



State of Ohio Environmental Protection Agency

**Southwest District Office**

401 E. Fifth St.  
Dayton, Ohio 45402

TELE: (937) 285-6357 FAX: (937) 285-6249  
www.epa.state.oh.us

Ted Strickland, Governor  
Lee Fisher, Lieutenant Governor  
Chris Korleski, Director

December 29, 2009

Mayor and Council  
Village of Quincy  
P.O. Box 126  
Quincy, Ohio 43343

RE: Corrected Cover Letter, to replace December 17, 2009 Quincy Compliance Evaluation Inspection / Notice of Violation

Dear Mayor and Council:

On December 8, 2009 Joe Reynolds performed a Compliance Evaluation Inspection at the Quincy Waste water Treatment Plant.

The inspection was conducted as part of the compliance review for the plant. This inspection included a more in depth examination of the laboratory than has been done previously. The intent is to assist the Village in being able to document that the data produced by the laboratory is "true and accurate" and is therefore defensible. Please note that the NPDES permit in part III states that the permittee shall "Periodically calibrate and perform maintenance on all monitoring and instrumentation at intervals to ensure accuracy of measurements". Furthermore the certification statement required with the submittal of discharge monitoring reports asks the signer to certify "I believe the submitted information true, accurate and complete."

The inspection findings are included in the attached report. The report contains two items which require a response. The response dates for each of the items is noted in the Items Requiring a Response section of the report.

If you have any question concerning the inspection please contact Mr. Reynolds at (937) 285 - 6097.

Sincerely,

**Maryn Burd**  
Compliance Supervisor  
Division of Surface Water

cc: Ken Mc Alexander, Operator of Record  
Kirk Helmandollar



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December 17, 2009

Mayor and Council  
Village of Quincy  
P.O. Box 126  
Quincy, Ohio 43343

RE: Quincy Compliance Evaluation Inspection / Notice of Violation

Dear Mayor and Council:

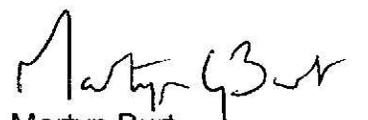
On December 8, 2009 Joe Reynolds performed a Compliance Evaluation Inspection at the ~~Mechanicsburg~~ Waste water Treatment Plant.

*Quincy*  
The inspection was conducted as part of the compliance review for the plant. This inspection included a more in depth examination of the laboratory than has been done previously. The intent is to assist the Village in being able to document that the data produced by the laboratory is "true and accurate" and is therefore defensible. Please note that the NPDES permit in part III states that the permittee shall "Periodically calibrate and perform maintenance on all monitoring and instrumentation at intervals to ensure accuracy of measurements". Furthermore the certification statement required with the submittal of discharge monitoring reports asks the signer to certify "I believe the submitted information true, accurate and complete."

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If you have any question concerning the inspection please contact Mr. Reynolds at (937) 285 - 6097.

Sincerely,

  
Martyn Burt  
Compliance Supervisor  
Division of Surface Water

cc: Ken Mc Alexander, Operator of Record  
Kirk Helmandollar





State of Ohio Environmental Protection Agency  
Southwest District Office

NPDES Compliance Inspection Report

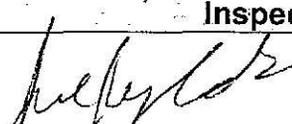
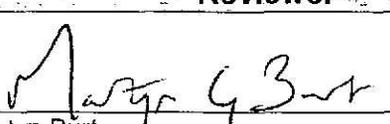
Section A: National Data System Coding					
Permit #	NPDES#	Month/Day/Year	Inspection Type	Inspector	Facility Type
1PB00036*DD	OH0035882	12/08/2009	C	S	1

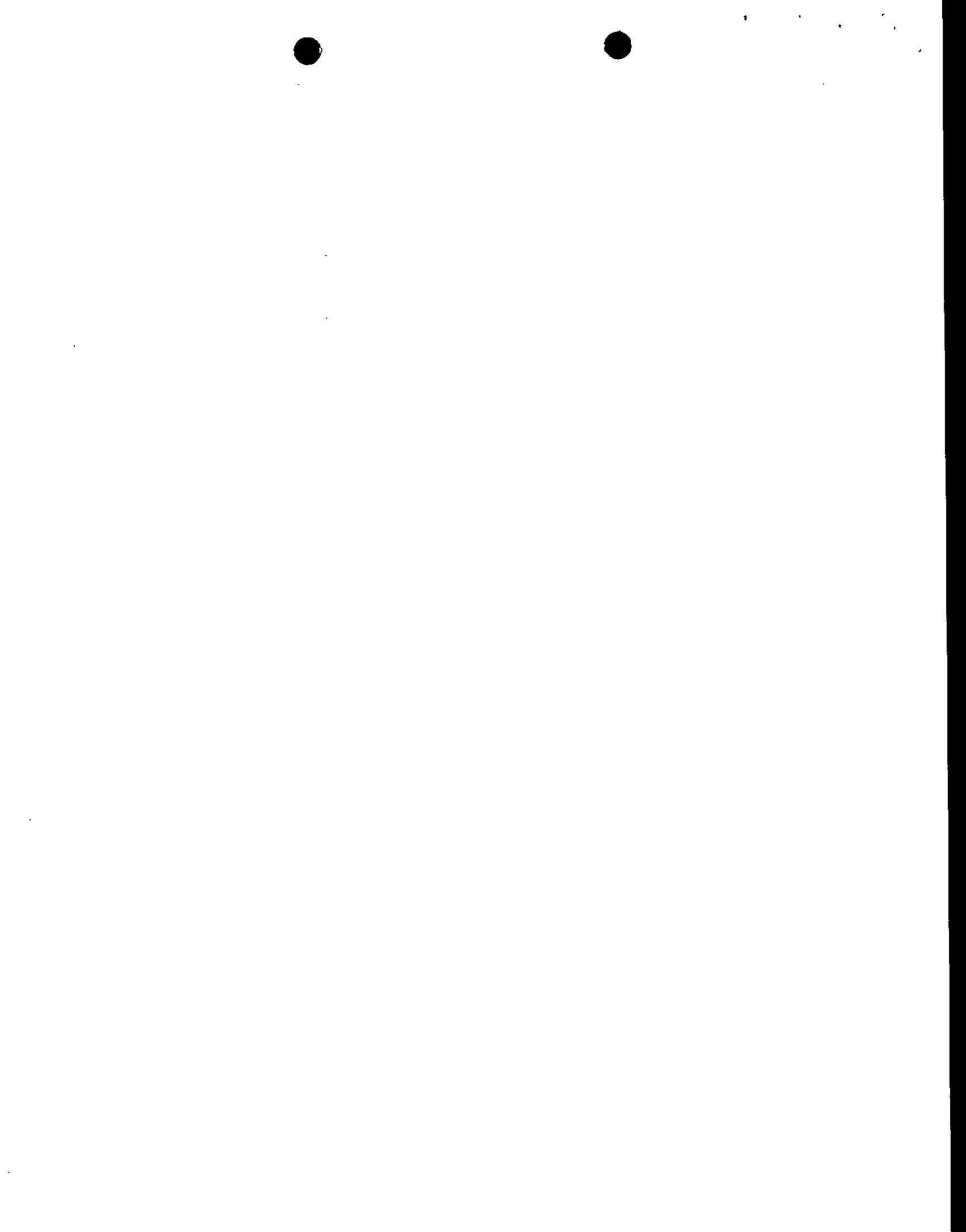
Section B: Facility Data		
Name and Location of Facility Inspected	Entry Time	Permit Effective Date
Village of Quincy / Degraff 5820 State Route 235 (North of GMR) Quincy, Ohio 43343	9:00 AM	11/1/2007
	Exit Time	Permit Expiration Date
	12:05 PM	10/31/2012
Name(s) and Title(s) of On-Site Representatives	Phone Number(s)	
Ken McAlexander, Superintendent Toni Cox, Lab Technician	(937) 585 - 4054 Plant (937) 585 - 5160 Degraff Vill. Hall	
Name, Address and Title of Responsible Official	Phone Number	
Mayor and Council, Village of Quincy P.O. Box 126 Quincy, Ohio 43343	(937) 585 - 5314 Quincy Clerk's Office	

