

Documentation / Paper Work

Facility Name:

	NOTES / COMMENTS	UNSATISFACTORY (0)		SATISFACTORY (1)		EXCELLENT (2)	
1. Top Op application submitted		No		Yes			
2. Preliminary inspection information returned		No		Yes			
3. CCR submitted to inspectors		No		Yes			
4. Plant chlorine safety program		No		Yes		Documented	
5. Water treatment plant adequately staffed		No		Adequately staffed		Sr. Operator on every shift	
6. Standard operating procedures manual		No		Yes		Very Detailed	
7. SOP Manual reviewed within previous year		No		Yes			
8. In house training program		No		Yes		Board Approved	
9. Safety & incentive program		No		Safety		And Incentive	
10. Most current version of the Safe Drinking Water Act		No		Yes		Printed and Electronic	
11. Most current version of 40 CFR 141		No		Yes		Printed and Electronic	
12. Energy conservation program		No		Yes			
13. Emergency response plan (ERP)		No		Yes		Updated 5 years	
14. Documented maintenance program		No		Yes			
15. Sanitary Survey readily available (last 3)		No		Yes			
16. Monthly operating reports (MOR)		No		Minimum 3 years		6 Years	
17. Microbiological results		No		Minimum 5 years		10 years	
18. TOC results and reports		No		Minimum 5 years		10 years	
19. TTHM / HAA5 results and reports		No		Minimum 5 years		10 years	
20. Lead and Copper results and reports		No		5 years		10 or more years	
21. As-Built plans & specifications available		No		Yes		Printed and Electronic	
22. Manufactures O & M books available		No		Yes		Easily accessible	
23. Programs for schools & civic groups: any public outreach		No		Yes		Documented	
24. Back-up/emergency power system		No		Yes			
25. Permit to operate posted - current		No		Yes			
26. Withdrawal permit posted - current		No		Yes			
27. NPDES permit posted - current		No		Yes			

Documentation / Paper Work; Continued

Facility Name:

	NOTES / COMMENTS	UNSATISFACTORY (0)		SATISFACTORY (1)		EXCELLENT (2)	
		No		Yes			
28. All operators license posted in the plant - current		No		Yes			
29. Facility pleasing in appearance		No		Yes			
30. Overall facility maintenance inside		No		Yes			
31. Overall facility maintenance outside		No		Yes			
32. Grounds Well Kept		No		Yes			
33. Restrooms clean, neat & well maintained		No		Yes			
34. Risk Management Plan (RMP) available		No		Yes		Reviewed within previous 5 years	
35. System has lab state certified for coliform testing		No		Yes			
		Total	0	Total	0	Total	0
ACTUAL EARNED POINTS THIS PAGE						0	
MAXIMUM POINTS AVAILABLE ON THIS PAGE: (if all questions apply) 35 x 2						70	

FACILITY NAME:	
DATE OF INSPECTION:	
FACILITY LOCATION:	
CONTACT PERSON:	
CONTACT PHONE:	
GAWP INSPECTOR/S:	

**GAWP Plant Inspection Committee
Plant of the Year Award
Checklist For Surface Water Plants**



**Georgia
Association of
Water
Professionals**

Treatment Optimization

Facility Name:

Refer to Plants Last Sanitary Survey For the Following	NOTES / COMMENTS	UNSATISFACTORY (0)		SATISFACTORY (1)		EXCELLENT (2)	
1. Effective use of chemicals		No		Yes			
2. Sufficient time for flash mixing		No		Yes			
3. Sufficient time for coagulation		No		Yes			
4. Sufficient time for flocculation		No		Yes			
5. Sufficient time for sedimentation		No		Yes			
6. Baffles used in sedimentation basin (if applicable)		No		Yes		Effectively	
7. Mixing baffles / Flocculators working		No		Yes		Effectively	
8. Sufficient effluent weir length		No		Yes		Optimum	
9. Mechanical sludge collection		No		Yes			
10. Basins cleaned		No		Yes			
11. Sludge disposed of properly		No		Yes			
12. Safety rails around basins		None		Part		All	
13. Basin area properly lighted		No		Yes		All Working	
		Total	0	Total	0	Total	0
ACTUAL EARNED POINTS THIS PAGE						0	
MAXIMUM POINTS AVAILABLE ON THIS PAGE: (if all questions apply) 13 x 2						26	
MAXIMUM POINTS APPLICABLE TO THIS FACILITY ON THIS PAGE (number of questions that apply x 2 = max points available)						0	

