



# 2018 Wastewater Collection System Audit

Utility Name:		Utility Contact Name:	
Utility Address:		Utility Contact Phone Number:	
		Utility Contact Email:	

System Size: Small, Medium or Large	Large: Greater than 50,000 wastewater customers Medium: 10,000 - 50,000 wastewater customers Small: Less than 10,000 wastewater customers
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For this audit - count only reportable overflows as SSOs.

SSO Evaluation	Year	Total Number of SSOs	Dry weather SSOs	Wet weather SSOs	Comments
	Year 2014 (July 1, 2015 - June 30, 2016)				
	Year 2015 (July 1, 2016 - June 30, 2017)				
	Year 2016 (July 1, 2017 - June 30, 2018)				

Operator Certification Calculation	
Miles of Sewer	
Certified Wastewater Collection System Operators	
Sewer System Employees	
Employee/Certified Employee Ratio	#DIV/0!
Number of Crew Leaders that are Certified Wastewater Collection System Operators	
Total Number of Sewer System Crews	
Certified Crew Leader/Crew Ratio	#DIV/0!
System Performance Calculation	
SSOs in 2016 (July 1, 2017 - June 30, 2018)	0
SSOs in 2015 (July 1, 2016 - June 30, 2017)	0
SSOs in 2014 (July 1, 2015 - June 30, 2016)	0

per hundred miles of sewer  
per hundred miles of sewer  
per hundred miles of sewer

**AUDIT FORM GRADE GUIDANCE**

0.0 = Not Demonstrated  
 1.0 = Poor  
 2.0 = Good  
 3.0 = Best

Audit grades not limited to whole numbers.  
 Grades to the 10th of point can be awarded. Example: 2.5.  
 An individual line grade cannot exceed 3.0.

Cells to be filled in by auditors.  
All others cells are locked to protect text and formulas.

	Grade (0.0 - 3.0 pts)	Comments
<b>Management Program (15% of Grade)</b>		
<b>Organizational Structure</b>	0.0	Maximum Pts This Sub-Section = 6
Well defined organizational chart	0.0	
Up-to-Date job descriptions for every position	0.0	
<b>Safety</b>	0.0	Maximum Pts This Sub-Section = 18
Personnel safety is monitored and tracked	0.0	
Mandatory safety training required for employees	0.0	
Safety training tracked and measured	0.0	
Adequate safety equipment is provided	0.0	
Emergency response training offered	0.0	
Safety testing and drills are conducted	0.0	
<b>Job Proficiency Training</b>	0.0	Maximum Pts This Sub-Section = 9
On-the-Job collections operations and maintenance training offered and tracked	0.0	
On-the-Job training pump station operation and maintenance offered and tracked	0.0	
Professional certified collection system operator training offered	0.0	
<b>Internal Communication</b>	0.0	Maximum Pts This Sub-Section = 6
Demonstration of top-down; bottom-up, and lateral exchange of information	0.0	
Performance/Certification incentives to employees	0.0	
<b>Customer Service Dispatch</b>	0.0	Maximum Pts This Sub-Section = 9
Adequate staff in Dispatch Department	0.0	
Complaints, request, inquiries received by Dispatch are tracked and measured.	0.0	
Field crews trained for interaction with public	0.0	
<b>Management Information Systems</b>	0.0	Maximum Pts This Sub-Section = 12
System assets are mapped (as-built, GIS, etc.) and up to date	0.0	
Asset management techniques used	0.0	
Work order system of maintenance activities	0.0	
Performance tracking data maintained	0.0	
<b>SSO Notification Program</b>	0.0	Maximum Pts This Sub-Section = 27
Written Overflow Response Plan	0.0	
Procedure for initial SSO investigation and assessment of root cause	0.0	
Procedure to contain or stop the SSO	0.0	
Volume estimating procedure	0.0	
Clean-up procedure	0.0	
Procedure to sample receiving waters, if applicable	0.0	
Notification and reporting procedure	0.0	
Documentation of incident procedure	0.0	
Training of employees in Overflow Response Plan	0.0	
<b>Budgeting</b>	0.0	Maximum Pts This Sub-Section = 9
Adequate collection system O&M labor budget	0.0	
Adequate budget for materials, parts, equipment	0.0	
CIP budget for rehabilitation and major sewer replacement	0.0	
<b>TOTAL MANAGEMENT PROGRAM SECTION</b>	<b>0.0</b>	Maximum Points This Section = 96



