The field costs and costs from preparations for fieldwork
- Burn sheets completed by all members of the field team (blank templates can be found in START Region 9 Sharepoint Site)

Once you have all of the information above, you are prepared to create a RCMS project.

1. Open the program RCMS.
2. Under “File”, select “New Project”. In the Wizard, select “Next >>”
3. In the “Rate Disk Info” window browse to the RCMS rate disk and the remaining fields will auto populate (as shown below). Then select “OK”.

The screenshot shows the 'RCMS Project Properties' dialog box with the 'Rate Disk' tab selected. The 'Rate Disk Info' section is highlighted. The 'Rate Disk File' field contains the path 'C:\Users\sgrasso.CAMELOT\Desktop\...' and has a 'browse...' button next to it. The 'Contractor' field contains 'Weston Solutions', and the 'Contract #' field contains 'EP-S8-13-01'. The 'Contract Starts' field contains '4/4/2013' and the 'Ends' field contains '4/3/2020'. The 'Option Period' field is a dropdown menu set to '1'. A red bracket groups the 'Contract Starts', 'Ends', and 'Option Period' fields, with an arrow pointing to them from the text 'This information will auto populate when the rate disk is selected'. A red arrow points from the text 'Browse to the location where you saved the Rate Disk' to the 'browse...' button. At the bottom are 'OK' and 'Cancel' buttons.

Browse to the location  
where you saved the  
Rate Disk

This information will  
auto populate when  
the rate disk is  
selected

- Enter information into the “Cost Tracking Project Info” window using the information on your TDD (as shown below).

**RCMS Project Properties**

Rate Disk | Tracking |

### Cost Tracking Project Info

Project Name: EPS81301 130603A1 North Salt Lake

Site/Project #: A892 Region: 08

Reference #: 20408.012.001.00

Location: Salt Lake City, UT

D.O. Number: 130603A1

D.O. Date: 06/05/2013 End Date: 09/30/2013

D.O. Ceiling: \$ 100,000

RCMS Template .mdb used to create project. **browse..**

C:\Program Files (x86)\RCMS2000\Template\rcms2.mdb

<< Back Next >> OK Cancel

Contract# space TDD# space TDD Title (this cannot include slashes)\*

SSID

08, as it's shown here

Your work order number

City, County, State

TDD#

Start and completion dates

TDD Ceiling

\* The project name field is limited to 50 characters, if the TDD name is long you may need to adjust the naming scheme

EPA Technical Direction Document		Page 1 Of 2												
U.S. EPA, Region 8 999 18th Street, Suite 500 Denver, CO 80202		TDD #: 000/1306-03-A1 Amendment #: 02 Contract #: EP-88-13-01												
Vendor: WESTON SOLUTIONS, INC														
<b>TDD Title:</b> North Salt Lake HazMat Site Support <b>Purpose:</b> INCREMENTAL FUNDING, ADD LOE, CHANGE COMPLETION DA <b>Priority:</b> HIGH <b>Overtime Authorized:</b> Yes <b>Invoice Unit:</b>		<b>Verbal Date:</b> <b>Start Date:</b> 06/12/2013 <b>Completion Date:</b> 12/31/2013 <b>Effective Date:</b> 06/12/2013												
<b>SSID:</b> A892 <b>Project/Site Name:</b> North Salt Lake HazMat Site <b>Project Address:</b> <b>County:</b> Salt Lake County <b>City:</b> North Salt Lake <b>State:</b> UT <b>Zip Code:</b>		<b>Work Area:</b> Response / Removal <b>Work Area Code:</b> <b>Activity:</b> Emergency Response <b>Activity Code:</b> RS <b>Operable Unit:</b> 00 <b>Emergency Code:</b> <b>FPN:</b> <b>Performance Based:</b> No												
<b>Authorized TDD Ceiling:</b> <table border="1"> <thead> <tr> <th></th> <th>Amount</th> <th>LOE (Hours)</th> </tr> </thead> <tbody> <tr> <td>Previous Action(s):</td> <td>\$60,000.00</td> <td>600.00</td> </tr> <tr> <td>This Action:</td> <td>\$40,000.00</td> <td>400.00</td> </tr> <tr> <td><b>New Total:</b></td> <td><b>\$100,000.00</b></td> <td><b>1,000.00</b></td> </tr> </tbody> </table>				Amount	LOE (Hours)	Previous Action(s):	\$60,000.00	600.00	This Action:	\$40,000.00	400.00	<b>New Total:</b>	<b>\$100,000.00</b>	<b>1,000.00</b>
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<b>New Total:</b>	<b>\$100,000.00</b>	<b>1,000.00</b>												

