

## **Appendix C – Current Questionnaires**

**2007 Clean Water Act Recognition Awards  
Operations and Maintenance (O&M) and Biosolids Excellence Awards,  
Instructions, Questionnaire Format, and Forms**

**PART A**

**CLEAN WATER ACT RECOGNITION AWARDS**

**OPERATIONS AND MAINTENANCE EXCELLENCE**

**EXEMPLARY BIOSOLIDS MANAGEMENT**

**INSTRUCTIONS, QUESTIONNAIRE FORMAT AND FORMS**

**APPLICANTS MUST CONTACT THE APPROPRIATE  
REGIONAL AWARDS COORDINATOR FOR SUBMISSION  
DEADLINE DATES BEFORE COMPLETING THE FORMS**

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**BURDEN STATEMENT**

Section 501 (e) of the Clean Water Act (CWA), as amended authorizes a program to recognize municipalities and industries that demonstrate outstanding technological achievements, innovative processes, devices or other outstanding methods in their waste treatment and pollution abatement programs. Recognition is made through EPA's National Clean Water Act recognition awards program. The program aims to heighten public awareness of the contributions wastewater treatment facilities and programs make to clean water, and encourages public support for effective wastewater management. The design, operating and environmental compliance information of the wastewater treatment facility or pollution abatement programs is needed to complete the questionnaire. Participation in the awards recognition program is voluntary. No confidential information is involved for this collection activity.

The public reporting burden for this collection of information is estimated to average 8 hours per respondent annually. For State respondents, the reporting burden is estimated to average 6 hours per response annually. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

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**OPERATIONS AND MAINTENANCE (O&M) EXCELLENCE AWARDS  
EXEMPLARY BIOSOLIDS MANAGEMENT AWARDS**

**Introduction**

The Environmental Protection Agency's (EPA) Clean Water Act (CWA) Recognition Awards program is authorized by Section 501(e) of the CWA. A framework to implement the awards program is found in the Code of Federal Regulations 40 (CFR) part 105. At the discretion of the EPA Regions, this document may be reformatted to a shorter version for use as a nomination and/or application package for the regional awards process.

The Operations and Maintenance (O&M) awards category encourages public support for effective operations and maintenance activities publicly-owned at wastewater treatment facilities. The awards aim to heighten overall public awareness of the contributions wastewater treatment facilities, projects and programs make to clean water. Recognition is made to municipalities and industries for outstanding and innovative technological achievements, methods or devices in their waste treatment and pollution abatement programs. The O&M category also recognizes the Most Improved Plant (MIP) which demonstrates the effectiveness of the CWA Section 104(g) (1) program.

The Exemplary Biosolids Management (Biosolids) awards category recognizes excellence in all areas of municipal biosolids management, including exemplary operating projects, research, technological advances, public acceptability, and risk and cost reduction activities. The current sub-categories and criteria allow for the recognition of a broad spectrum of programs with sound management, effective communication to stakeholders, and community-friendly biosolids management practices. Recognition made for this category is consistent with practices of the National Biosolids Partnership Environmental Management System Program which EPA encourages all biosolids managers to implement.

Parties interested in applying for an award are required to contact the appropriate EPA Regional Operation and Maintenance Awards Coordinators (see pages A-20 and A-21, respectively) for individual submission deadlines for the O&M and Biosolids awards categories to be assured consideration for an award. States and EPA Regions will also solicit nominees for participation in the awards process, and make recommendations to Headquarters by the established deadline date for consideration of a national award.

Stated below are criteria and eligibility requirements for the O&M and Biosolids Awards program categories, as well as Instructions, Questionnaire Format and Forms used for the nomination and/or application process. The Applicant Compliance Certification Form (Pages A-7 and A-8) should be completed. Upon recommendation of EPA Regions, applicants for the O&M awards category should complete Section A-I, Page A-9, Instructions and for the MIP award, complete pages A-18 and A-19. Section A-II, Page A-23, Instructions should be completed by applicants for the biosolids awards program category.

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**AWARDS CRITERIA**

1. States and Tribes should recommend facilities, projects and programs to their EPA Regional offices for consideration of an award. Nominations for the national awards should be recommended by EPA Regions to complete the application package for submission to Headquarters by the **June 8, 2007**, national deadline.
2. The O&M Awards category eligibility is based on average design capacity and treatment level. The plant should have been in operation at the same treatment level and design capacity for at least two years as covered in the two calendar years of data reported in the compliance section of the form. The biosolids awards category eligibility is based on production level of dry tons per day, activity type, and public acceptance.
3. Within the last three years, the plant being considered for the O&M Award should not have been upgraded to meet secondary or advanced limits nor have gone through an expansion which exceeded the January 1, 2004 average design capacity by 50%.
4. To qualify for the MIP sub-category of the O&M Award, the plant must have an average design capacity of less than 5.0 mgd and be able to demonstrate that improvements resulted from a State or Federally managed on-site technical assistance program, specifically the EPA CWA Section 104(g)(1) On-site Assistance Program for small communities.
5. To qualify for the non-discharging plant sub-category of the O&M Award, the plant cannot have an NPDES permit, except if there is a no discharge permit, but can have State-specific and technology-specific limits for non-surface water related discharges. Plants with intermittent or seasonal discharges, however, are eligible to be considered for other awards sub-categories according to plant size and treatment levels.
6. Prior to submitting formal nominations to EPA Headquarters, EPA Regions must screen potential Applicant/Nominee in accordance with the Agency's policy on Compliance Screenings for EPA Partnership Programs located at <http://www.epa.gov/partners2/resource/ppsguide.pdf>. Screenings should also include the use of Quarterly Noncompliance Reports (QNCRs), the Permit Compliance System (PCS) data, the Office of Compliance's Online Tracking Information System (OTIS) for applying to the Agency's Integrated Data for Enforcement Analysis (IDEA) system, and other sources including institutional knowledge.
7. To be considered for an award, applicant or nominee must be in compliance with all applicable water quality requirements and otherwise have a satisfactory record with respect to environmental quality.
8. Winners of the EPA's 2006 national awards should not re-apply in the same award category until 2009. However, a 2006 national winner may be eligible to apply for an award this year in any of the other awards program categories. The program currently has five (5) categories. Nominations must be recommended or supported by the EPA Region.

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**OPERATIONS AND MAINTENANCE AWARDS**

Nominations and applications for the O&M awards are considered for the following plant size based sub-categories and evaluation criteria.

| <b>Treatment Level<br/>Sub-Category</b> | <b><u>Plant Design Capacity</u></b> |                               |                                |
|-----------------------------------------|-------------------------------------|-------------------------------|--------------------------------|
|                                         | <b><u>1.0 mgd or less</u></b>       | <b><u>1.1 to 10.0 mgd</u></b> | <b><u>10.1 mgd or more</u></b> |
| Secondary Treatment Plant               | Small (S-S)                         | Medium (M-S)                  | Large (L-S)                    |
| Advanced Treatment Plant                | Small (S-A)                         | Medium (M-A)                  | Large (L-A)                    |
| Non-Discharging Plant                   | Small (S-ND)                        | Large (L-ND)                  | Large (L-ND)                   |
| Most Improved Treatment Plant (MIP)     |                                     | Eligible if less than 5.0 mgd | Not eligible                   |

[**Note:** There is no Medium Non-discharging Plant sub-category.]

**Secondary Treatment** - A plant should be included in the secondary treatment plant category if the plant's effluent is designed and permitted (30 day average) to release up to 30 milligram per liter (mg/l) of both 5 day-biochemical oxygen demand (BOD5) and total suspended solids (TSS) to the surface waters, and as a minimum, remove 85% of the BOD5 and TSS from the influent. This definition, however, may not apply in some States (and plants are still eligible) that allow higher TSS limits when lagoons or trickling filters are used to provide secondary treatment, in a few States where EPA and States have agreed to a more stringent definition of secondary treatment, or where a plant has been granted a 301(h) waiver. A lower percent removal requirement or mass loading limit may be substituted for the percent removal requirements as authorized by the State (40 CFR Part 133). A plant is not considered a secondary treatment plant when the effluent requirements include any of the conditions that meet the definition of advanced treatment as listed in the following paragraph.