Section C: Areas Evaluated During Inspection					
(S = Satisfactory, M = Marginal, U = Unsatisfactory, N = Not Evaluated)					
S	Permit	S	Flow Measurement	N	Pretreatment
S	Records/Reports	M	Laboratory	N	Compliance Schedule
S	Operations & Maintenance	S	Effluent/Receiving Waters	S	Self-Monitoring Program
S	Facility Site Review	S	Sludge Storage/Disposal	N	Other
M	Collection System				

**Section D: Summary of Findings (Attach additional sheets if necessary)**

See attached report.

Inspector	Reviewer
 Date 12/17/09 Joe Reynolds Division of Surface Water Southwest District Office	 Date 12/18/09 Martyn Burt Compliance & Enforcement Supervisor Division of Surface Water Southwest District Office



Permit # :  
NPDES #:

Sections E thru K: Complete on all inspections as appropriate  
Y – Yes, N – No, N/A – Not Applicable, N/E – Not Evaluated

**Section E: Permit Verification**

Inspection observations verify the permit

- (a) Correct name and mailing address of permittee ..... Y
- (b) Correct name and location of receiving waters..... Y
- (c) Product(s) and production rates conform with permit application (Industries)..... N/A
- (d) Flows and loadings conform with NPDES permit..... Y
- (e) Treatment processes are as described in permit application... Y
- (f) New treatment process(es) added since last inspection..... N
- (g) Notification given to State of new, different or increased discharges..... N/A
- (h) All discharges are permitted..... Y
- (i) Number and location of discharge points are as described in permit..... Y

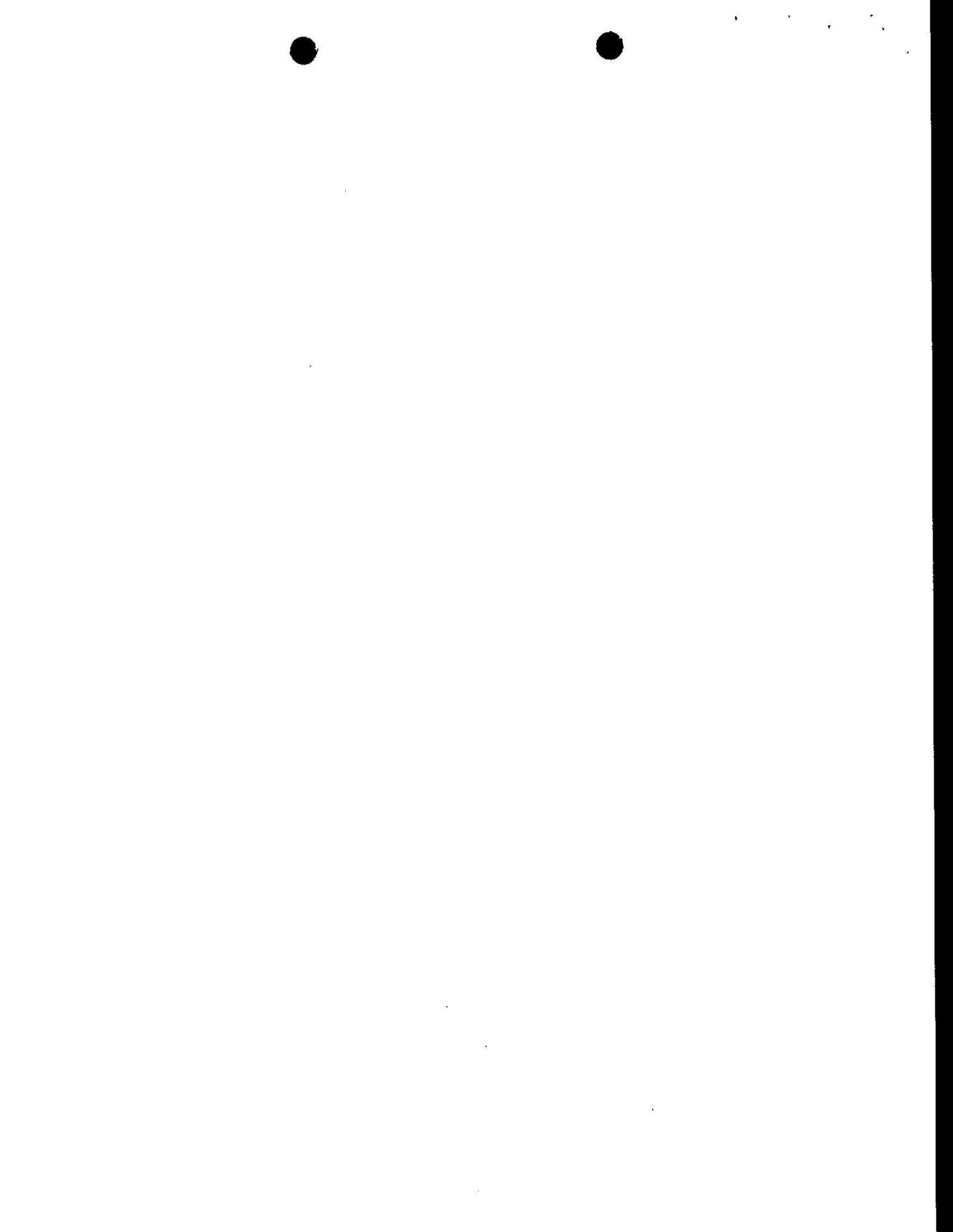
Comments/Status:

The village of Degraff has reduced flows by 8%, the result of recent grout work.

**Section F: Compliance**

- (a) Any significant violations since the last inspection..... N
- (b) Permittee is taking actions to resolve violations..... N/A
- (c) Permittee has a compliance schedule..... N
- (d) Compliance schedule contained in
- (e) Permittee is meeting compliance schedule..... N/A

Comments/Status:



Permit # :  
NPDES #:

**Section G: Operation & Maintenance**

**Treatment Works:**

Treatment facility properly operated and maintained

- (a) Standby power available.....generator  or dual feed ..... Y
- (b) Adequate alarm system available for power or equipment failures.. Y
- (c) All treatment units in service other than backup units..... Y
- (d) Wastewater Treatment Works classification (OAC 3745-7)..... II
- (e) Operator of Record holds unexpired license of class required by permit..... Y  
Class: III
- (f) Copy of certificate of Operator of Record displayed on-site..... N
- (g) Minimum operator staffing requirements fulfilled (OAC 3745-7)... N/A
- (h) Routine and preventative maintenance scheduled/performed... Y
- (i) Any major equipment breakdown since last inspection..... N
- (j) Operation and maintenance manual provided and maintained.... Y
- (k) Any plant bypasses since last inspection..... N
- (l) Regulatory agency notified of bypasses..... N/A  
On MORs  and/or Spill Hotline (1-800-282-9378)
- (m) Any hydraulic and/or organic overloads since last inspection..... N

**Record Keeping:**

- (a) Log book provided..... Y
- (b) Format of log book (i.e. computer log, hard bound book)  

Spiral bound
--------------
- (c) Log book(s) kept onsite (in an area protected from weather)..... Y
- (d) Log book contains the following:
  - I. Identification of treatment works..... N
  - II. Date/times of arrival/departure for Operator of Record and any other operator required by OAC 3745-7..... Y
  - III. Daily record of operation and maintenance activities (including preventative maintenance, repairs and request for repairs)..... Y
  - IV. Laboratory results (unless documented on bench sheets)... Y
  - V. Identification of person making log entries..... Y
- (d) Has the operator of record submitted written notification to the permittee, Ohio EPA and (if applicable) any local environmental agencies when a collection system overflow, treatment plant bypass or effluent limit violation has occurred..... Y



Permit # :  
NPDES #:

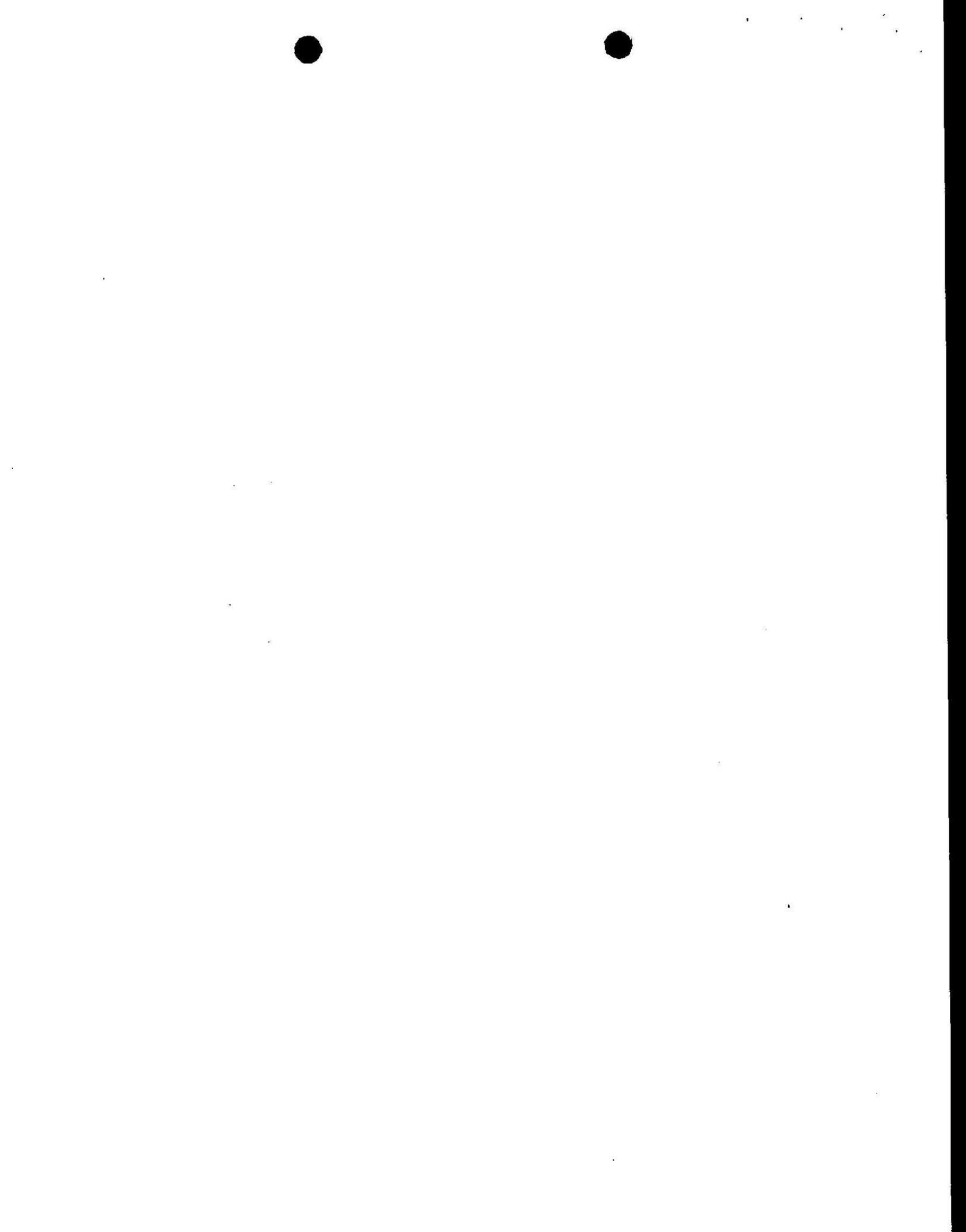
**Section G: Operation & Maintenance (con't)**