Safety

Facility Name:

	NOTES / COMMENTS	UNSATISFACTORY (0)		SATISFACTORY (1)		EXCELLENT (2)		
1. Material Safety Data Sheets available		No		Yes		Posted		
2. Anti-skid protection on steps		No		Part		All		
3. First aid kits provided		No		Yes				
4. First aid kits well stocked		No		Yes		In-Date		
5. Fire extinguishers		No		Yes		Maintained		
6. Emergency telephone numbers posted		No		Yes		At All Phones		
7. Accident report records maintained		No		Yes				
8. All doors open and close easily		No		Yes		Unobstructed		
9. Safety rails around basins		None		Part		All		
10. Safety rails around filters		None		Part		All		
		Total	0	Total	0	Total	0	
ACTUAL EARNED POINTS THIS PAGE							0	
MAXIMUM POINTS AVAILABLE ON THIS PAGE: (if all questions apply) 10 x 2							20	
MAXIMUM POINTS APPLICABLE TO THIS FACILITY ON THIS PAGE (number of questions that apply x 2 = max points available)							0	

Security

Facility Name:

	NOTES / COMMENTS	UNSATISFACTORY (0)		SATISFACTORY (1)		EXCELLENT (2)		
1. Are visitors required to sign in?		No		Yes		Visitor badge issued		
2. Is Identification verified?		No		Yes				
3. Chemical delivery security procedures		No		Yes		Documented		
4. Is Plant secured from intruders		No		Yes				
5. Staff is familiar with the Utility's security goals, objectives and their individual responsibilities?		No		Some		All		
6. Staff is familiar with the plant's emergency response plan (e-plan) and their job-category responsibilities?		No		Some		All		
7. Do you have an ERP		No		Yes				
8. Do you know what to do in the event of an emergency		No		Yes				
9. Have you participated in any emergency preparedness functions?		No		Yes		More than one		
10. The plant's e-plan notification procedure guide staff response actions during all hours of operation and emergency conditions?		No		Accurate but not for all hours		Yes		
11. Do you have a Mutual Aid Agreement		No		Yes				
		Total	0	Total	0	Total	0	
ACTUAL EARNED POINTS THIS PAGE							0	
MAXIMUM POINTS AVAILABLE ON THIS PAGE: (if all questions apply) 11 x 2							22	
MAXIMUM POINTS APPLICABLE TO THIS FACILITY ON THIS PAGE (number of questions that apply x 2 = max points available)							0	

Raw Water Pumping Station and Facilities

Facility Name:

	NOTES / COMMENTS	UNSATISFACTORY (0)		SATISFACTORY (1)		EXCELLENT (2)		
1. Station secured from intruders		No		Yes				
2. Plant has adequate pumping capacity		No		Yes				
3. Pumps and Motors well maintained		No		Yes				
4. Ventilation		No		Yes		Forced Air		
5. Adequate lighting		No		Yes		All Working		
6. Temperature Controlled		No		yes		heat/air		
7. Motors and pumps clean		No		Yes				
8. Warning signs posted/dangerous equipment		No		Yes				
9. Corrosion control of metal surfaces		No		Primed		Painted		
10. Operator accessibility to equipment		No		Yes				
11. Spare parts available		No		Yes		Adequate		
12. Room/Area neat, clean and uncluttered		No		Yes				
		Total	0	Total	0	Total	0	
ACTUAL EARNED POINTS THIS PAGE							0	
MAXIMUM POINTS AVAILABLE ON THIS PAGE: (if all questions apply) 12 x 2							24	
MAXIMUM POINTS APPLICABLE TO THIS FACILITY ON THIS PAGE (number of questions that apply x 2 = max points available)							0	

Finished Water Pumping Station and Facilities Facility Name:

	NOTES / COMMENTS	UNSATISFACTORY (0)		SATISFACTORY (1)		EXCELLENT (2)		
1. Station secured from intruders		No		Yes				
2. Plant has adequate pumping capacity		No		Yes				
3. Pumps and motors well maintained		No		Yes				
4. Ventilation		No		Yes		Forced Air		
5. Adequate lighting		No		Yes		All Working		
6. Temperature controlled		No		Yes		Heat / Air		
7. Motors and pumps clean		No		Yes				
8. Warning signs posted/dangerous equipment		No		Yes				
9. Corrosion control of metal surfaces		No		Primed		Painted		
10. Operator accessibility to equipment		No		Yes				
11. Spare parts available		No		Yes		Adequate		
12. Room/Area neat, clean and uncluttered		No		Yes				
		Total	0	Total	0	Total	0	
ACTUAL EARNED POINTS THIS PAGE							0	
MAXIMUM POINTS AVAILABLE ON THIS PAGE: (if all questions apply) 12 x 2							24	
MAXIMUM POINTS APPLICABLE TO THIS FACILITY ON THIS PAGE (number of questions that apply x 2 = max points available)							0	

Backwash Pump Station and Facilities

	NOTES / COMMENTS	UNSATISFACTORY (0)		SATISFACTORY (1)		EXCELLENT (2)		
		No		Yes				
1. Station secured from intruders		No		Yes				
2. Plant has adequate pumping capacity		No		Yes				
3. Pumps and motors well maintained		No		Yes				
4. Ventilation		No		Yes		Forced Air		
5. Adequate lighting		No		Yes		All Working		
6. Temperature controlled		No		yes		Heat / Air		
7. Motors and pumps clean		No		Yes				
8. Warning signs posted/dangerous equipment		No		Yes				
9. Corrosion control of metal surfaces		No		Primed		Painted		
10. Operator accessibility to equipment		No		Yes				
11. Spare parts available		No		Yes		Adequate		
12. Room/Area neat, clean and uncluttered		No		Yes				
		Total	0	Total	0	Total	0	
ACTUAL EARNED POINTS THIS PAGE							0	
MAXIMUM POINTS AVAILABLE ON THIS PAGE: (if all questions apply) 12 x 2							24	
MAXIMUM POINTS APPLICABLE TO THIS FACILITY ON THIS PAGE (number of questions that apply x 2 = max points available)							0	

Chemical Storage and Feed Area

Facility Name:

	NOTES / COMMENTS	UNSATISFACTORY (0)		SATISFACTORY (1)		EXCELLENT (2)	
		No		Yes			
1. Chemical handling procedures posted		No		Yes			
2. Separate room from other facilities		No		Yes			
3. Chemical Identification Signs Posted		No		Yes			
4. Chemical hazard identification signs posted		No		Yes			
5. Ventilation		No		Outside/ Window		Forced Air	
6. Adequate lighting		No		Yes		All Working	
7. Temperature controlled		No		yes		Heat / Air	
8. Adequate room for chemical separation		No		Yes			
9. All chemicals stored properly		No		Yes		Off Floor	
10. Adequate loading facilities		No		Yes			
11. Emergency shower available		No		Yes		Same Room	
12. Emergency eyewash station available		No		Yes		Same Room	
13. Personal protective equipment provided		No		Yes		Same Room	
14. Water hoses properly stored		No		Coiled on Floor		On Wall	
15. Floor drains operable and unclogged		No		Yes		Free of debris	
16. Corrosion control of metal surfaces		No		Primed		Painted	
17. Equipment maintained and in working order		No		Yes			
18. Chemical feeders have backflow devices		No		Yes			
19. Chemical feeders labeled		No		Yes		All	
20. Chemical piping labeled		No		Yes		All	
21. Chemical feeders easily filled		No		Yes			
22. Containment area / spill kits available		No		Yes		Adequate	
23. Spare parts available and accessible		No		Yes			
24. Area neat, clean and uncluttered		No		Neat		Clean/Uncluttered	
		Total	0	Total	0	Total	0
ACTUAL EARNED POINTS THIS PAGE							0
MAXIMUM POINTS AVAILABLE ON THIS PAGE: (if all questions apply) 24 x 2							48
MAXIMUM POINTS APPLICABLE TO THIS FACILITY ON THIS PAGE (number of questions that apply x 2 = max points available)							0