**Advanced Treatment** - A plant should be included in the advanced treatment plant category if the plant's effluent is designed and permitted (30 day average) to meet any one of the following conditions: a) release less than 30 milligram per liter (mg/l) of both 5 day-biochemical oxygen demand (BOD5) and total suspended solids (TSS) to the surface waters, and as a minimum remove 85% of the BOD5 and TSS from the influent, or (b) remove ammonia, nitrogen, or phosphorus, or (c) provide additional treatment after a secondary process using coagulation and filtration. A plant should be considered advanced even if advanced treatment applies only on a seasonal or periodic basis.

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**EXEMPLARY BIOSOLIDS MANAGEMENT AWARDS**

For the Biosolids Awards category, it is important to tell the story in a manner that clearly shows the beneficial uses of biosolids and/or exemplary management of biosolids, including how the activity reduced public concern. Information provided may be utilized locally in press releases, brochures and other outreach activities. Nominations will be accepted for recognition of excellence in a wide range of activities that have stimulated the beneficial uses of municipal biosolids. Nominations will be evaluated against the following criteria:

**Sub-category**

**Evaluation Criteria**

**Operating Projects**

**[Production levels: (1) greater than 5 dry tons per day {DTPD} and, (2) less than {5 DTPD}]** Outstanding, full-scale, exemplary management technologies. (Note: Categorization is based upon the actual average daily biosolids production and **not** the design capacity.)

**Technology/Innovation or  
Development Activities**

Significant technological improvements developed and fully proven at the operational level. These may be pilot or full-scale activities.

**Research Activities:**

Studies that have substantially contributed to an improved understanding of biosolids management practices, reduced risks and costs, improved public acceptance, and/or have advanced the technology.

**Public Acceptance**

Recognizes: (1) Municipalities and (2) All Others. Significant local, regional, and national activities that have increased public acceptance of biosolids management practices.

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**ICR No. 1287.07  
OMB Control # 2040-0101**

|                                                                                                      |
|------------------------------------------------------------------------------------------------------|
| <p><b>OPERATIONS AND MAINTENANCE EXCELLENCE AWARDS<br/>EXEMPLARY BIOSOLIDS MANAGEMENT AWARDS</b></p> |
|------------------------------------------------------------------------------------------------------|

**INSTRUCTIONS, QUESTIONNAIRE FORMAT AND FORMS**

**I. APPLICANT/NOMINEE'S COMPLIANCE CERTIFICATION FORM**

**A. Official Name of Facility or Project \_\_\_\_\_  
(Should be consistent with the NPDES Permit, if applicable, and will be engraved on any awards material.)**

City and State \_\_\_\_\_

Name and Type of Ownership \_\_\_\_\_

**B. Nomination Category (check 1 or 2 below.)**

**1. O&M Excellence Program or Project: \_\_\_\_\_. (Complete Section A-I.)**

Plant Size or Treatment Level (Select one) \_\_\_\_\_  
**(Based on average design flow: Large Advanced plant, Medium Advanced Plant, Small Advanced plant, Large Secondary Plant, Medium Secondary Plant, Small Secondary Plant, Large Non-discharging plant; Small Discharging Plant, and Most Improved Plant.)**

**2. Exemplary Biosolids Management Program or Project: \_\_\_\_\_ (Complete Section A-II.)**

Production size or Activity (Select one) \_\_\_\_\_  
**(Operating Projects (large & small); Technology Development Activities; Research Activities; Public Acceptance Activities, (municipal & others).**

**C. Previous national Clean Water Act Award winner? \_\_\_\_\_ If yes, what year? \_\_\_\_\_,**

**D. Application Contact Name \_\_\_\_\_**

Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

**E. EPA Regional Awards Manager certifying compliance record  
(Please attach copy of NPDES permit or land application authorization, as appropriate.)**

\_\_\_\_\_  
Signature / Date  
Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_



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**II. AWARD NOTIFICATION OFFICIAL**

**A. Elected Administrator (i.e., Mayor, Authority Board President, Commissioner)**

Name \_\_\_\_\_

Organization Title \_\_\_\_\_

Organizational Address \_\_\_\_\_

**III. POLITICAL NOTIFICATION**

**A. U.S. Senators and Representatives Names and Addresses:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. State Governor's Name and Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**SECTION A-1 INSTRUCTIONS**

**TO BE COMPLETED BY O&M AWARD APPLICANTS ONLY**

EPA Regional and national nominating committees will consider demonstrated evidence of and achievements resulting from outstanding, unique and innovative operations and maintenance projects and programs at wastewater treatment facilities for consideration of an award. Consideration is also made for continuing high levels of effluent compliance; cost saving techniques; environmental benefits; and, the level of difficulty to operating and maintaining the wastewater treatment facility and collection system.

**I. WRITTEN NARRATIVE**

The Operations and Maintenance (O&M) award applicant should include in the package a written narrative as documentation to support their **outstanding, unique or innovative** O&M program and practices for consideration of an award. The narrative should also describe any cost, labor, material, environmental benefits, or time savings derived from such practices.

The applicant should select no more than three of the O&M topics listed below and address the questions specific to those topics in no more than two pages for each topic that contributed to the plant's success. The narrative should answer the reasons for seeking O&M improvements through [their chosen topics]. Applicants for the O&M MIP award and Non-Discharging plant awards, may confine their narratives to their individually recommended topics.

**Select any, and no more than three topics below.**

- **Automation:** Describe the automation systems, the software and record keeping that the plant took to improve overall operating efficiencies and management.
- **Biosolids Management:** Describe the plant's short term and long term approach to managing biosolids.
- **Collection System Controls:** Describe the plant's approach to controlling infiltration and inflow, combined sewer overflows (CSOs) and separate sewer overflows, and how this has affected plant performance and the surface waters; the before and after rainfalls and maximum flows to combined sewer outfalls and separate sanitary sewers; the before and after flows caused by infiltration/inflows; and the before and after percentage (round to nearest 10%) of the system's sewer collection laterals which are affected by combined sewers or by excessive Infiltration/Inflow (I/I).
- **Collection System Maintenance Management:** Describe the plant's program for pipe reliability, and maintenance and repairs. Provide data on the average age of the sewers and how your program has affected the number of sewer breaks and stoppages.
- **Equipment Maintenance Management:** Describe the plant's approach and the significant program features to long term equipment reliability and effective maintenance/repair management.

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- **Financial Management:** Describe the plant's approach to asset management, financial management and collections to ensure emergency and planned O&M expenses, as well as the long-term financial stability and integrity of the POTW and collection system infrastructure.
- **Laboratory Management:** Describe the improvements that have been made in your laboratory management which enhance plant operations, process control, field monitoring, and permit reporting.
- **Most Improved Plant Nominees (Only):** Describe your improved O&M practices; and cost, labor, material, environmental, or time savings derived from such practices. Describe before and after improvements in compliance record, staff skills and achievements, and process control and monitoring. Also explain how the plant achieved outstanding O&M through Section 104(g) on-site technical assistance, i.e., chemical/operational savings, cost-effective practices, or technical/financial/staffing improvements.
- **Non-discharging Plant Category Nominees (Only):** **Note: The plant must not discharge to surface waters at any time or season (zero discharge).** Describe the management initiatives which have been implemented to ensure that plant effluent does not have a negative impact on groundwater, air quality, human health, agriculture products, livestock, etc., and the management approaches to handle unusual periods of inclement weather.
- **O&M Reviews and Best Management Practices (BMP):** Describe the in-house, contractual, and state activities which were implemented at the plant to mitigate impacts from O&M related to groundwater protection, odor control, CSOs, stormwater, public health, etc.
- **Plant Staffing and Training:** Describe the plant's approach to personnel staffing and training programs and how it has contributed to long term compliance; the plant's approach to assessing staffing needs; the managerial, contractual, hiring, and budgetary controls which ensure that imminent, emergency and staffing shortfalls are timely resolved; and the number of certified operators, municipal and contract staff, operators working each shift, staff working almost exclusively on: (a) equipment maintenance, (b) in the laboratory, and (c) on sewer repair and cleaning.
- **Pollution Prevention:** Describe any self-audits and plant studies to conserve energy and water use, recycle plant material, and reduce key point and non-point source pollutants at the wastewater treatment plant, as well as, water conservation and pollution prevention activities in the community.
- **Process Control and Field Monitoring:** Describe before and after improvements in your compliance record; the process (i.e. Dissolved Oxygen (D.O.), Mixed Liquor Suspended Solids (MLSS), etc.) and permit monitoring conducted in-house and under contract; the operational control and process modification improvements; the influent, effluent, groundwater, etc., monitoring programs and their use in evaluating and

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modifying management practices; and the software, computers and other automation systems which improve operational control and monitoring.