**Collection System: Quincy**

- (a) Percent combined system: 0%
- (b) Any collection system overflows since last inspection..... Y  
(CSO  and/or SSO )
- (c) Regulatory agency notified of overflows (SSOs)..... Y
- (d) CSO O&M plan provided and implemented..... N/A
- (e) CSOs monitored and reported in accordance with permit..... N/A
- (f) Portable pumps used to relieve system..... N
- (g) Lift station alarms provided and maintained..... Y
- (h) Are lift stations equipped with permanent standby power  
or equivalent..... Y
- (i) Is there an inflow/infiltration problem (separate sewer system),  
or were there any major repairs to collection system since  
last inspection..... Y
- (j) Any complaints received since last inspection of basement flooding N
- (k) Are any portions of the sewer system at or near capacity..... N

Comments/Status:

The Poplar Street lift station is scheduled for upgrades in early 2010. The control panel and some valving is being relocated. Also a standby generator is being added. Some camera work was performed on the collection system. No major repairs have been made.



Permit # :  
NPDES #:

**Section G: Operation & Maintenance (con't)**

**Collection System: Degraff**

- (a) Percent combined system: 0%
- (b) Any collection system overflows since last inspection..... Y  
(CSO  and/or SSO )
- (c) Regulatory agency notified of overflows (SSOs)..... Y
- (d) CSO O&M plan provided and implemented..... N/A
- (e) CSOs monitored and reported in accordance with permit..... N/A
- (f) Portable pumps used to relieve system..... N
- (g) Lift station alarms provided and maintained..... Y
- (h) Are lift stations equipped with permanent standby power  
or equivalent..... Y
- (i) Is there an inflow/infiltration problem (separate sewer system),  
or were there any major repairs to collection system since  
last inspection..... Y
- (j) Any complaints received since last inspection of basement flooding N
- (k) Are any portions of the sewer system at or near capacity..... Y

Comments/Status:

The force main from Degraff goes from 8" to 6" and back to 8". The 6" section is near capacity.



Permit # :  
NPDES #:

**Section H: Sludge Management**

- (a) Sludge management plan (SMP)  
Submitted date: Approval #: Not submitted  N/A
- (b) Sludge management plan current..... N/A
- (c) Sludge adequately disposed..... Y  
(Method: Land application)
- (d) If sludge is incinerated, where is ash disposed of
- (e) Is sludge disposal contracted..... Y  
(Name: Burch Hydro)
- (f) Has amount of sludge generated changed significantly since  
last inspection..... N
- (g) Adequate sludge storage provided at plant..... N
- (h) Land application sites monitored and inspected per SMP..... Y
- (i) Records kept in accordance with State and Federal law..... Y
- (j) Any complaints received in last year regarding sludge..... N
- (k) Is sludge adequately processed (digestion, pathogen control)..... Y

**Comments/Status:**

The physical structures at the plant provide 45 days of winter storage. Drying beds not effective in winter. Sludge storage bags are being used to make up the difference.