- Use the default RCMS Template. Then select “Next >>”.
- In the “RCMS Project File Path” window, browse to the location where you would like to save the file. If you do not select a location, the default is C:\Program Files\RCMS2000\Projects. Select “Next >>”.

7. The “Cost Tracking 1900-55 Date” window will appear next. This will be the date that your costs will post to.
  - a. If your WAM has asked for **daily** cost tracking, you should select the date which is the first day during which you have incurred costs.
  - b. If your WAM has asked for **weekly** cost tracking, you should select the Friday of the first week for during which you have incurred costs.
8. Select the appropriate date, then select “Finish”.
9. Under “File”, select “1900-55 Options” and make sure the option selections are what you’d like (these are the headers that will appear on the printed 1900-55 report).

## BASIC RCMS

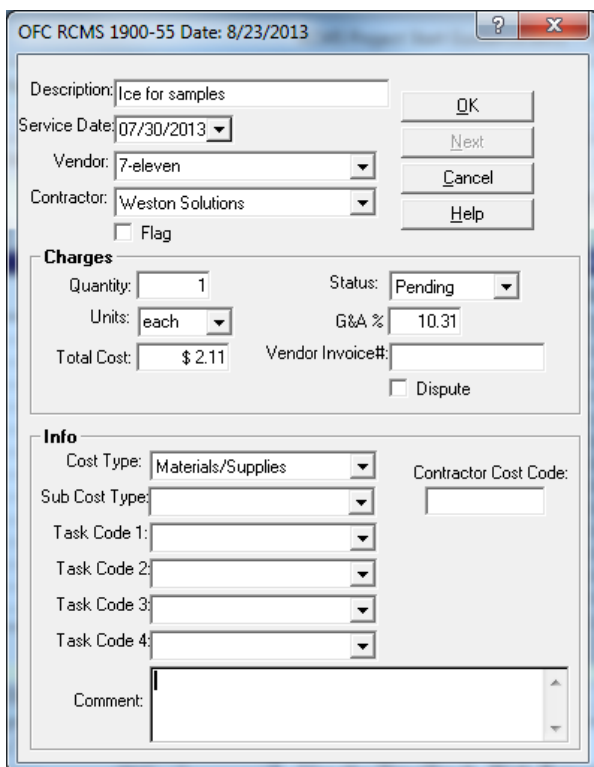
Note that there are tabs for “Personnel”, “Equipment”, “Other Field Costs”, and “Incident Obligation Log”. START primarily uses the “Personnel” and “Other Field Costs” tabs. The “Equipment” tab is primarily geared for ERRS type equipment

1. In the “Personnel” tab, select 

2. Use the tabs on the RCMS Labor Codes spreadsheet to get the RCMS#, Job Level, and ID (employee ID) for the employee.
3. Select the service date - this is the date the hours were incurred. (If you’re submitting RCMS weekly, your RCMS date will be a Friday and you can enter in hours from the previous Saturday through that Friday)

4. Use the TimeTrack Web Report to get the hours.
5. Use the Burn Sheet to get a task code.
6. Select "OK".
7. Repeat the process for each new personnel
8. To create additional records for an individual, highlight a line and then select copy from the top bar.
  - a. Select the dates you would like to create records for (the window shows the date range for which the records will be created)
  - b. The resulting record(s) copy all information except # of hours