- **Public Education:** Describe the approach that the plant took to involve the general public and public officials in the management of your facility, and the public education or community service activities sponsored by your facility.
- **Safety Education:** Describe the improvements to and effectiveness of the safety program considering the number of lost-time injuries, and the current number and most days without an accident.
- **Septage Management:** Describe the plant's short term and long term approach to managing septage. Describe the improvements that have been made in the facility's septage management program.
- **Stormwater Controls:** Describe how the municipality achieved O&M improvements through stormwater controls, either on a voluntary basis or in response to regulatory or statutory requirements. Describe how the municipality implemented an innovative stormwater control program or project to control a new problem or a new approach, such as a watershed approach, to reducing or eliminating stormwater discharges. Provide documented environmental benefits, i.e, reopening of shellfish beds, reduced beach closings, and attainment of water quality standards. Additionally, describe the cost, labor, material, environmental, or time savings derived from such practices.
- **Toxic Waste Controls:** Describe the plant's approach to controlling industrial dischargers, including pretreatment, or other efficient waste management program for your community and the environment. Describe the practices which mitigate and ensure biosolids loadings and toxics that minimally impact operations, biosolids management, plant safety, or the environment; and describe the practices which identify and enforce against illegal dumping of septic tank wastes, toxic wastes, and/or household hazardous waste.

**II. ENVIRONMENTAL LIMITS**

A. Number of reportable NPDES violations

1/1/2005 - 12/31/2005 \_\_\_\_\_ 1/1/2006- 12/31/2006 \_\_\_\_\_

B. Date of last reportable NPDES violation \_\_\_\_\_

C. Explain any reportable NPDES violations of 1/05 to 12/06 (i.e. date, type, and causes of reporting/ effluent violation; plant's action to resolve violations)

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**D. Attach NPDES/Biosolids permit** which indicates the operating constraints of the plant. (See Applicant or nominee's instructions.) As appropriate, non-dischargers may substitute ground water permits.

**E. Does the Plant have any Consent Orders or Agreements? Is the Plant subject to either one?**

**F. Complete and Attach the Plant Compliance Forms** (one for each calendar year). As appropriate, similar forms should be devised for biosolids and ground water discharge data.

**III. PLANT FLOW INFORMATION** (Note: Report B. as the 24 hour maximum yearly flow and Report C. through E. as the 2005 average monthly composite)

- A.** Design Flow (DF) \_\_\_\_\_ mgd
- B. 2005 Peak Flow** \_\_\_\_\_ mgd \_\_\_\_\_ % of DF (Report as the 24 hour maximum yearly flow)
- C. 2005 Average Flow (AF)** \_\_\_\_\_ mgd \_\_\_\_\_ % of DF (Report as the 2004 average monthly composite)
- D. 2005 Industrial Flow** \_\_\_\_\_ mgd \_\_\_\_\_ % of AF (Report as the 2004 average monthly composite)
- E. 2005 Week-end Flow** \_\_\_\_\_ mgd \_\_\_\_\_ % of AF (Report as the 2004 average monthly composite).
- F. What is the estimated population and size of the plant's service area?**  
\_\_\_\_\_people \_\_\_\_\_square miles
- A.** Design Flow (DF) \_\_\_\_\_ mgd
- B. 2006 Peak Flow** \_\_\_\_\_ mgd \_\_\_\_\_ % of DF (Report as the 24 hour maximum yearly flow)
- C. 2006 Average Flow (AF)** \_\_\_\_\_ mgd \_\_\_\_\_ % of DF (Report as the 2004 average monthly composite)
- D. 2006 Industrial Flow** \_\_\_\_\_ mgd \_\_\_\_\_ % of AF (Report as the 2004 average monthly composite)
- E. 2006 Week-end Flow** \_\_\_\_\_ mgd \_\_\_\_\_ % of AF (Report as the 2004 average monthly composite)
- F. What is the estimated population and size of the plant's service area?**  
\_\_\_\_\_people \_\_\_\_\_square miles

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**IV. FINANCING INFORMATION**

A. List (or highlight an attachment) user charge fees and describe the flow/pollutant based criteria for charging households, industries, commercial, septage, etc. Estimate the number of households, small/large industries, etc. in each category.

B. **Complete and Attach the** Cash Flow Summary

Forms I and II, using the plant's most recent and complete fiscal year. Estimates are acceptable. **This information should only be submitted to the extent needed to support the application.**

**V. INFRASTRUCTURE INFORMATION**

A. If known, provide the plant's original design flow \_\_\_\_\_ mgd, level of treatment \_\_\_\_\_ and year that operations were initiated \_\_\_\_\_

B. Provide the year and description of any significant plant and sewer upgrades and expansions. \_\_\_\_\_

C. **Complete and Attach** at the end of this questionnaire, a Plant's Layout sketch using Block Diagrams to identify the plant's liquid waste and biosolids unit processes. Include a written description of the existing plant treatment processes.

D. **Complete and Attach** at the end of this questionnaire, a Service Area Layout sketch. The conceptual sketch need not be dimensionally correct nor accurately scaled but should depict and identify the:

- Sewered and unsewered communities which discharge septage to the plant;
- Major industrial plants and industrial parks;
- Wastewater treatment plant;
- Separate and combined sewer outfalls;
- Points of the plant's effluent discharges;
- Approximate location and routes of the principle river of the drainage basin; and
- Effluent and biosolids land application areas.

E. **Complete** the following questions regarding management of Separate Sanitary Sewers (SSSs) and Infiltration/Inflow (I/I) for your treatment plant:

1. Budget for SSS inspection/cleaning: \$\_\_\_\_\_
2. Budget for SSS maintenance/repair: \$\_\_\_\_\_
3. Approximate length of collection system: \_\_\_\_\_  
Approximate age of the collection system: \_\_\_\_\_ % less than 10 years old,  
\_\_\_\_\_ % between 10 and 35 years old, \_\_\_\_\_ % greater than 35 years old.
4. Number of full time SSS maintenance, inspection, cleaning, and repair staff: \_\_\_\_\_.

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5. Is there a sewer use/grease trap ordinance in place?
6. What percentage of the SSSs are inspected each year?
7. What percentage of the SSSs are cleaned each year?
8. How frequently has your collection system experienced overflows or bypasses in the last two years?
9. BOD5 concentration in the influent (monthly):
  - a. Dry (average) weather: BOD5 \_\_\_\_\_ mg/l
  - b. Wet (average) weather: BOD5 \_\_\_\_\_ mg/l
  - c. Peak wet weather month: BOD5 \_\_\_\_\_ mg/l
10. What actions have the treatment system authority taken to control Separate Sanitary Sewer Overflows (SSOs), bypasses, I/I, and severe sulfide corrosion? Please include approximate percentage reductions in each problem area documented as a result of the corrective actions.

**If your treatment plant authority has a separate department or other entity responsible for SSSs and I/I problems, please provide that information.**

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**VI. PLANT COMPLIANCE FORM I**