Sodium Hypochlorite (NaOCL) Storage Area

Facility Name:

	NOTES / COMMENTS	UNSATISFACTORY (0)		SATISFACTORY (1)		EXCELLENT (2)	
1. Spill containment / dual wall tanks		No		Yes			
2. Spare parts on hand		No		Yes			
3. Ventilation		No		Open to Atmosphere		Hydrogen Destruct	
4. Bulk tanks labeled		No		General		HazMat Placard	
5. Bulk tank drains / fill lines capped		No		Secured Unlocked		Secured Locked	
6. Bulk tank levels measured		No		Site Tube		Calibrated Level Indicator	
7. Emergency shower available		No		Yes		Same Room	
8. Emergency eyewash station available		No		Yes		Same Room	
9. Brine tank (if applicable)		No		Attached Ladder		Fall Arrest Ladder	
10. Pipes protected from freezing		No		Insulated		Insulated/Heat traced	
11. Corrosion control of metal surfaces		No		Primed		Painted	
12. Adequate lighting		NO		YES		All working	
13. Hoses available		NO		Rolled up on Floor		On Wall	
14. Ion-exchange water softener (if applicable)		NO		Unfiltered		Filtered	
15. Area neat , clean and uncluttered		No		Neat		Clean/Uncluttered	
16. Rotometer/flow switches/pressure gauge		No		Yes		All Operational	
17. Amperage and volt meter (if applicable)		No				All Operational	
18. Pipes properly labeled		No		Some		ALL	
19. Floor Drains		No		Operable		Free of Debris	
20. Control Panels		No		Manual		Works in Remote	
		Total	0	Total	0	Total	0
ACTUAL EARNED POINTS THIS PAGE						0	
MAXIMUM POINTS AVAILABLE ON THIS PAGE: (if all questions apply) 20 x 2						40	
MAXIMUM POINTS APPLICABLE TO THIS FACILITY ON THIS PAGE (number of questions that apply x 2 = max points available)						0	

Ozone System

Facility Name:

	NOTES / COMMENTS	UNSATISFACTORY (0)		SATISFACTORY (1)		EXCELLENT (2)		
1. Ambient (air) ozone monitored		No		Yes		Recorded		
2. Oxygen dew point monitored		No		Yes		Recorded		
3. Vaporizers operational		No		Yes		All working		
4. Oxygen inlet PSI monitored		No		Yes		Recorded		
5. Generators operational		No		Yes		All working		
6. Piping labeled properly		No		Some		All labeled		
7. Corrosion control of metal surfaces		No		Primed		Painted		
8. Ozone gas flow monitored		No		Yes		Recorded		
9. Ozone concentration analyzer		No		Yes		Recorded		
10. Side stream injectors pumps operational		No		Yes		All working		
11. Destruct units operational		No		Yes		All working		
12. Ventilation		No		Yes		Forced air		
13. SCBA available		No		Yes		Properly stored		
14. Building neat , clean and uncluttered		No		Neat		Clean/Uncluttered		
15. Ozone residual checked (bench methods)		No		Yes				
16. Ozone residual continuously monitored		No		Yes		Recorded		
17. Obersphere calibrated		No		Yes		Documented		
18. Adequate lighting		No		Yes		All working		
19. Hand held ozone leak detectors available		No		Yes		All working		
		Total	0	Total	0	Total	0	
ACTUAL EARNED POINTS THIS PAGE							0	
MAXIMUM POINTS AVAILABLE ON THIS PAGE: (if all questions apply) 19 x 2							38	
MAXIMUM POINTS APPLICABLE TO THIS FACILITY ON THIS PAGE (number of questions that apply x 2 = max points available)							0	

Chlorine Storage and Feed Area

Facility Name:

	NOTES / COMMENTS	UNSATISFACTORY (0)		SATISFACTORY (1)		EXCELLENT (2)	
1. Separate from other chemicals		No		Yes			
2. Chemical Identification Signs Posted		No		Yes			
3. Chlorine hazard identification signs posted		No		Yes			
4. Ton chlorine cylinders used		Un Secured		Secured			
5. 150 lb. chlorine cylinders used		Un Secured		Secured			
6. Cylinders identified as Full/Empty/In Use		No		Yes			
7. Chlorine leak detector		No		Light Only		Audible Alarm	
8. Ammonia available for leak detection		No		Yes		Same Room	
9. Self contained breathing apparatus (SCBA) available		No		Another Plant		In Plant	
10. Chlorine repair kit		No		Another Plant		In Plant	
11. Ventilation		No		Outside/ Window		Forced Air	
12. Floor exhaust, In working order		No		Yes			
13. Temperature controlled		No		Yes		Heat / Air	
14. Cylinders protected from direct sunlight		No		Yes			
15. Facility used for loading and unloading		No		Loading Dock		& Chain Hoist	
16. Pipes protected from freezing		No		Yes			
17. Corrosion control of metal surfaces		No		Primed		Painted	
18. Scales used for loss of weight		No		Yes			
19. Adequate lighting		No		Yes		All Working	
20. Tools available for tank installation		No		Yes		Same Room	
21. Protective caps on cylinders not in use		No		Yes			
22. New lead / fiber washers available		No		Yes		Same Room	
23. Feeders clearly identified		No		Yes			
24. Spare parts available and accessible		No		Yes			
25. Area neat, clean and uncluttered		No		Yes			
26. Employees trained to use the chlorine repair kit (if applicable)		No		Yes		All- documented	
27. Wind Sock in use		No		Yes			
		Total	0	Total	0	Total	0
ACTUAL EARNED POINTS THIS PAGE							0
MAXIMUM POINTS AVAILABLE ON THIS PAGE: (if all questions apply) 26 x 2							52
MAXIMUM POINTS APPLICABLE TO THIS FACILITY ON THIS PAGE (number of questions that apply x 2 = max points available)							0

Filter Gallery

Facility Name:

	NOTES / COMMENTS	UNSATISFACTORY (0)		SATISFACTORY (1)		EXCELLENT (2)		
1. Adequate lighting		No		Yes		All Working		
2. Temperature Controlled		No		Yes		Heat / Air		
3. Corrosion control of metal surfaces		No		Primed		Painted		
4. Water hoses properly stored		No		Coiled on Floor		On Wall		
5. Safety hand rails around filters		No		Yes				
6. Filter consoles / instruments maintained		No		Yes				
7. Flow rate meter for filters		No		Yes				
8. Elapsed time / hour monitors for filters		No		Yes		Recorded		
9. Loss of head monitoring		No		Yes		Recorded		
10. Filter to waste / rewash capability		No		Yes		NTU recorded		
11. Backwash flow rate meter		No		Yes				
12. Backwash flow rate totalizer or chart		No		Yes		Both		
13. Filter sweeps or air scrubbers		No		Yes		Both		
14. Mud balls noticeable		Yes		No				
15. Sides of filter walls clean		No		Yes				
17. Backwash water recycled		No		Yes				
18. Room neat, clean and uncluttered		No		Yes				
19. Solids handling facilities		No		Yes				
		Total	0	Total	0	Total	0	
ACTUAL EARNED POINTS THIS PAGE							0	
MAXIMUM POINTS AVAILABLE ON THIS PAGE: (if all questions apply) 19 x 2							38	
MAXIMUM POINTS APPLICABLE TO THIS FACILITY ON THIS PAGE (number of questions that apply x 2 = max points available)							0	

Pipe Gallery

Facility Name:

	NOTES / COMMENTS	UNSATISFACTORY (0)		SATISFACTORY (1)		EXCELLENT (2)		
1. Ventilation		No		Outside / Window		Forced Air		
2. Adequate lighting		No		Yes		All Working		
3. Temperature Control, Heat / Air/ Dehumidifier		No		Heat		Dehumidifier/Air		
4. Corrosion control of metal surfaces		No		Primed		Painted		
5. Leak Prevention (Leakage Control)		No		Yes				
6. Drains and /or Sump pumps operable		No		Yes		Sump Pump		
7. Loss of head gauges or tubes		No		Yes		Both		
8. Water hoses properly stored		No		Coiled on Floor		On Wall		
9. Area neat, clean and uncluttered		No		Yes				
10. Piping clearly labeled		No		Yes				
		Total	0	Total	0	Total	0	
ACTUAL EARNED POINTS THIS PAGE							0	
MAXIMUM POINTS AVAILABLE ON THIS PAGE: (if all questions apply) 10 x 2							20	
MAXIMUM POINTS APPLICABLE TO THIS FACILITY ON THIS PAGE (number of questions that apply x 2 = max points available)							0	

