

GW & PCA INDUSTRIAL COMMITTEE AWARDS EVALUATION SUMMARY

INDUSTRY NAME _____

LOCATION _____

PRINCIPAL PRODUCT _____

CONTACT PERSON _____

TELEPHONE _____

FAX _____

DATE OF INSPECTION _____

INSPECTOR(S) _____

CATEGORY _____

SECTION	CRITERIA	POINTS	SCORE
I	PERMIT MONITORING		
II	PROCESS CONTROL		
III	SAFETY		
IV	MAINTENANCE		
V	SOLIDS MANAGEMENT		
VI	STAFFING AND TRAINING		
VII	MISCELLANEOUS		
	TOTALS		

SCORE _____

POINTS _____

OVERALL SCORE % _____

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	SECTION I Permit Monitoring	PAGE ONE	POINTS	SCORE
A	Permit. Does the facility have a valid copy of a NPDES permit or indirect discharge permit? If the facility discharges to a POTW, is a copy of current sewer use regulations or pretreatment guidelines available?		20	
B	Compliance. Substantial compliance with environmental regulations and permits are required for award consideration.			
1 ?	Is the facility currently in compliance with the conditions of the permit? If not, explain.		20	
2 ?	Has the facility experienced any permit violations within the previous twelve months? If yes, explain.		20	
3 ?	Last Regulatory Inspection AGENCY _____ DATE _____ INSPECTOR _____ PHONE _____ RESULTS		20	
C	Monitoring.			
1	Are all compliance records (for three years) maintained at the facility or otherwise accessible?		10	
2	Do the records of monitoring information include the date, exact location, and time of the sample? Do laboratory records include the analytical methods used, results, and the individual performing the analyses?		10	
3	Is laboratory equipment properly calibrated and maintained? Does the laboratory have an effective QA/QC program?		10	

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	SECTION I Permit Monitoring	PAGE TWO	POINTS	SCORE
4	Are the monitoring results conducted according to 40CFR 136 procedures or using other test procedures specified in the permit or otherwise approved by the permitting authority? Does the laboratory have references for analytical procedures and equipment manuals available?		10	
5	Are compliance samples tested by or under the supervision of a person certified as a laboratory analyst (excluded test are DO, pH, residual chlorine, turbidity, temperature, specific conductance, and fluoride)?		10	
D	Compliance Systems.			
1	Are operating procedures and systems sufficient to ensure compliance with the permit requirements?		20	
2	Are sampling locations representative of the outfall discharge?		10	
3	Are the systems for proper operation of control equipment, monitoring and recording devices, and effluent flow monitoring/sampling (flow proportional, composite, grab) in-place AND properly maintained?		20	
E	Other.			
	TOTALS			

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	SECTION II Process Control	POINTS	SCORE
A	Control Strategy. Does the facility have a written strategy to ensure that it operates in compliance with all applicable laws and regulations? Are control parameters identified along with specific targets and ranges?	20	
B	Sampling and Analyses schedule. Is there a written schedule in place that will provide sufficient data to achieve the goals set forth in the Operating Strategy? Schedule should include at a minimum: a) Samples of Influent contaminant concentrations. b) Influent and Effluent samples of critical unit processes for troubleshooting purposes. c) Samples to satisfy permit requirements. d) Is adequate flow monitoring provided, at least on a daily basis?	20	
C	Control Decision. Are all operational decisions based on data collected? How is this accomplished?	10	
D	Data Collection/Availability. Is data collected and recorded in a manner that allows easy use for troubleshooting and operation purposes? Where is data stored? Is it accessible to persons who need it? Are calculations concerning plant operating parameters recorded? Are trend charts or graphs used? Extra points for display of these in the plant?	10 (+ 10)	
E	Emergency Operating Procedures. Are procedures in place for operating during emergency conditions such as: power failures, release of toxic or hazardous substances, unusually high flow rates, slug releases of product, inclement weather or flooding? Is there a written plan with contact persons noted?	10	
F	Other.		
	TOTALS		