**PLANT NAME:** \_\_\_\_\_ **NPDES PERMIT NO:** \_\_\_\_\_

**Chief Plant Operator:** \_\_\_\_\_

**Report Parameters as Composite Monthly/Monthly Average (except where noted)**

| <b>YEAR</b><br>2005                            | <b>FLOW</b><br><b>(MGD)</b><br><b>OUT</b> | <b>BOD</b><br><b>IN</b><br><b>(ppm)</b> | <b>BOD</b><br><b>OUT</b><br><b>(ppm)</b> | <b>TSS</b><br><b>IN</b><br><b>(ppm)</b> | <b>TSS</b><br><b>OUT</b><br><b>(ppm)</b> | <b>pH</b><br><b>OUT</b><br><b>(SU)</b> | <b>FECAL</b><br><b>OUT</b><br><b>(#/100ml)</b> | <b>NH3-N</b><br><b>OUT</b><br><b>(ppm)</b> | <b>PO4-P</b><br><b>OUT</b><br><b>(ppm)</b> |
|------------------------------------------------|-------------------------------------------|-----------------------------------------|------------------------------------------|-----------------------------------------|------------------------------------------|----------------------------------------|------------------------------------------------|--------------------------------------------|--------------------------------------------|
| <b>NPDES</b><br><b>PERMIT</b><br><b>LIMITS</b> |                                           |                                         |                                          |                                         |                                          |                                        |                                                |                                            |                                            |
| <b>JAN.</b>                                    |                                           |                                         |                                          |                                         |                                          |                                        |                                                |                                            |                                            |
| <b>FEB.</b>                                    |                                           |                                         |                                          |                                         |                                          |                                        |                                                |                                            |                                            |
| <b>MAR.</b>                                    |                                           |                                         |                                          |                                         |                                          |                                        |                                                |                                            |                                            |
| <b>APR.</b>                                    |                                           |                                         |                                          |                                         |                                          |                                        |                                                |                                            |                                            |
| <b>MAY</b>                                     |                                           |                                         |                                          |                                         |                                          |                                        |                                                |                                            |                                            |
| <b>JUN.</b>                                    |                                           |                                         |                                          |                                         |                                          |                                        |                                                |                                            |                                            |
| <b>JUL.</b>                                    |                                           |                                         |                                          |                                         |                                          |                                        |                                                |                                            |                                            |
| <b>AUG.</b>                                    |                                           |                                         |                                          |                                         |                                          |                                        |                                                |                                            |                                            |
| <b>SEP.</b>                                    |                                           |                                         |                                          |                                         |                                          |                                        |                                                |                                            |                                            |
| <b>OCT.</b>                                    |                                           |                                         |                                          |                                         |                                          |                                        |                                                |                                            |                                            |
| <b>NOV.</b>                                    |                                           |                                         |                                          |                                         |                                          |                                        |                                                |                                            |                                            |
| <b>DEC.</b>                                    |                                           |                                         |                                          |                                         |                                          |                                        |                                                |                                            |                                            |
| <b>YEARLY</b><br><b>AVE.</b>                   |                                           |                                         |                                          |                                         |                                          |                                        |                                                |                                            |                                            |
| <b>YEARLY</b><br><b>MAX.</b>                   |                                           |                                         |                                          |                                         |                                          |                                        |                                                |                                            |                                            |
| <b>YEARLY</b><br><b>MIN.</b>                   |                                           |                                         |                                          |                                         |                                          |                                        |                                                |                                            |                                            |

**\* Attach additional pages, if necessary, for other parameters. (1 ppm is equivalent to 1 mg/l)**



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 Operations and Maintenance (O&M) and Biosolids Excellence Awards,  
 Instructions, Questionnaire Format, and Forms**

**PLANT COMPLIANCE FORM II (Continued)**

**PLANT NAME:** \_\_\_\_\_ **NPDES PERMIT NO:** \_\_\_\_\_

**Chief Plant Operator:** \_\_\_\_\_

**Report Parameters as Composite Monthly/Monthly Average (except where noted)**

| <b>YEAR:<br/>2006</b>              | <b>FLOW<br/>(MGD)<br/>OUT</b> | <b>BOD<br/>IN<br/>(ppm)</b> | <b>BOD<br/>OUT<br/>(ppm)</b> | <b>TSS<br/>IN<br/>(ppm)</b> | <b>TSS<br/>OUT<br/>(ppm)</b> | <b>pH<br/>OUT<br/>(SU)</b> | <b>FECAL<br/>OUT<br/>(#/100ml)</b> | <b>NH3-N<br/>Out<br/>(ppm)</b> | <b>PO4-P<br/>Out<br/>(ppm)</b> |
|------------------------------------|-------------------------------|-----------------------------|------------------------------|-----------------------------|------------------------------|----------------------------|------------------------------------|--------------------------------|--------------------------------|
| <b>NPDES<br/>PERMIT<br/>LIMITS</b> |                               |                             |                              |                             |                              |                            |                                    |                                |                                |
| <b>JAN.</b>                        |                               |                             |                              |                             |                              |                            |                                    |                                |                                |
| <b>FEB.</b>                        |                               |                             |                              |                             |                              |                            |                                    |                                |                                |
| <b>MAR.</b>                        |                               |                             |                              |                             |                              |                            |                                    |                                |                                |
| <b>APR.</b>                        |                               |                             |                              |                             |                              |                            |                                    |                                |                                |
| <b>MAY</b>                         |                               |                             |                              |                             |                              |                            |                                    |                                |                                |
| <b>JUN.</b>                        |                               |                             |                              |                             |                              |                            |                                    |                                |                                |
| <b>JUL.</b>                        |                               |                             |                              |                             |                              |                            |                                    |                                |                                |
| <b>AUG.</b>                        |                               |                             |                              |                             |                              |                            |                                    |                                |                                |
| <b>SEP.</b>                        |                               |                             |                              |                             |                              |                            |                                    |                                |                                |
| <b>OCT.</b>                        |                               |                             |                              |                             |                              |                            |                                    |                                |                                |
| <b>NOV.</b>                        |                               |                             |                              |                             |                              |                            |                                    |                                |                                |
| <b>DEC.</b>                        |                               |                             |                              |                             |                              |                            |                                    |                                |                                |
| <b>YEARLY<br/>AVE.</b>             |                               |                             |                              |                             |                              |                            |                                    |                                |                                |
| <b>YEARLY<br/>MAX.</b>             |                               |                             |                              |                             |                              |                            |                                    |                                |                                |
| <b>YEARLY<br/>MIN.</b>             |                               |                             |                              |                             |                              |                            |                                    |                                |                                |

**\* Attach additional pages, if necessary, for other parameters. (1 ppm is equivalent to 1 mg/l)**

**2007 Clean Water Act Recognition Awards  
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**VII. CASH FLOW SUMMARY FORM (01/01/2005 to 12/31/2006)**

(See instructions to determine if this form should be completed.)

**WASTEWATER ENTERPRISE FUNDS**

**BALANCE BEGINNING OF YEAR** \_\_\_\_\_

**REVENUES**

User Service Charges (OM&R and Capital) \_\_\_\_\_

Overstrength Waste Surcharges \_\_\_\_\_

Hookup/Impact/Other Service Fees \_\_\_\_\_

Taxes/Special Assessments \_\_\_\_\_

Interest Earnings (On Cash & Securities) \_\_\_\_\_

Fines/Penalties \_\_\_\_\_

Other Revenues (Bond Issuances, Discounts, Refunds, etc.) \_\_\_\_\_

**TOTAL REVENUES** \_\_\_\_\_

**EXPENSES**

Administration/Travel/Training \_\_\_\_\_

Wages/Benefits \_\_\_\_\_

Contracts Operation Services \_\_\_\_\_

Electricity/Utilities/Fuel \_\_\_\_\_

Treatment Chemicals \_\_\_\_\_

Equipment Replacement/Parts \_\_\_\_\_

Purchased Materials/Supplies/  
Maintenance and Repair Services \_\_\_\_\_

Other Expenses (Insurance, Legal, Consultants) \_\_\_\_\_

Debt Principle and Interest Payments \_\_\_\_\_

Other Payments (Capital Leases, etc.) \_\_\_\_\_

Capital Construction Outlays \_\_\_\_\_

Future Construction Utility Transfer Reserves  
(Replacement, Bond & Interest, etc.) \_\_\_\_\_

**TOTAL EXPENSES** \_\_\_\_\_

**TRANSFERS OUT (to general fund etc.)** \_\_\_\_\_

**WASTEWATER ENTERPRISE FUNDS**

**BALANCE END OF YEAR** \_\_\_\_\_

**2007 Clean Water Act Recognition Awards  
Operations and Maintenance (O&M) and Biosolids Excellence Awards,  
Instructions, Questionnaire Format, and Forms**

**ICR No. 1287.07  
OMB Control # 2040-0101**

**OPERATIONS AND MAINTENANCE (O&M) EXCELLENCE AWARDS**

**MOST IMPROVED PLANT (MIP) QUESTIONNAIRE**

Complete this questionnaire only if you are applying or being nominated for the Most Improved Plant Award, as well as the forms on pages A-7 and A-8 of the O&M award forms.

**I. APPLICANTS / NOMINEES COMPLIANCE CERTIFICATION FORM**

This form should be completed by the Trainer who helped the plant achieve compliance with water quality-based permit requirements. The operator should review and approve the information before including it in the application. The name as it is provided below will be engraved on the Trainer's plaque and the facility recognized for the Section 104(g) MIP award.