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	Grade	Comments	
<b>Maintenance Program - Mains and Manholes (40% of Grade)</b>			
<b>Planned and Preventive Maintenance</b>	<b>0.0</b>	Maximum Pts This Sub-Section = 30	
Maintenance program with scheduling	0.0		
Sewer line inspection program	0.0		
Manhole inspection program	0.0		
Sewer cleaning program	0.0		
Record keeping of inspection, cleaning, etc.	0.0		
Percent of system cleaned per year (10% or greater = Good)	0.0		
Monitoring hydrogen sulfide and control	0.0		
Rehabilitation: Sewer lining program	0.0		
Rehabilitation: Manhole program	0.0		
Inspection CCTV, video capability	0.0		
<b>Reactive or Emergency Maintenance</b>	<b>0.0</b>		Maximum Pts This Sub-Section = 12
Percent of crew time spent reactive maintenance	0.0		
Performance tracking and measurement of reactive maintenance	0.0		
Response time performance measured	0.0		
Adequate crews and equipment for after hours response	0.0		
<b>Facilities, Parts, and Equipment Maintenance</b>	<b>0.0</b>	Maximum Pts This Sub-Section = 9	
Facilities to conduct preventive and reactive maintenance work efforts	0.0		
Equipment inventory tracked	0.0		
Parts inventory tracked	0.0		
<b>TOTAL MAINTENANCE PROGRAM SECTION</b>	<b>0.0</b>	Maximum Points This Section = 51	

	Grade	Comments
<b>Operations Program - Pump Stations and Force Mains (20% of Grade)</b>		
<b>Pump Stations, Lift Stations, and Force Mains</b>	<b>0.0</b>	Maximum Pts This Sub-Section = 18
Inspection schedule of pump stations	0.0	
Preventive maintenance of pumps	0.0	
Adequate back-up power at pump stations	0.0	
Force mains - air relief valve inspections and maintenance	0.0	
Predictive maintenance	0.0	
Odor Control	0.0	
<b>TOTAL OPERATION PROGRAM SECTION</b>	<b>0.0</b>	

	Grade	Comments
<b>Capacity Program (25% of Grade)</b>		
<b>Engineering, legal Authority and Sewer System Capacity Program</b>	<b>0.0</b>	Maximum Pts This Sub-Section = 33
Computer modeling of system or calculation method	0.0	
I/I (infiltration/inflow) monitoring and reduction program (type of program)	0.0	
Field investigations and testing (smoke, dyed water, lamping, camera, sonar)	0.0	
Analysis of data (GIS, database, spreadsheet)	0.0	
New construction installation, testing, and inspection to assure capacity	0.0	
Is there a Pre-treatment and/or FOG ordinance/program	0.0	
FOG enforcement implemented (discussion of grease traps)	0.0	
Sewer Use and other ordinances and enforcement	0.0	
New construction requirements	0.0	
Capacity certification methodology	0.0	
Map, database, or GIS indicating surcharge and overflow situations	0.0	
<b>TOTAL CAPACITY PROGRAM SECTION</b>	<b>0.0</b>	Maximum Points This Section = 33

TOTAL POINTS	<b>0.0</b>
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Section	Points per Section	% of Grade	Points for Section
Management Program (15% of Grade)	0.0	15%	0.00
Maintenance Program - Mains and Manholes (40% of Grade)	0.0	40%	0.00
Operations Program - Pump Stations and Force Mains (20% of Grade)	0.0	20%	0.00
Capacity Program (25% of Grade)	0.0	25%	0.00
	<b>0.0</b>	<b>100.0%</b>	<b>0.00</b>

**Point Score**  
46.80 = Maximum Score

**0.0% Percent Score**