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	SECTION III Safety	PAGE ONE	POINTS	SCORE
A	Signage. Has adequate signage been provided through-out the Facility. I.E. No Smoking, Non-Potable Water, First Aid, Fire Extinguisher, Exit, Slippery Floor, Low Clearance, Electrical Hazard, Eye Wash Station, Chemical Hazard?		10	
B	Fire Safety/Prevention. Are fire alarms, smoke detectors, fire hydrants, fire extinguishers, and/or sprinklers available as needed, labeled as necessary and in working order? Do most areas have two clearly marked exits?		20	
C	First Aid. Are rescue and emergency phone numbers clearly displayed? Are first aid stations or kits available and well stocked?		10	
D	Personnel Hygiene/Protection. Are handwashing facilities and/or showers available? Are employees aware of biological or dust/mist hazards? Are gloves, aprons, splash shields, dust/mist masks, safety glasses, safety shoes, hard hats, and hearing protection available and utilized as needed?		10	
E	Accident Prevention. Are moving parts of machinery properly guarded and covered? Are hoists and overhead loads clearly marked and proper procedures followed? Are holes, drop-offs, catwalks, ramps, slippery surfaces, etc, guarded, marked, or otherwise to prevent falls?		20	
F	Chemical Safety. Are eye wash stations and safety showers available and in working order? Are chemicals labeled, warning signs posted, and MSDS available as needed? Are respirators and protective clothing available and utilized? Are chemicals, solvents, oils, and greases properly handled and stored?		10	

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	SECTION III Safety	PAGE TWO	POINTS	SCORE
G	Environmental controls. Is ventilation provided in areas where dust or vapors are present? Is there a pest control program in place? Are all areas of the facility well lighted? Are aisles clear and supplies neatly stored? Is trash contained and removed as needed?		10	
H	Electrical Safety. Are MCCs, Main breakers, shut off switches and machinery controls accessible, labeled, and properly located? Are all live circuits properly protected and grounded? Are lock out/tag out procedures followed? Are outlets, extension cords, portable lights, etc., in good condition and being used in a safe manner?		10	
I ?	Confined Space Entry Program. Is a copy of the program available including permits, etc.? Are permit required confined spaces labeled? Are fall protection/personnel recovery equipment, gas detectors, SCBAs, etc. available and being utilized?		10 *	
J ?	Accident Tracking. Are records available of all accidents during the past two years? What is done to review accidents and prevent re-occurrences?		10	
K	Safety by Design. Has the facility been designed with safety in mind? Have overhead projections and low hanging pipes been avoided? Has equipment been spaced and placed to make the facility easy to operate and maintain? Are floors and other wet areas designed to drain? Is spill containment designed in?			
L	Other.			
	TOTALS			

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	SECTION IV Maintenance	POINTS	SCORE
A	Preventative Maintenance. Is a written and/or documented PM Program in place? Does it include lubrication and inspection schedules?	30	
B	Maintenance and Repair Log. Is there a record for each piece of equipment showing: routine PM, breakdown repairs and replacement? Does it show: who performed the maintenance, date, time and materials, cost, etc.?	20	
C	Spare Parts and Accessories. Has a list of spare parts and accessories been developed and is an inventory of spare parts maintained to prevent loss of treatment and possible non-compliance with applicable permit requirements?	20	
D	Equipment Manuals Etc. Are equipment manuals, operating guides, parts lists, catalogs, etc. available at the facility and are they being used?	20	
E	Plans and Specs. Is there an up-to-date set of plans and specifications available at the facility and are they being used?	10	
F	Maintenance Tools, Equipment and Personnel. Are appropriate tools and equipment available at the facility to perform routine maintenance and are the operators skilled in their use? OR Is the facility served by a qualified maintenance department?	20	
G	O&M Manual. Is an O&M Manual available and is it used?	20	
H	Equipment. Is all of the equipment operational and in good shape?	30	
I	Other.		
	TOTALS		