**A. Official Name of Facility \_\_\_\_\_**  
**(Should be consistent with the NPDES Permit, if applicable, and will be engraved on any awards material.)**

City and State \_\_\_\_\_

**B. CWA 104(g) Trainer Information**

1. Name of Primary Section 104(g) Trainer \_\_\_\_\_

2. Organizational Title \_\_\_\_\_

3. Work Address \_\_\_\_\_

City and State \_\_\_\_\_

4. Telephone No. (w) \_\_\_\_\_ (fax) \_\_\_\_\_

**C. Project Information**

1. Dates that CWA Section 104(g) assistance initiated and ended: \_\_\_\_\_ to \_\_\_\_\_

2. Approximate on-site person-days spent by the Trainer \_\_\_\_\_.

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**II. TRAINER INSTRUCTIONS**

The MIP reviews will consider: demonstrated improvements in effluent quality and overall operation and maintenance; the complexity of the problems and obstacles overcome in reaching compliance goals; the apparent foundation for long-term, sustained permit compliance; and the timely achievements of the improvements. The facility should currently be in compliance with water quality requirements.

The Trainer should **provide a narrative of two pages or less** which explains the approach used to: identify the candidate; develop the diagnostic evaluation; identify the problem; involve the public official; and train the operator. The Trainers should also explain the assistance program (i.e., financial management, public utility management, O&M management) that was developed, the on-site assistance successes and obstacles, the accomplishments, and the unique approaches to overcome unusual or especially difficult obstacles.

**III. APPLICANTS INSTRUCTIONS**

The applicants should describe their improved O&M practices, and cost, labor, material, environmental, or time savings derived from such practices. They should also describe before and after improvements in compliance record, staff skills and achievements, and process control and monitoring. They shall explain how the plant achieved outstanding O&M through Section 104(g) on-site technical assistance and what chemical/operational savings, cost-effective practices, or technical/financial/staffing improvements resulted from the on-site technical assistance.

**2007 Clean Water Act Recognition Awards  
Operations and Maintenance (O&M) and Biosolids Excellence Awards,  
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**EPA REGIONAL OPERATIONS AND MAINTENANCE AWARDS COORDINATORS**

**Region 1**

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chin.david@epa.gov

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Protection Div.  
290 Broadway  
New York, NY 10007-1866  
(212) 637-3836 Fax (212) 637-3887  
[mello.john@epa.gov](mailto:mello.john@epa.gov)

**Region 3**

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kern.jim@epa.gov

**Region 4**

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fehn.curt@epa.gov

**Region 5**

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Chicago, IL 60604-3590  
(312) 886-6112 Fax (312) 886-0168  
sajjad.ash@epa.gov

**Region 6**

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Water Quality Protection Division  
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(214) 665-7168 Fax (214) 665-6490  
brown.lashunda@epa.gov  
black.billy@epa.gov

**Region 7**

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surampalli.rao@epa.gov

**Region 8**

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deloach.anthony@epa.gov

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greenberg.ken@epa.gov

**Region 10**

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yim.bryan@epa.gov

**Headquarters**

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Office of Wastewater Management  
Municipal Assistance Branch  
1200 Pennsylvania Ave., NW (4204-M)  
Washington, DC, 20460  
(202) 564-0664 Fax (202) 501-2397  
hasselkus.william@epa.gov

**Water Environment Federation (WEF)**

Attn: Technical Services  
601 Wythe Street  
Alexandria, VA 22314  
(703) 684-2400

**2007 Clean Water Act Recognition Awards  
Operations and Maintenance (O&M) and Biosolids Excellence Awards,  
Instructions, Questionnaire Format, and Forms**

**EPA REGIONAL MANAGEMENT CONTACTS**

**Region 1**

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**2007 Clean Water Act Recognition Awards  
Operations and Maintenance (O&M) and Biosolids Excellence Awards,  
Instructions, Questionnaire Format, and Forms**

**SECTION A-II INSTRUCTIONS**

**TO BE COMPLETED BY BIOSOLIDS AWARDS APPLICANTS ONLY**

The Exemplary Biosolids Management awards category recognizes excellence in all areas of municipal biosolids management, including outstanding operating projects, research, technological advances, public acceptability, and risk and cost reduction activities. The current sub-categories and criteria allow for the recognition of a broad spectrum of programs with sound management, effective communication to stakeholders, and community-friendly practices. The very process of preparing a nomination package helps applicants focus on the relevance of their efforts and facilitates the spread of knowledge about the excellence of nominated activities so that others might benefit.

**I. WRITTEN NARRATIVE.**

The applicant should include in the package a written narrative as documentation to adequately support their **outstanding, unique and innovative** biosolids management programs and practices for consideration of an award. The narrative should describe as appropriate, any cost, labor, material, environmental benefits, or time savings derived from such practices.

Nominations will be accepted for recognition of excellence in a wide range of activities that have stimulated the management of municipal biosolids and its beneficial uses. The biosolids award applicant should describe **in no more than four pages** the outstanding biosolids management project or activity indicating the award sub-category for which the nomination is proposed. The applicant should describe how they believe the program meets the evaluation criteria stated below:

A. **For Operating Projects: [Production levels (1) greater than 5 dry tons per day {DTPD} and, (2) less than {5 DTPD}].**

Outstanding, full-scale, exemplary management technologies. (Note: Categorization is based upon the actual average daily biosolids production and **not** the design capacity.)

- Sustained, full-scale, proven operation over several years.
- Consistent, cost-effective operation.
- Public acceptance.
- Compliant with applicable federal, state, and local regulations.
- Reduced risk.

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- Conservation of natural resources (e.g., nutrients, organic matter, and energy) and control of pollutants and nuisances like odor, dust and traffic.
  - Excellence in project management, and particularly management that fosters close communication and coordination among all biosolids stakeholders including the generator, end-user where applicable, project neighbors, and public.
- B. **For Technology/Innovation or Development Activities:** Describe the significant technological improvements that have been developed and fully proven at the pilot or full-scale operational level.
- Sustained excellence in advancing our knowledge of technologies that manage biosolids (e.g., improved design criteria or operational practice).
  - Technology with potential for use elsewhere across the country.
  - Operational proof of performance.
  - Resolved previous biosolids management or utilization problems and have helped gain public acceptance.
- C. **For Research Activities:** Describe the studies that have been substantially contributed to an improved understanding of biosolids management practices, reduced risks and costs, improved public acceptance, and/or have advanced the technology.
- Greatly improved our understanding of the environmental effects associated with biosolids management.
  - Contributed substantially to development of improved design and operation.
  - Generated key information for the development of improved biosolids regulations and guidance.
  - Provided quality information from well-designed studies with wide applicability and statistical merit.
- D. **For Public Acceptance:** (1) Municipalities (2) All Others. Describe how significant local, regional, and national activities have improved public acceptance of biosolids management practices.
- Demonstrated improvements in both public acceptance and public demand. The term "*public*" is meant to include regulatory agencies, agricultural organizations, water quality professionals, public health officials, neighboring residents, environmentalists, academic institutions, and the news media as well as the general public. Indicators of "*demand*" include such factors as waiting lists and users paying for biosolids.



**2007 Clean Water Act Recognition Awards  
Operations and Maintenance (O&M) and Biosolids Excellence Awards,  
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- Dedicated and successful individual and team efforts.
- Demonstrated willingness to share information and approaches for improving practices, reducing risks and thereby gaining public acceptance.
- Successful approaches for working with the press and other groups, explaining the benefits of the chosen biosolids management activity, cultivating and gaining allies, and disproving alarmist rumors that may arise.
- Excellence in local information transfer and training efforts that have made a positive local difference, (e.g., on-site demonstrations and collaborative efforts involving municipalities, citizens, universities, and others).
- Characterized by managers who work with all stakeholders to identify and utilize critical control points for ensuring sound management and community-friendly practices.

**II. FACILITY ACTIVITY INFORMATION**

In addition to the narrative described above, applicants are required to include the following supporting material as an attachment. (The attachment should include a short cover index page that lists the various supporting materials and gives about a 4- to 6-line description of each item.)