9. In the "Other Field Costs" (OFCs) tab, select  New



OFC RCMS 1900-55 Date: 8/23/2013

Description: Ice for samples OK

Service Date: 07/30/2013 Next

Vendor: 7-eleven Cancel

Contractor: Weston Solutions Help

☐ Flag

**Charges**

Quantity: 1 Status: Pending

Units: each G&A %: 10.31

Total Cost: \$ 2.11 Vendor Invoice#: ☐ Dispute

**Info**

Cost Type: Materials/Supplies Contractor Cost Code:

Sub Cost Type:

Task Code 1:

Task Code 2:

Task Code 3:



Task Code 4:

Comment:

10. Use the burn sheet to get the Description, Service Date, Vendor, and cost.
  - a. When entering personnel costs (per diem, hotel, mileage, etc. use the individuals last name in the description to differentiate between personnel (i.e. Miller - Lodging)
  - b. Note: the Cost Type "transportation" is for material or waste transportation, use the Cost Type "Travel" for travel costs
  - c. Use the comment window for descriptions - especially if condensing multiple days of lodging or per diem into one record. For example "Lodging, 10/10-10/13 (3 nights), at \$115.20/ night including tax"
11. Once you've entered in everything, select "OK".

12. If the field team is using a, you need to estimate a daily, weekly, or entire mobilization costs. A cost estimation spreadsheet is available on the portal:
- Portal > EPA Region 9 > Team Documents > Project Management > Cost\_Estimate\_with\_BasePeriod\_Year\_2\_Rates and go to the GSA Cost Estimate tab. Find the correct vehicle and enter in the estimated number of days and estimated round trip miles.
  - ER Truck, Level A Truck, and Comms Truck are EPA vehicles and the costs DO NOT hit the project so do not account for these
13. If **lab costs** are being incurred, ask the field team to see if they can get a cost estimate from the individual who set up the PO or Mary Williams and include that.

**14. Additional OFCs to include (check with field team):**

- Weston Equipment Store rentals
  - External rentals (Compass tools, Pine, etc.)
  - Rental equipment from the office (MiFi)
  - Cell phone charges
  - Airfare
  - Baggage Fees
  - Personal vehicle mileage
  - Airport parking
  - Rental vehicles
  - Fuel for rental vehicles
  - Field supplies purchases (excluding H&S supplies)
15. Once you have all of your costs and hours entered in for the time period requested by the WAM (weekly or daily), and you've double-checked everything and you are confident in your numbers, select  1900-55 and then select "Preview 1900-55".
16. Print the 1900-55 to PDF and send it to your WAM for his/her review. On the last page of that, you will see a percentage of your TDD Ceiling. The WAM will find that to be a useful number, so you may want to include that info in the body of your email.
17. When (or if) the WAM sends you comments or approval you can finalize the 1900-55 by selecting  1900-55 and "Finalize 1900-55". You will then be prompted to backup the project (DO IT) and select a new 1900-55 date.
- If you never receive any comments on the Draft 1900-55 from the WAM you will probably not open up RCMS until you are preparing the following weeks RCMS. In this case, your first step should be to finalize and print the 1900-55, backup the project, and select a new 1900-55 date.
  - NOTE: Do not select a new 1900-55 date until you finalize the current 1900-55!
  - You do not **"save"** an RCMS project (or have an undo function), like you would a Word document. Access files are backed up to save your progress. You will be prompted to backup when you finalize a 1900-55 or you can create a backup at any time by going to "File" > "Backup Project". The backup file name will default to include the time and date (so that if you make an error and need to go back, you can tell which backup to go back to).
18. Always check the costs of your RCMS against the weekly cost summary report. Your RCMS total should be equal to or greater than the TDD cost (because you have the

option to include pending costs that haven't hit the TDD yet. If your RCMS total is less than the cost summary - check for errors!

- There are additional helpful resources in \\den\data\ project files\20409 EPA Region 9 START IV\RCMS

## ADDITIONAL TIPS

### RESTORING A SITE FROM BACKUP

RCMS prompts you to produce a **backup** of the site each day it is finalized (.bac file). You can restore your project from a backup (from a previous RCMS date) if you make errors you need to correct.