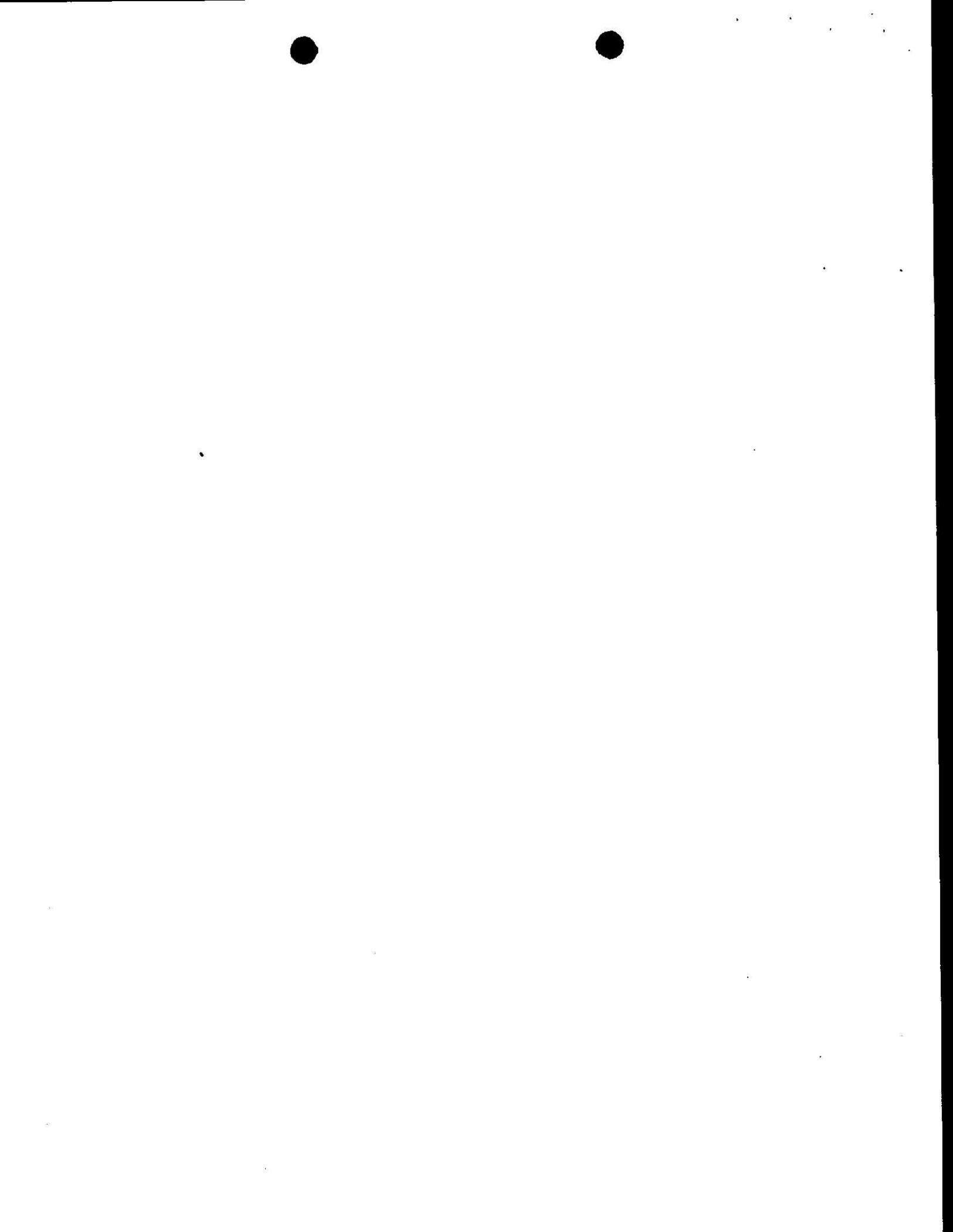
**Section I: Self-Monitoring Program**

**Flow Measurement:**

- (a) Primary flow measuring device operated and maintained..... Y  
Type of device: Ultrasonic & Parshall flume  Ultrasonic & Weir  Weir   
Calculated from influent  Other  (Specify: )
- (b) Calibration frequency adequate ..... Y  
(Date of last calibration: May 21, 2009)
- (c) Secondary instruments operated and maintained..... Y
- (d) Flow measurement equipment adequate to handle full range  
of flows..... Y
- (e) Actual flow discharged is measured..... Y
- (f) Flow measuring equipment inspection frequency  
 Daily  Weekly  monthly  other

**Comments/Status:**

The flow meter is calibrated annually.



Permit # :  
NPDES #:

**Section I: Self-Monitoring Program (con't)**

**Sampling:**

- (a) Sampling location(s) are as specified by permit..... Y
- (b) Parameters and sampling frequency agree with permit..... Y
- (c) Permittee uses required sampling method..... Y  
(see GLC page 5 and 8)
- (d) Monitoring records (i.e., flow, pH, DO) maintained for a minimum of three years including all original strip chart recordings (i.e, continuous monitoring instrumentation, calibration and maintenance records)..... Y

**Laboratory:**

*General*

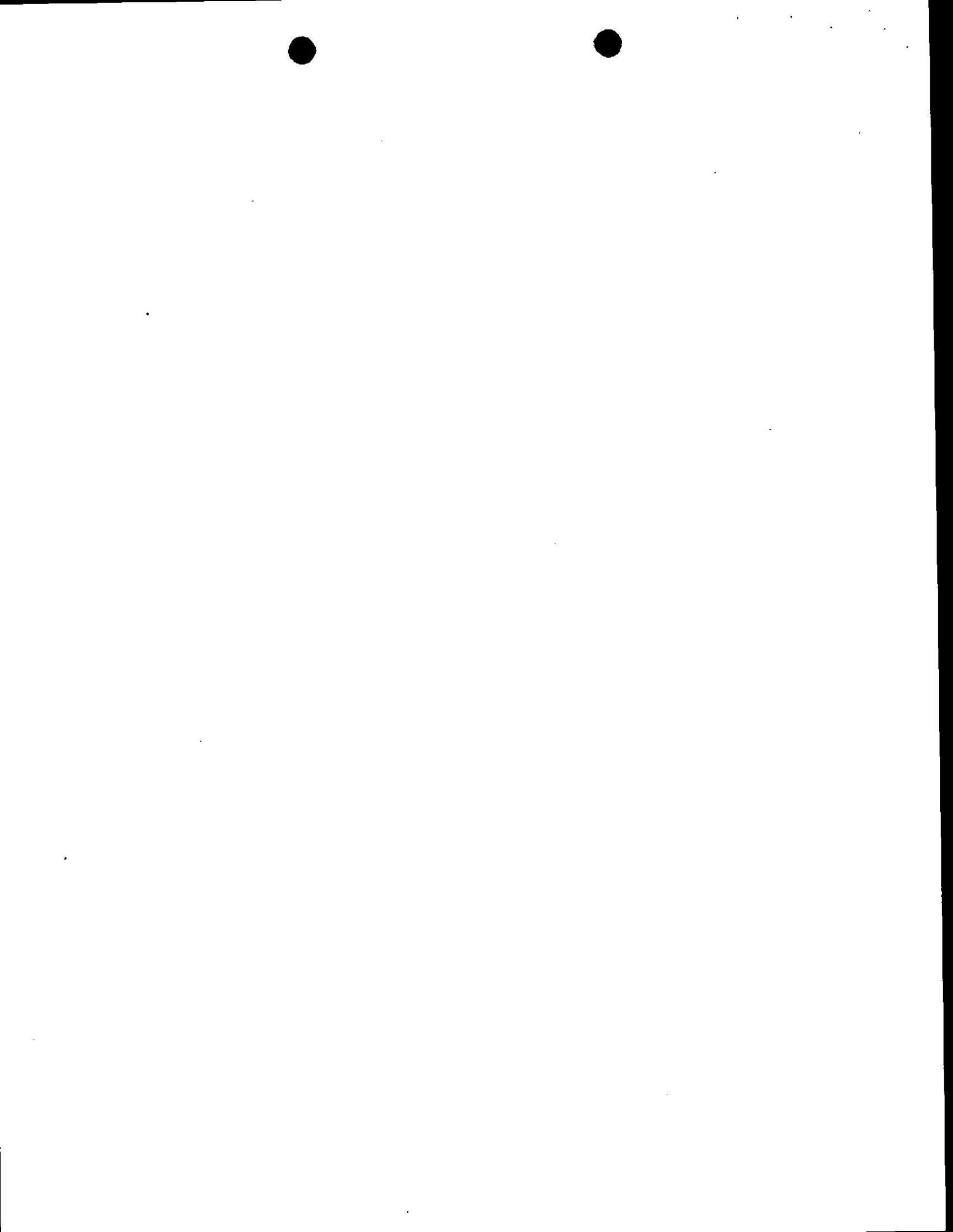
- (a) Do you have written Standard Operating Procedures (SOP's) for all analysis performed onsite? N
- (b) Do SOP's include the following if applicable:
  - Title
  - Scope and Application
  - Summary
  - Sample Handling and Preservation
  - Interferences
  - Apparatus and Materials
  - Reagents
  - Procedure
  - Calculations
  - Quality Control
  - Maintenance
  - Corrective Action
  - Reference (Parent Method)

Note: SOP's are required per Standard Methods 1020A and states "Standard operating procedures are to be used in the laboratory in sufficient detail that a competent analyst unfamiliar with the method can conduct a reliable review and/or obtain acceptable results."

