



Wastewater Collection System Audit

| | | | | | |
|------------------|--|-------------------------------|--|----------|--|
| Utility Name: | | Utility Contact Name: | | Auditor: | |
| Utility Address: | | Utility Contact Phone Number: | | Date: | |
| | | 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 |
|-------------------------------------|--|---|

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, 2014 - June 30, 2015) | | | | |
| | Year 2015 (July 1, 2015 - June 30, 2016) | | | | |
| | Year 2016 (July 1, 2016 - June 30, 2017) | | | | |

| 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, 2016 - June 30, 2017) | 0 |
| SSOs in 2014 (July 1, 2015 - June 30, 2016) | 0 |
| SSOs in 2013 (July 1, 2014 - June 30, 2015) | 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 |
|--|-----------------------|---|
| Management Program (15% of Grade) | | |
| Organizational Structure | 0.0 | Maximum Pts This Sub-Section = 6 |
| Well defined organizational chart | 0.0 | |
| Up-to-Date job descriptions for every position | 0.0 | |
| Safety | 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 | |
| Job Proficiency Training | 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 | |
| Internal Communication | 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 | |
| Customer Service Dispatch | 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 | |
| Management Information Systems | 0.0 | Maximum Pts This Sub-Section = 12 |
| System assets are mapped (as-builts, 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 | |
| SSO Notification Program | 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 | |
| Budgeting | 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 | |
| TOTAL MANAGEMENT PROGRAM SECTION | 0.0 | Maximum Points This Section = 96 |



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| | Grade | Comments |
|--|------------|-----------------------------------|
| Maintenance Program - Mains and Manholes (40% of Grade) | | |
| Planned and Preventive Maintenance | 0.0 | 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 | |
| Reactive or Emergency Maintenance | 0.0 | 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 | |
| Facilities, Parts, and Equipment Maintenance | 0.0 | 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 | |
| TOTAL MAINTENANCE PROGRAM SECTION | 0.0 | Maximum Points This Section = 51 |

| | Grade | Comments |
|--|------------|-----------------------------------|
| Operations Program - Pump Stations and Force Mains (20% of Grade) | | |
| Pump Stations, Lift Stations, and Force Mains | 0.0 | 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 | |
| TOTAL OPERATION PROGRAM SECTION | 0.0 | |

| | Grade | Comments | |
|--|------------|-----------------------------------|----------------------------------|
| Capacity Program (25% of Grade) | | | |
| Engineering, legal Authority and Sewer System Capacity Program | 0.0 | Maximum Pts This Sub-Section = 33 | |
| Computer modeling of system or calculation method | 0.0 | | |
| II (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 | | |
| TOTAL CAPACITY PROGRAM SECTION | 0.0 | | Maximum Points This Section = 33 |

| | |
|--------------|-----|
| TOTAL POINTS | 0.0 |
|--------------|-----|

| 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 |
| | 0.0 | 100.0% | 0.00 |

Point Score
46.80 = Maximum Score

0.0% Percent Score