- The type, quantity (expressed as tonnage of dry solids processed per day, week or year), quality (nutrient and pollutant concentrations compared with Part 503 Table 3 pollutant concentration limits), processing information, and other details relevant to the outstanding management practice or beneficial use activity of these biosolids. Be specific regarding the unit processes, including biosolids production and processing details. Account for the types and amounts of biosolids going to each beneficial use and/or disposal practice.
- Give evidence of the enhanced benefits that have resulted from the activity, such as improved public acceptance, reduction in odors, lower energy consumption, in-county use of product, enhancement of real-world agronomic rate determinations, better crop productivity and quality, soil improvement, lower costs for biosolids management; fewer public health and environmental risks; greater national adoption of practice; and, where applicable, user payments for biosolids, enhanced plant disease resistance, and increased demand for biosolids products.
- Indicate the duration and size of the project or activity; extent of ability to operate at design level; and cost and effectiveness information.

**2007 Clean Water Act Recognition Awards  
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- Describe the project monitoring program as it determines compliance, keeps the public informed of biosolids transport, use or disposal, evaluates performance, and helps modify practices.
- Describe the contributions of the cooperating parties to the biosolids management project or beneficial use activity.
- Provide sufficient information, including the NPDES permit number if applicable, so that the awards judges and EPA compliance assurance staff can determine the compliance of nominated projects with applicable local, state, and federal regulations.
- Describe important project management activities that maintain and promote excellence and maximize the benefits of sound biosolids management, (e.g., reduce costs; improve biosolids quality; use a written code of good practice or other means to promote compliance with rules, manage nutrients and minimize odors and other nuisances; and promote acceptance via working with allies, press and the public).
- Describe training activities that have improved operations, performance, and public acceptance.
- Describe the effectiveness of the local pretreatment program that has resulted in better quality and easier management of biosolids.
- Describe special innovative practices or activities.
- Discuss how obstacles (technical, political, public acceptance or other) have been overcome as a result of the nominated activity.
- Include photographs of the activity. EPA and others would like to use your prints in publications that illustrate and provide greater recognition of your activity.

**Note:** Sheer bulk of information is not necessary or definitive. Be concise and attach items that truly substantiate the importance and relevance of the beneficial use project or activity.

**2007 Clean Water Act Recognition Awards  
Operations and Maintenance (O&M) and Biosolids Excellence Awards,  
Instructions, Questionnaire Format, and Forms**

**EPA REGIONAL BIOSOLIDS AWARDS COORDINATORS**

**Region 1**

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**Water Environment Federation**

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edemichele@wef.org

**2007 Clean Water Act Recognition Awards  
Pretreatment, Stormwater Management, Combined Sewer Overflow Control Excellence  
Instructions, Questionnaire Format, and Forms**

**PART B**

**CLEAN WATER ACT RECOGNITION AWARDS**

**PRETREATMENT PROGRAM EXCELLENCE**

**STORMWATER MANAGEMENT EXCELLENCE**

**COMBINED SEWER OVERFLOW (CSO) CONTROL EXCELLENCE**

**INSTRUCTIONS, QUESTIONNAIRE FORMAT AND FORMS**

**APPLICANTS MUST CONTACT THE APPROPRIATE  
REGIONAL AWARDS COORDINATOR FOR APPLICATION  
SUBMISSION DEADLINE DATES BEFORE COMPLETING  
THE FORMS**

**2007 Clean Water Act Recognition Awards  
Pretreatment, Stormwater Management, Combined Sewer Overflow Control Excellence  
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**PRETREATMENT PROGRAM EXCELLENCE AWARDS  
STORMWATER MANAGEMENT EXCELLENCE AWARDS  
COMBINED SEWER OVERFLOW (CSO) CONTROL PROGRAM  
EXCELLENCE AWARDS**

**INTRODUCTION**

The Environmental Protection Agency's (EPA) Clean Water Act (CWA) Recognition Awards program is authorized by Section 501(e) of the CWA. A framework to implement the awards program is the Code of Federal Regulations 40 (CFR) Part 105. The goals of the national awards program are the following:

- Heighten overall public awareness of the industrial wastewater and wet weather flow control measures,
- Encourage public support of programs that protect the operations of treatment facilities, the health and safety of municipal employees and the public and,
- Protect the water quality of the nation's receiving waters, the reuse and recycling of the effluent and sludge.

This package includes nomination and application instructions and forms for three of the five CWA Awards program categories: Pretreatment Program Excellence, Stormwater Management Excellence, and Combined Sewer Overflow Control (CSO) Program Excellence. Nominated projects and programs will be requested to complete the appropriate sections specified in Part B of Instructions, Questionnaire Format, and Forms. Nominees recommended by EPA Regions for the national award will be asked to also complete the attached Application Form.

The Pretreatment Program Excellence awards encourage public support of programs that protect the operations of treatment facilities, the health and safety of municipal employees and the public. The applicant/nominee must demonstrate how they implemented all pretreatment requirements in 40 CFR Part 403, approved pretreatment programs, and all requirements of their National Pollutant Discharge Elimination System (NPDES) permits.

Stormwater Management Excellence awards recognize outstanding efforts to manage stormwater, either on a voluntary basis or in response to regulatory or statutory requirements. The awards increase public awareness of industrial and municipal stormwater impacts and necessary control measures. Innovative stormwater control programs or projects that are in compliance with all applicable regulatory requirements, NPDES permits, and site-specific management plans and programs will be recognized.

The CSO awards recognize projects that are consistent with EPA's 1994 National CSO Control Policy. Nominated projects should be cost-effective, show an innovative approach to planning and, where possible, have documented environmental benefits.

**2007 Clean Water Act Recognition Awards  
Pretreatment, Stormwater Management, Combined Sewer Overflow Control Excellence  
Instructions, Questionnaire Format, and Forms**

**AWARDS CRITERIA**

1. States and Tribes should recommend facilities, projects and programs to their EPA Regional offices for consideration of an award. Nominations for the national awards should be recommended by EPA Regions to complete the application package for submission to headquarters by the **June 8, 2007**, national deadline.
2. Prior to submitting formal nominations to EPA Headquarters, EPA Regions must screen potential nominees in accordance with the Agency's policy on Compliance Screenings for EPA Partnership Programs located at <http://www.epa.gov/partners2/resource/ppsguide.pdf>. Screenings should also include the use of Quarterly Noncompliance Reports (QNCRs), the Permit Compliance System (PCS) or Integrated Compliance Information System-NPDES data, the Office of Compliance's Online Tracking Information System (OTIS) to apply the Agency's Integrated Data for Enforcement Analysis (IDEA) system, and other sources including institutional knowledge.
3. For the National Pretreatment Program Excellence Awards, EPA Regions (and States recommending nominations to Regions) are asked to nominate facilities that warrant recognition for their operation of exemplary pretreatment programs. Applicants/Nominees can show environmental gains or surpass the minimum requirements by conducting extensive outreach, pollution prevention, or training, as indicated in 40 CFR Part 403.
4. Nominees for the National Stormwater Management Excellence Awards should be implementing innovative stormwater control programs or projects for an industrial facility or municipality/watershed and be in compliance with all applicable regulatory requirements, NPDES permits, management plans and programs.
5. For the National CSO Control Program Excellence Awards, nominees should be implementing programs consistent with EPA's 1994 National CSO Control Policy. Nominated programs should also be cost-effective, show an innovative approach to planning and, where possible, have documented environmental benefits.
6. Winners of the EPA's 2006 national awards should not re-apply in the same award category until 2009. However, a 2006 national winner may be eligible to apply for an award this year in any of the other awards program categories. The program currently has five awards program categories.

**2007 Clean Water Act Recognition Awards  
Pretreatment, Stormwater Management, Combined Sewer Overflow Control Excellence  
Instructions, Questionnaire Format, and Forms**

ICR No. 1287.07, OMB Control # 2040-0101  
ICR No. 0002.09, OMB Control No. 2040.0009

|                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>PRETREATMENT PROGRAM EXCELLENCE AWARDS<br/>STORMWATER MANAGEMENT EXCELLENCE AWARDS<br/>COMBINED SEWER OVERFLOW CONTROL PROGRAM EXCELLENCE</b></p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|

**NOMINATION QUESTIONNAIRE, FORMAT AND FORMS**

**I. APPLICANT/NOMINEE COMPLIANCE CERTIFICATION**

A. Official Name of Program or Project \_\_\_\_\_  
(Should be consistent with the NPDES Permit, if applicable, and will be engraved on any awards material.)