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	SECTION V Solids Management	PAGE ONE	POINTS	SCORE
A	Solids Inventory. Is the amount of solids produced, treated, conditioned, dewatered, and ultimately removed from the facility adequately calculated, tracked, and accounted for by the operator?		40	
B ?	Solids Control Strategy. Is there a well documented control strategy in place to minimize overall quantity of solids generated, to reduce the volume at each step in handling, and to minimize the amount of water in the solids and to minimize treatment costs?		30	
C	Solids Handling/Storage. How are odors prevented? How long are the solids stored? How is housekeeping in solids handling areas? Is mixing and/or aeration provided as needed in solids storage vessels? Overall, are solids handled in a manner that does not adversely affect the environment?		20	
D ?	Solids Dewatering. Do solids dewatering procedures minimize the amount of water that remains in the solids ultimately removed from the plant? At what point(s) in the process is water content determined? How well is dewatering equipment maintained and is it operated at maximum efficiency?		30	
E ?	Regulatory compliance. Is the facility in full compliance with applicable State, Federal, etc. regulations or guidelines for handling, testing, tracking, and ultimate disposal of the solids generated? Are records available and current?		10	
F ?	Beneficial Re-use. Are the solids land applied, disposed of in another beneficial manner, or otherwise recycled? If so, what regulations apply? Is there a copy at the facility and is the operator familiar with them?		(+20)	

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	SECTION V Solids management	PAGE TWO	POINTS	SCORE
G	OTHER.			
	TOTALS			

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	SECTION VI Staffing and Training	POINTS	SCORE
A	Adequate Staffing. Is sufficient staffing provided to insure that all tasks associated with the operation, maintenance, monitoring, and reporting requirements can be performed as needed and consistent compliance with permit limits achieved? Is an operator on duty with responsibility for wastewater treatment during all active productions shifts?	20	
B	Chief Operator Qualifications. Does the person in responsible charge have a thorough knowledge and understanding of the physical, chemical, and/or biological processes and process control concepts applicable to the facility? Ask them to explain the main processes that are utilized.	20	
C	Staff Training Opportunities. How much training is available to the staff to further their knowledge of wastewater treatment? This can include; OJT, In-house and other training classes, membership in GWPCA or other professional organizations, attendance at conferences, etc.	20	
D	Health and Safety Training. How much training is available to the staff in Industrial Hygiene, Confined Space Entry, Emergency Response, Hazardous Waste Management, Personal Safety, etc?	20	
E	Operator Certification. Does the facility meet the minimum operator certification requirements?	10	
F	Lab Analyst Certification. Does the facility have a certified Lab Analyst on staff, if applicable? Is the remaining staff properly trained?	10 *	
G	Staff Certification Percentage. Extra points given for percentage of staff who can present evidence of certification. Two (2) points per ten per cent (10%) of staff. Max two (2) points per person.	(+20)	
H	Other.		
	TOTALS		

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	SECTION VII Miscellaneous	POINTS	SCORE
A	Operator enthusiasm. Are operations personnel genuinely interested about their jobs and concerned about treatment plant performance?	30	
B ?	Operator Involvement. Do operators get “elbow deep” in the operation of the facility, or does the plant run on “auto-pilot”?	20	
C ?	Innovative Technology. Does the treatment system use any innovative or “state of the art” technology? Are there any innovative maintenance procedures being used such as a maintenance Management Program? Extra points for operator initiated innovations.	30	
D	Economic effectiveness of system. Is the facility “gold-plated” or has it been designed to maximize treatment at a low cost?	20	
E ?	Waste Minimization/Reuse. What programs, guidelines, does the company have to minimize waste or for resource reuse?	30	
F	Inspectors Discretionary. What is your personnel feeling about this company? What did you see that impressed you? Give examples.	50	
G	Other.		
	TOTALS		