- (c) EPA approved analytical testing procedures used for all analysis (40 CFR 136.3, see GLC page 8). Y
- (d) If alternate analytical procedures are used, proper approval has been obtained..... N/A
- (e) Analyses being performed more frequently than required by permit. N
- (f) If (e) is yes, are results in permittee's self-monitoring report..... N/A

*Quality Control/Quality Assurance*

- (g) Quality assurance manual provided and maintained..... N
- (h) Satisfactory calibration and maintenance of instruments/equipment. Y  
(see score from GLC page 7)
- (i) Results of latest USEPA quality assurance performance sampling program:  Satisfactory  Marginal  Unsatisfactory



Permit # :  
NPDES #:

Date:

- (j) Commercial laboratory used..... Y  
Parameters analyzed by commercial lab: Fecal Coliform, metals,  
NO2/NO3, Oil and Grease and Phosphorus

Lab name: MASI

**Comments/Status:**

The Village also uses Alloway Labs for Mercury and Fecals.

**Section J: Effluent/Receiving Water Observations**

Outfall Number	Outfall sign in place?	Oil sheen	Grease	Turbidity	Foam	Solids	Color	Other
001	NA	NE	NE	NE	NE	NE	NE	NE

**Comments/Status:**

**Section K: Multimedia Observations**

- (a) Are there indications of sloppy housekeeping or poor maintenance in work and storage areas or laboratories..... N
- (b) Do you notice staining or discoloration of soils, pavement or floors.. N
- (c) Do you notice distressed (unhealthy, discolored, dead) vegetation.. N
- (d) Do you see unidentified dark smoke or dust clouds coming from sources other than smokestacks..... N
- (e) Do you notice any unusual odors or strong chemical smells..... N
- (f) Do you see any open or unmarked drums, unsecured liquids, or damaged containment facilities..... N

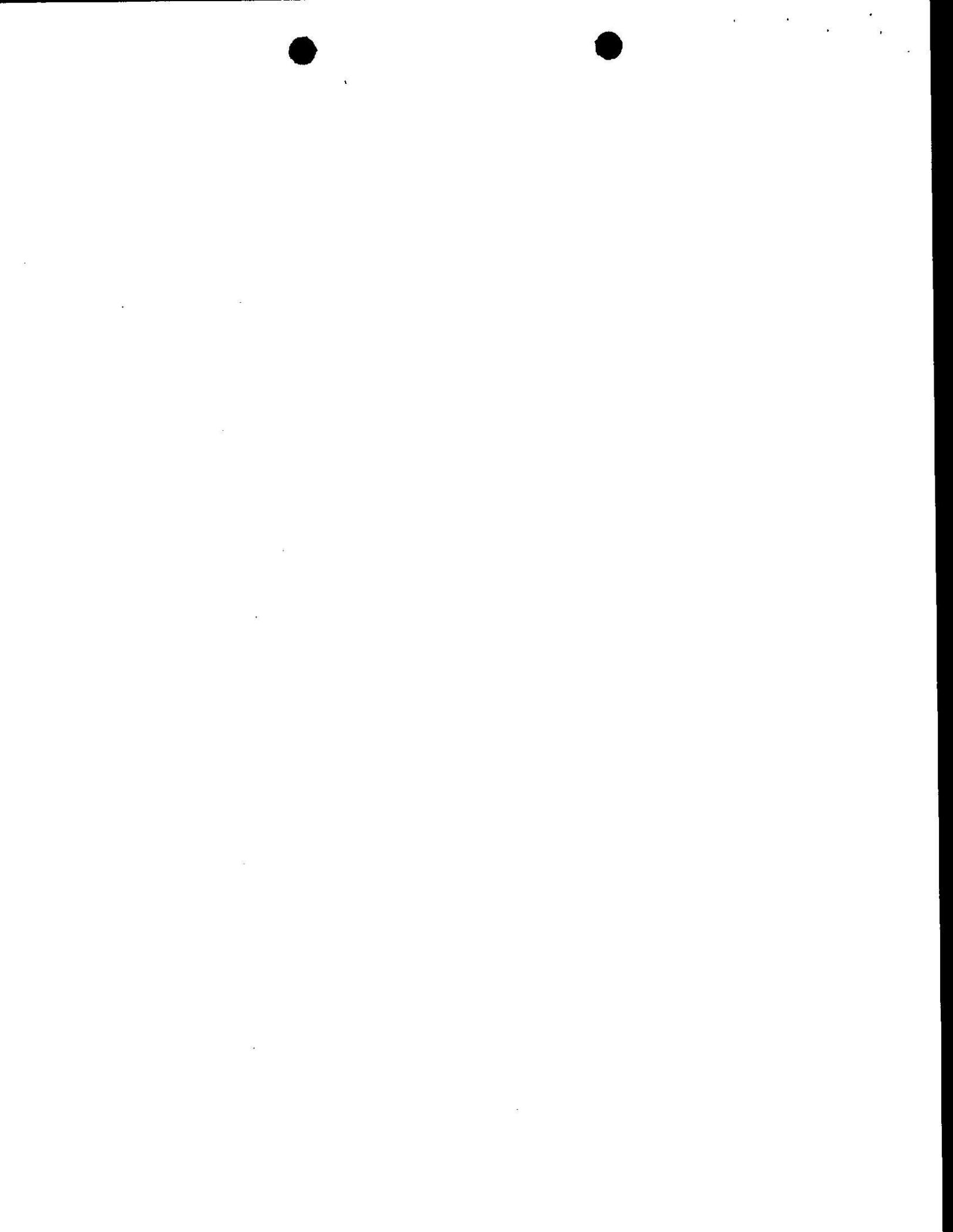
If any of the above are observed, ask the following questions:

- (1) What is the cause of the condition?
- (2) Is the observed condition or source a waste product?
- (3) Where is the suspected contaminant normally disposed?
- (4) Is this disposal permitted?
- (5) How long has the condition existed and when did it begin?