City and State \_\_\_\_\_

B. Nomination Category (fill in the line for the category of interest.)

- Municipal Pretreatment Program: 0-5 \*SIUs\_\_\_\_; 6-20 SIUs\_\_\_\_ More than 21 SIUs\_\_\_\_.
- (a) Municipal/Watershed, or (b) Industrial (circle one) Stormwater Management Program or Project \_\_\_\_\_.
- Municipal CSO Control Program or Project \_\_\_\_\_

C. Previous national award winner? \_\_\_\_ If yes, provide year and category\_\_\_\_\_.

D. Application Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E. EPA regional representative making the recommendation and certifying compliance record.  
(Please attach copy of NPDES permit, \*\*PCS ICIS-NPDES Summary or other documentation.)

\_\_\_\_\_  
Signature / Date

Date and results of Regional enforcement screening; or, date of most recent compliance inspection. (Attach QNCR and PCS ICIS printout.)

\_\_\_\_\_

\* SIUs – Significant Industrial Users  
\*\* PCS- Permit Compliance System data/ICIS-Integrated Compliance Information System

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**II. AWARD NOTIFICATION OFFICIAL/REPRESENTATIVE**

**A. Elected Administrator (i.e., Mayor, Authority Board President, Commissioner)**

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

**III. POLITICAL NOTIFICATION**

**A. U.S. Senators and Representatives Names and Addresses:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. State Governor's Name and Address:** \_\_\_\_\_

\_\_\_\_\_



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**INSTRUCTIONS**

The section below should be completed by the appropriate EPA Pretreatment, Storm Water, or CSO Coordinator. Additional questions specifically for the Pretreatment Program awards are noted.

**I. COMPLIANCE:** *If your answer to questions (a) through (c) is “yes”, please attach an explanation of why you still wish to nominate this program for an excellence award.*

**YES NO**

\_\_\_ \_\_\_

a) During the 12 months prior to the nomination, the nominee may not appear on the quarterly noncompliance report (QNCR), except when listed as "resolved." Has the nominated program been in reportable noncompliance (RNC) or significant noncompliance (SNC) for CWA requirements at any time since February 2003?

*If you answered “yes” to (a) above, please attach a copy of the report on which the nominated program appeared.*

\_\_\_ \_\_\_

b) Is the program the subject of a pending administrative or judicial CWA enforcement action at the time of nomination?

\_\_\_ \_\_\_

c) Has the program significantly violated a milestone in an ongoing administrative or judicial compliance schedule within two years of its nomination?

***Coordinators should answer Sections (d) through (j) for the Pretreatment Program awards only. If your answer to (d) through (g), is “no”, please attach an explanation of why you still wish to nominate this program for an excellence award.***

\_\_\_ \_\_\_

d) Over the past 12 months, have all Significant Industrial Users (SIUs) discharged to the POTW been operated under current permits (not expired) or other control mechanisms?

\_\_\_ \_\_\_

e) Has each SIU been inspected and sampled at least once per year for the last 3 reporting years?

\_\_\_ \_\_\_

f) Has the POTW incorporated the definition of (SIU) (40 CFR 403.3(l)) into its legal authority.

\_\_\_ \_\_\_

g) Has the pretreatment program been incorporated into the POTW’s NPDES permit?

\_\_\_ \_\_\_

h) Total Wastewater Flow from all Treatment plants Operated by the

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Control Authority.

i) Date of last Pollution Compliance Inspection (PCI) \_\_\_\_\_  
Date of last Audit \_\_\_\_\_.

j) The last PCI or audit DID or DID NOT (**Circle one**) indicate deficiencies that were of significant concerns to the EPA Regional Coordinator nominating the POTW for the award or that otherwise indicated areas of concern regarding administration, implementing or enforcement of the approved pretreatment program.

Attach a copy of the latest Audit/PCI (without attachments) and discuss the POTW's response to the findings.

k) The significant noncompliance (SNC) rate for SIUs for the POTW over the last 12 months or over the last reporting period: \_\_\_\_\_%.

This represents \_\_\_\_\_ SIUs of the total \_\_\_\_\_ SIUs permitted by the POTW.

If the SNC rate exceeded 10 percent, the regional program coordinator should provide a written explanation for continuing the nomination process for the POTW.

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**REGIONAL PRETREATMENT AWARDS PROGRAM COORDINATORS**

**Region 1**

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**REGIONAL STORMWATER MANAGEMENT AWARDS PROGRAM COORDINATORS**

**Region 1**

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**REGIONAL COMBINED SEWER OVERFLOWS (CSO) AWARD COORDINATORS**

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**REGIONAL COMBINED SEWER OVERFLOWS (CSO) PROGRAM CHIEFS**

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**INSTRUCTIONS**

**TO BE COMPLETED BY APPLICANTS OR NOMINEES FOR PRETREATMENT,  
STORMWATER AND CSO AWARDS**

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**PART I:**

Please complete Questions (1) through (6) in Part I for background information of the application form. Only nominees for Pretreatment Awards should complete Part I Questions (7), (8), and (9).

**PART II:**

For Part II of the application, please complete only those questions that apply to the Excellence Award for which your facility has been nominated.

- **Nominees for Pretreatment Awards must answer the 8 questions in Section A pages B-15 and B16.**
- **Nominees for Stormwater Management Awards must answer the 7 questions in Section B on pages B16 and B-17.**
- **Nominees for CSO Control Awards must answer the 7 questions in Section C on pages B17 and B18.**

These questions should be completed by the person responsible for the nominated program or project and should be **less than twenty (20) double-spaced 8.5" x 11" pages** of text and graphics. All applicable award justification questions should be answered in these 20 pages. Your responses should be kept as concise as possible. Please provide only essential information in your response to each of the award justification questions.

For each program for which you have been nominated, please provide clear information explaining how your facility is implementing an innovative pollution control program that has produced exceptional results and merits national recognition. Also discuss how your program or project has gone beyond the basic regulatory or policy requirements, NPDES permit requirements, and management plans and programs, especially detailing watershed management and program integration initiatives related to your nominated program.

Please provide up to three photographs of activities, events, or facilities that highlight or showcase your program. Photographs must be suitable for reproduction and publication in local press releases, WEF's *Water Environment & Technology* publication. Please do not send negatives, slides, or xerographic copies of photographs. Because your photographs may be published, you must identify each person in the photographs and provide a brief caption

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describing the activity pictured. The photographs will not be returned.

**Three (3) copies of the completed application materials must be submitted by mail or courier and one copy electronically no later than June 9, 2007.** You may e-mail your application materials to Patricia Campbell at [Campbell.Patricia@epa.gov](mailto:Campbell.Patricia@epa.gov), or you may send your application materials via mail or courier service to:

U.S. Mail deliveries:

U.S. Environmental Protection Agency  
Office of Wastewater Management  
Municipal Assistance Branch  
William Hasselkus, CWA Awards Program Coordinator  
1200 Pennsylvania Avenue, N.W., Mail Code 4204M  
Washington, DC 20460

Courier deliveries:

U.S. Environmental Protection Agency  
Office of Wastewater Management  
Municipal Assistance Branch  
William Hasselkus, CWA Awards Program Coordinator  
1201 Constitution Avenue, N.W.  
EPA East, Room, 7310C  
Washington, DC 20004



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**PART I. BACKGROUND INFORMATION**

(1) Official Facility/Program/Project Name \_\_\_\_\_  
(Name will be engraved on awards material, if award is given.)  
City and State \_\_\_\_\_

(2) Award Application Category: \_\_\_\_\_  
(Insert Pretreatment, Stormwater or CSO Award)

(3) Previous national Clean Water Act Award winner? \_\_\_\_\_ If yes, what year? \_\_\_\_\_

(4) Application Contact \_\_\_\_\_  
Title \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

(5) **Award Notification Official:**

Elected Administrator, (e.g., Mayor, Authority Board President, Commissioner)

Name \_\_\_\_\_

Organizational Title \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

(6) **Political Notification:**

State Governor's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Names of U.S. Senators and Representatives \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

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**FOR PRETREATMENT APPLICATIONS ONLY: (Questions 7, 8, and 9)**

**Question 7**

| <b>POTW DATA (For all POTW Treatment Plants)</b> |                                                |                                                  |                                         |
|--------------------------------------------------|------------------------------------------------|--------------------------------------------------|-----------------------------------------|
| <b>NPDES #s for all POTW Treatment Plants</b>    | <b>Total Design Flow (MGD) (Daily Average)</b> | <b>Total Actual Flow * (MGD) (Daily Average)</b> | <b>Percent Industrial Flow Received</b> |
|                                                  |                                                |                                                  |                                         |
| <b>TOTAL</b>                                     |                                                |                                                  |                                         |

- Total actual wastewater flow of all POTW treatment plants operated by the Control Authority including flows that are contributed by other jurisdictions but are still covered by the control Authority’s pretreatment program. Flows from jurisdictions covered by another Control Authority’s pretreatment program should not be included.