1. From the File menu, select **Restore From Backup**
2. Browse to the backup file created BEFORE the mistake
3. Click **Open**
4. When the site information screen is displayed, click **Yes** to load the project.
5. You'll be prompted to Save the file. Say **Yes** to the default directory. The site is restored and copied to the default directory you specified.

The Site Name, Option Period and Current 1900-55 date are displayed at the top of the screen. The RCMS database name and location are displayed at the bottom of the screen

### SWITCHING BETWEEN SITES

RCMS uses the standard Windows File Open method to switch between sites.

1. From the File menu, click on **Open Project**. All the sites currently loaded in the RCMS Projects directory will be listed
2. Browse to the RCMS file **.mdb** and click Open
3. When the site information screen is displayed, click Yes. The site will open and the name will be displayed at the top of the screen

### ADJUSTMENTS

Adjusting records in RCMS is a simple process of finding the original record and modifying it to reflect the correct information. RCMS automatically generates the required reversal records. RCMS also saves a complete transaction history so that any previous personnel and equipment records can be adjusted at any time regardless of when they were deleted from the data entry screen.

1. Make sure the **Personnel Tab** is active, click on the "Filter" button and the Advanced Filter window will be displayed. NOTE: Toolbar icons act on whichever tab is active (Personnel, Equipment, OFC's)
2. Select the dates and/ or personnel for which you would like to make an adjustment

3. Dates can be changed by typing directly in the fields or by clicking the down arrow at the end of the date field to display the calendar
4. Click on “select” the button next to the “Name(s)” box and a list of employees with charges in the date range will appear
5. Click in the box next to the employee (Multiple employees can be selected at one time)
6. Click the ok button - this will display all records from previous RCMS 1900-55s which fit the filter criteria
7. Find the record you need to adjust, double click to open the service date box, make and make the adjustment (number of hours, task code, overtime, etc), and select “OK”
8. Notice that the adjustment record appears in red and RCMS automatically generated the reversal entries shown in pale gray (ghost records)
9. Click on **Current 1900-55** to return to the personnel entries for the Current 1900-55. The adjustment and reversal record will now show up on the Current 1900-55 listing.

#### COPYING RECORDS FROM A PREVIOUS 1900-55 DATE

When you create a new 1900-55 RCMS copies personnel records for which the service date matches the 1900-55 date with hours zeroed out. For example if your RCMS date is Friday and you create a new 1900-55 all personnel with hours charged on Friday will appear in the new 1900-55 with hours zeroed out. If you would like to copy a personnel record from a previous 1900-55 that did not automatically appear, the filter function may be used to find and copy a record.

1. Make sure the **Personnel Tab** is active, click on the “Filter” button and the Advanced Filter window will be displayed. NOTE: Toolbar icons act on whichever tab is active (Personnel, Equipment, OFC’s)
2. Select the dates and/ or personnel for which you would like to make an adjustment
3. Dates can be changed by typing directly in the fields or by clicking the down arrow at the end of the date field to display the calendar
4. Click on “select” the button next to the “Name(s)” box and a list of employees with charges in the date range will appear
5. Click in the box next to the employee (Multiple employees can be selected at one time)
6. Click the ok button - this will display all records from previous RCMS 1900-55s which fit the filter criteria
7. Find and highlight the record you need to copy and then select “copy” from the top bar.
8. Select the dates you would like to create records for (the window shows the date range for which the records will be created)
9. The resulting record(s) copy all information except # of hours
10. Click on **Current 1900-55** to return to the personnel entries for the Current 1900-55. The copied record will now show up on the Current 1900-55 listing.

## REVISING PROJECT PROPERTIES

1. When the TDD is updated (POP extended or ceiling adjusted) you must revise the project properties in RCMS
2. Click File > Project Properties
3. Enter relevant changes into the Cost Tracking Project Info screen
4. Click ok
5. If you enter charges after the project end date or have a total amount over the project ceiling RCMS will give you a warning message when you attempt to finalize the 1900-55