### General Lab Criteria

Criteria	Std Methods Required	Status	Rating
<b>Balance</b> <ul style="list-style-type: none"> <li>• Standard Weights</li> <li>• Calibration Frequency / Documentation</li> <li>• Cleanliness, air movement, vibration</li> </ul>	<ul style="list-style-type: none"> <li>• Either NIST Class s or ASTM/ANSI Class 1 weights <sup>1,2</sup></li> <li>• Calibration verification required for testing over long period of time (e.g. 12 hrs.), or after a large number of samples (every 10 samples)<sup>3</sup></li> <li>• Cleanliness of balance is a must and air movement and vibration needs to be kept to a minimum<sup>1</sup></li> <li>• Service and recalibrate annually (manufacturer representative or comparable)<sup>1</sup></li> <li>• Must be able to measure to 0.1 grams<sup>4</sup></li> <li>• Instrument manual available</li> <li>• Log book maintained<sup>6</sup></li> </ul>	<p style="text-align: center;">Need NIST verifiable wts.</p> <p style="text-align: center;">Need verification</p> <p style="text-align: center;">Acceptable</p> <p style="text-align: center;">Acceptable (annual)</p> <p style="text-align: center;">Acceptable</p> <p style="text-align: center;">Acceptable Need log book</p>	
Comments:			
<b>Drying Oven</b> <ul style="list-style-type: none"> <li>• Temperature Recordkeeping</li> <li>• Calibration Frequency / Documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Thermometer calibrated annually with NIST traceable thermometer<sup>1,2</sup></li> <li>• Correction factor posted on thermometer / equipment<sup>1</sup></li> <li>• Temperature recorded with each use<sup>4</sup></li> <li>• Thermometer temperature in 0.1° C increments<sup>5</sup></li> <li>• Acceptable temperature range is 103° – 105° F <sup>4</sup></li> <li>• Instrument manual available</li> <li>• Log book maintained<sup>6</sup></li> </ul>	<p style="text-align: center;">Need to calibrate with NIST therm.</p> <p style="text-align: center;">Need calibration</p> <p style="text-align: center;">Not currently</p> <p style="text-align: center;">No thermometer</p> <p style="text-align: center;">Per oven read-out</p> <p style="text-align: center;">Acceptable Need log book</p>	