**Question 8**

| <b>SIGNIFICANT INDUSTRIAL USER DATA (For all POTW Treatment Plants)</b> |                                                      |                                                     |                                                                              |                                 |                                            |
|-------------------------------------------------------------------------|------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------------------|---------------------------------|--------------------------------------------|
| <b>NPDES #s for all POTW Treatment Plants</b>                           | <b>Number of Categorical Industrial Users (CIUs)</b> | <b>% of CIUs in Significant Noncompliance (SNC)</b> | <b>Number of Significant Non-Categorical Industrial Users (Non-Cat SIUs)</b> | <b>% of Non-Cat SIUs in SNC</b> | <b>Total Number of CIUs + Non-Cat SIUs</b> |
|                                                                         |                                                      |                                                     |                                                                              |                                 |                                            |
| <b>TOTAL</b>                                                            |                                                      |                                                     |                                                                              |                                 |                                            |

**Question 9.**

What type of non-domestic users does the POTW have? Please indicate when a certain type of industry or commercial facility represents a substantial portion of the POTW’s influent load.

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**II. WRITTEN NARRATIVE**

- A. The applicant should include in the package a narrative that documents their outstanding, unique and innovative water quality achievements based on the criteria for the awards program category. The categories for consideration are Pretreatment Program Management, Stormwater Management Excellence and Combined Sewer Overflow Control Program Excellence. The principal reason for the nomination should be included. The narrative should consist of no more than two pages and be written in a format that clearly summarizes the achievements addressed in your answers to the questions in Part III, below.

EPA is placing special emphasis on programs that use a watershed approach and integrate pretreatment with combined sewer overflow and municipal stormwater control programs to minimize wet weather impacts.

- B. Include photographic prints that may be used in publications of EPA's award recognition program.

**PART III. AWARD JUSTIFICATION QUESTIONS**

**A. PRETREATMENT PROGRAM QUESTIONS**

- (1) Please attach a copy of the pretreatment section of your NPDES Permit. Also, please attach a copy of the effluent limits page(s) from your NPDES permit. For pretreatment programs with more than one POTW, please include the effluent limits page(s) from the wastewater treatment facility that receives the greatest amount of industrial wastewater. (These required attachments will not be counted as part of your total 20 page allotment)

For items (2) through (8), describe how your program goes beyond the regulatory minimum requirements.

- (2) How does your pretreatment program identify industrial users and update your list of industrial users (continuous dischargers, batch dischargers, zero dischargers, waste haulers, etc.)?
- (3) How does your pretreatment program control wastes discharged by non-domestic users (industrial and commercial) of the POTW's system? Provide the results of these procedures (e.g., reduced loadings, increase in number of zero discharge facilities, etc.).
- (4) How does your pretreatment program monitor its environmental performance (Industrial User (IU) self monitoring, POTW monitoring and inspection program, ambient monitoring, QA/QC programs, data handling and record keeping, and integrating the pretreatment program with other municipal programs)?

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- (5) How does your pretreatment program derive its technically-based local limits? Discuss the frequency with which these limits are updated. Provide information concerning maximum allowable headworks loading (MAHL), maximum allowable industrial loading (MAIL), and allocation methods. Please use the following table to organize some of the information:

| <b>Pollutant</b> | <b>Limiting Criterion</b> | <b>MAHL<br/>*</b> | <b>MAIL<br/>**</b> | <b>Allocation Method</b> | <b>Highest Influent Monitoring (lbs/day)<br/>(over last 3 years)</b> |
|------------------|---------------------------|-------------------|--------------------|--------------------------|----------------------------------------------------------------------|
|                  |                           |                   |                    |                          |                                                                      |
|                  |                           |                   |                    |                          |                                                                      |
|                  |                           |                   |                    |                          |                                                                      |
|                  |                           |                   |                    |                          |                                                                      |
|                  |                           |                   |                    |                          |                                                                      |

\* Maximum Allowable Headworks Loading

\*\* Maximum Allowable Industrial Loading

- (6) How does your pretreatment program reach out to industries and the public (notification of requirements, notification of program performance throughout the year, Internet sites, etc.)?
- (7) How does your pretreatment program ensure industrial user compliance?
- (8) How is your pretreatment program incorporating pollution prevention program(s) or other innovative program(s)? Discuss the results of the program(s); specifically how this program(s) makes the pretreatment program more effective, in terms of both resource utilization and environmental improvements. Also discuss how the program(s) apply watershed management initiatives.

**B. STORMWATER MANAGEMENT PROGRAM QUESTIONS**

- (1) Describe the conditions which existed prior to the development and implementation of your program/project, including any relevant environmental and ecological factors. Briefly characterize your pollutants of concern and the potential sources of them. Include any other pertinent information which provides more clarity on the challenges that had to be overcome by your program/project (e.g., legal challenges, development pressures, physical limitations, etc.)
- (2) Describe in detail your stormwater program/project. Attach any diagrams, maps, or similar materials which support your description.
- (3) If your program/project is integrated within a more extensive program, describe how the

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overall program functions and how your part supports the overall goals. In addition, explain how your program/project addresses any watershed management initiatives.

- (4) Explain the factors or circumstances which led to the decision to use your selected approach. Briefly describe any alternative approaches that were considered and why alternatives were rejected.
- (5) Describe how your program/project achieves its goal or objectives? Have you been able to document, through monitoring or some other means, the environmental benefits of your program/project? If yes, please describe. Also provide details about any unexpected or side benefits or problems from the program/project?
- (6) What were the costs for developing and implementing the program/project? How is the program/project financed? Were any Federal or State funds used in developing and implementing the program/project? If so, identify the funding source and the amount contributed by each source.
- (7) Has the program/project been cost effective in terms of the benefits achieved? If so, provide documentation supporting the cost effectiveness.

**C. CSO CONTROL PROGRAM QUESTIONS**

- (1) Describe in detail the CSO program or project for which you were nominated. Attach any diagrams, maps, or other similar materials which support your description.
- (2) What control measures have you identified for implementation under each of the nine minimum controls outlined in EPA's CSO Control Policy? How have you implemented the nine minimum controls? What is the status of your implementation efforts? When did you submit your documentation showing this status to the NPDES permitting authority?
- (3) Are you developing (or have you developed) a long-term CSO control plan in accordance with the recommendation in the CSO control policy? Describe the plan and your efforts to include the public in the decision-making process. How does or will your long-term control plan identify any sensitive areas? Which method for showing attainment of applicable water quality standards have you used or will you use demonstration or presumption? Show how the cost and performance of the alternative control measures are or will be considered in developing your long-term control plan. What is your schedule for implementing the selected long-term CSO control measures?
- (4) Explain how you characterized your collection system, CSOs, and the impacts of the CSOs on the receiving water body. Did you develop a monitoring and modeling plan? If so, briefly describe its elements, identifying any modeling programs that you used and describing your use of historical data. Describe how you assess the impacts of CSOs and the effectiveness of CSO control measures on receiving waters and uses (e.g. beach

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closures, shellfish bed closures).

- (5) What are the goals or objectives of your CSO control program? Has the program achieved these goals and objectives? What environmental benefits have been realized as a result of your program? Describe any unexpected or side benefits from the program (new recreational facilities, increased property values, etc.)? What performance measures or indicators do you or will you use to determine the benefits of the program?
- (6) How did you coordinate with other municipalities and point source dischargers to determine the level of control necessary to achieve applicable water quality standards in the watershed? How did you evaluate (or do you plan to evaluate) the applicability of the current water quality standards to wet weather conditions in the watershed? Are you and other point source dischargers in the watershed planning to do (or have you done) a use attainability analysis? If so, describe the process and results.
- (7) What innovative actions has your control program taken to reduce costs, maximize the use of existing resources and system capacities, foster public participation, or explore funding options? Explain how your selected control measures represent innovative approaches to CSO control using existing technologies. If your program uses any new technologies, please describe.