System Monitoring Area

Facility Name:

	NOTES / COMMENTS	UNSATISFACTORY (0)		SATISFACTORY (1)		EXCELLENT (2)	
1. Raw water flow monitoring		No		Yes		Recorded	
2. Clearwell storage monitoring		No		Yes		Recorded	
3. Finished water flow monitoring		No		Yes		Recorded	
4. System tank monitoring		No		Yes		Recorded	
5. System PSI monitoring		No		Yes		Recorded	
6. Recorded monitoring data backed-up		No		Yes			
7. Monitoring equipment maintained / calibrated		No		Yes			
8. Finished water chlorine monitoring		No		Yes		Recorded	
9. 15 minute NTU monitoring		No		Yes		Recorded	
10. Particle Counter monitoring		No		Yes		Recorded	
11. Spare parts available		No		Yes			
12. Adequate lighting		No		Yes		All Working	
13. Temperature controlled		No		yes		Heat / Air	
14. Room neat, clean and uncluttered		No		Yes			
		Total	0	Total	0	Total	0
ACTUAL EARNED POINTS THIS PAGE						0	
MAXIMUM POINTS AVAILABLE ON THIS PAGE: (if all questions apply) 14 x 2						28	
MAXIMUM POINTS APPLICABLE TO THIS FACILITY ON THIS PAGE (number of questions that apply x 2 = max points available)						0	

Water Quality Laboratory

Facility Name:

	NOTES / COMMENTS	UNSATISFACTORY (0)		SATISFACTORY (1)		EXCELLENT (2)	
1. Emergency eyewash station available		No		Yes		Shower	
2. All test equipment clean		No		Yes			
3. All test equipment in working order		No		Yes			
4. Equipment maintenance/calibration schedule		No		Yes			
5. Maintenance / calibration up to date		No		Yes			
6. Sufficient glassware and equipment		No		Yes			
7. Sufficient storage space		No		Yes			
8. Adequate lighting		No		Yes		All Working	
9. Temperature controlled		No		yes		Heat / Air	
10. Reagents dated received and opened		No		Yes			
11. Reagents expired		Yes		No			
12. Distribution sample map available / Bacteria		No		Yes			
13. Distribution sample map available / Lead & Copper		No		Yes			
14. Distribution sample map available / TTHM/HAA5		No		Yes			
15. Distribution sample map available / IDSE		No		Yes			
16. Lab neat, clean and uncluttered		No		Neat		Clean, Uncluttered	
		Total	0	Total	0	Total	0
ACTUAL EARNED POINTS THIS PAGE						0	
MAXIMUM POINTS AVAILABLE ON THIS PAGE: (if all questions apply) 16 x 2						32	
MAXIMUM POINTS APPLICABLE TO THIS FACILITY ON THIS PAGE (number of questions that apply x 2 = max points available)						0	



FACILITY NAME:	
DATE OF INSPECTION:	
FACILITY LOCATION:	
CONTACT PERSON:	
CONTACT PHONE:	
GAWP INSPECTOR/S:	

Area	Maximum Points Available Per Page (if all questions apply)	Maximum Applicable Points	Actual Earned Points
Documentation / Paper Work	70	0	0
Treatment Optimization	26	0	0
Safety	20	0	0
Security	22	0	0
Raw Pumps	24	0	0
Finished Pumps	24	0	0
Backwash Pumps	24	0	0
Chemical Storage n Feed	48	0	0
Hypochlorite	40	0	0
Ozone	38	0	0
Chlorine	52	0	0
Filter Gallery	38	0	0
Pipe Gallery	20	0	0
System Monitoring	28	0	0
Lab	32	0	0

Totals 506 0 0

Total Applicable Points (Column C) 0 Final Score: #DIV/0!
 Actual Earned Points (Column D) 0

Final Score = Column D / Column C * 100