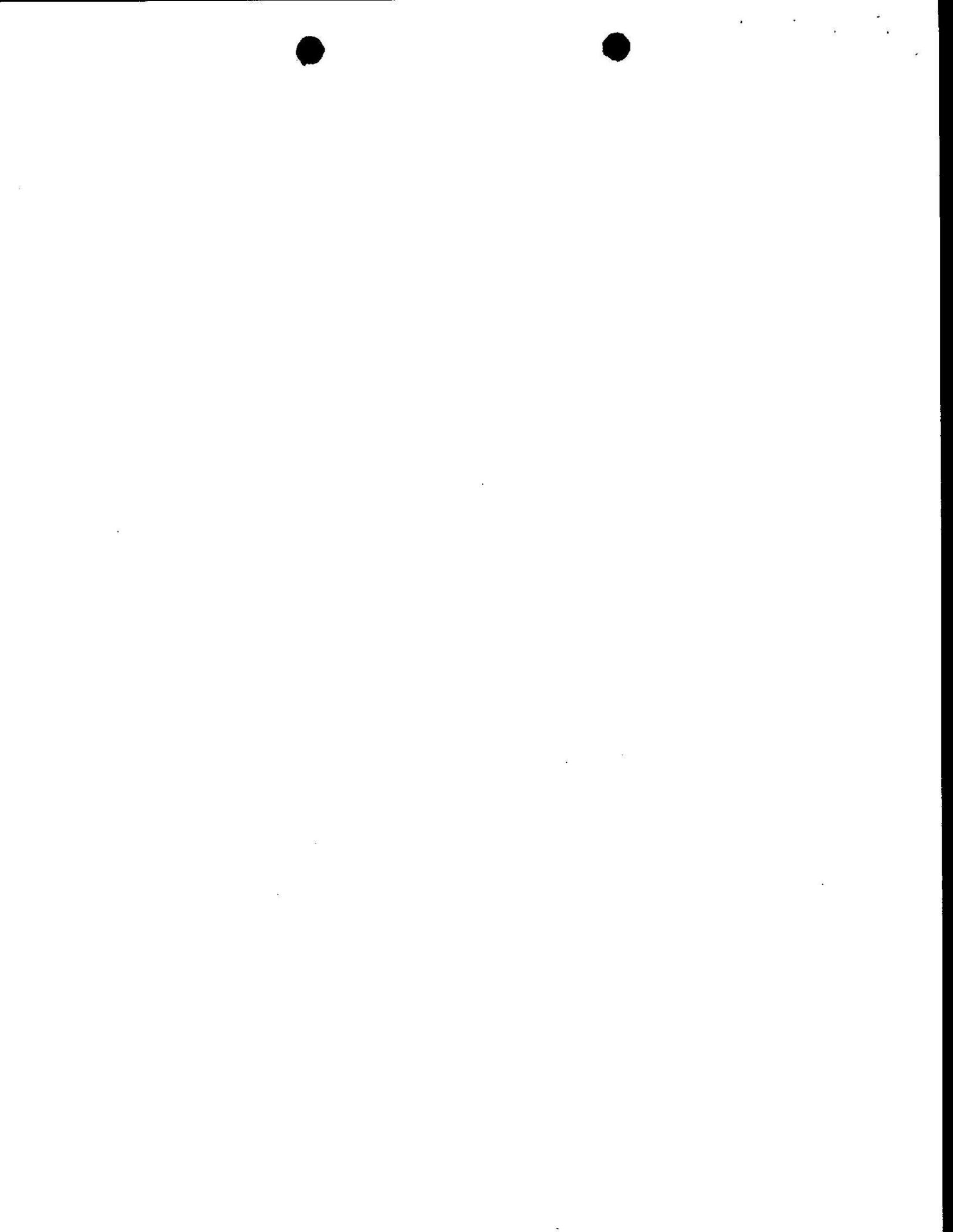
## General Lab Criteria

Comments:			
<b>Incubator</b> <ul style="list-style-type: none"> <li>• Temperature Recordkeeping</li> <li>• Temperature Calibration / Documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Check / record temperature twice daily for each shelf in use<sup>1</sup></li> <li>• Thermometer calibrated annually with NIST traceable thermometer<sup>1,2</sup></li> <li>• Temperature correction information posted on incubator<sup>1</sup></li> <li>• Acceptable temperature range is 20° C +/-1.0°<sup>12</sup></li> <li>• Instrument manual available</li> <li>• Logbook maintained<sup>9</sup></li> <li>• Temperature Log (thermometer reads to 0.1 Celsius).<sup>5</sup></li> </ul>	<p style="text-align: center;">Temp. checked daily</p> <p style="text-align: center;">Need to calibrate with NIST Therm.</p> <p style="text-align: center;">Need to calibrate</p> <p style="text-align: center;">Not in use</p> <p style="text-align: center;">Acceptable</p> <p style="text-align: center;">Need logbook</p> <p style="text-align: center;">Need temperature log</p>	
Comments:			
<b>Refrigerator</b> <ul style="list-style-type: none"> <li>• Temperature Recordkeeping</li> <li>• Temperature Calibration / Documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Temperature Log (thermometer reads to 0.1 Celsius).<sup>5</sup></li> <li>• Thermometer calibrated annually with NIST traceable thermometer<sup>1,2</sup></li> <li>• Thermometer held in water bath.<sup>1</sup></li> <li>• Refrigerator temperature 4° Celsius (+/-2°).<sup>13</sup></li> <li>• Do not store volatile solvents, food, or beverages.<sup>14</sup></li> </ul>	<p style="text-align: center;">Need temperature log</p> <p style="text-align: center;">Need to calibrate with NIST Therm.</p> <p style="text-align: center;">Need thermometer</p> <p style="text-align: center;">No thermometer</p> <p style="text-align: center;">Ref. not used for samples currently</p>	
Comments:			



## General Lab Criteria

<p>Chlorine Meter</p> <ul style="list-style-type: none"> <li>• Calibration Frequency / Documentation</li> <li>• Calibration Method</li> <li>• Standard expiration date</li> <li>• Standards used for calibration</li> <li>• Slope Documentation / Acceptability</li> </ul>	<ul style="list-style-type: none"> <li>• pH / millivolt meter read to 0.1 mV<sup>15</sup></li> <li>• Electrode free of deposits and foreign material</li> <li>• Calibration using three iodate solutions 0.2, 1.0, 5.0 or Calibration per manufacturer specification<sup>16</sup></li> <li>• Calibration verification required for testing over long period of time (e.g. 12 hrs.), or after a large number of samples (every 10 samples)<sup>3</sup></li> <li>• Calibration curve (acceptable slope)</li> <li>• Log book being maintained.<sup>9</sup></li> <li>• Instrument manual available</li> <li>• Standards Expiration Date</li> </ul>	<p style="text-align: center;">NE (out of season)</p>	
<p>Comments:</p>			
<p>Ammonia Meter</p> <ul style="list-style-type: none"> <li>• Calibration Frequency / Documentation</li> <li>• Calibration Method</li> <li>• Standard expiration date</li> <li>• Standards used for calibration</li> <li>• Slope acceptability</li> </ul>	<ul style="list-style-type: none"> <li>• Electrode free of deposits and foreign material</li> <li>• Calibration verification required for testing over long period of time (e.g. 12 hrs.), or after a large number of samples (every 10 samples)<sup>3</sup></li> <li>• Teflon covered magnetic stirrer for sample mixing or equivalent<sup>18</sup></li> <li>• Standards used for calibration (3 ammonia solution 10 mg/l, 1 mg/l, and 0.1 mg/l) or calibration per manufacturer specification<sup>17</sup></li> <li>• Verify calibration slope is acceptable (per manufacturer Spec.).</li> <li>• Log book being maintained<sup>9</sup></li> <li>• Instrument manual available</li> </ul>	<p style="text-align: center;">Acceptable</p> <p style="text-align: center;">Acceptable (3 points)</p> <p style="text-align: center;">Acceptable</p> <p style="text-align: center;">Acceptable</p> <p style="text-align: center;">Acceptable</p> <p style="text-align: center;">Need log book</p> <p style="text-align: center;">Acceptable</p>	



## General Lab Criteria

Comments:			
<b>Sample Handling / Collection</b> <ul style="list-style-type: none"> <li>• Sample Labeling</li> <li>• Chain of Custody</li> </ul>	<ul style="list-style-type: none"> <li>• Samples container labeled (description, date, time, preservative added, initialed).<sup>19</sup></li> <li>• Chain of custody (description, date, time, signature).<sup>19</sup></li> <li>• Composite samples refrigerated during sample collection<sup>14</sup></li> <li>• Equipment blanks utilized<sup>14</sup></li> <li>• SOP for cleaning of sampling equipment</li> <li>• Logbook being maintained<sup>9</sup></li> </ul>	<p style="text-align: center;">Need to label sample container</p> <p style="text-align: center;">Need chain of custody</p> <p style="text-align: center;">Acceptable</p> <p style="text-align: center;">Need to run blanks Need SOP</p> <p style="text-align: center;">Need logbook</p>	
Comments:			
<b>Desiccator</b>	<ul style="list-style-type: none"> <li>• Properly working seals.</li> <li>• Desiccant fresh (blue color)</li> <li>• Log book being maintained<sup>9</sup></li> </ul>	<p style="text-align: center;">NE</p>	
Comments:			



## General Lab Criteria

<p>Benchsheets</p>	<ul style="list-style-type: none"> <li>• Date(s)<sup>2</sup></li> <li>• Analyst initials<sup>2</sup></li> <li>• Equations, calculations, units for all measurements, notations, and results present<sup>2</sup></li> <li>• Calibration information<sup>2</sup></li> <li>• Blue or black ink pen<sup>2</sup></li> <li>• Corrections, single line through, initialed and dated<sup>2</sup></li> </ul>	<p style="text-align: center;">Acceptable Need to initial Need units</p> <p style="text-align: center;">Acceptable Acceptable No corrections noted</p>	
<p>Comments:</p>			
<p>Hot Water Bath</p> <ul style="list-style-type: none"> <li>• Temperature Recordkeeping</li> <li>• Temperature Calibration / Documentation</li> <li>• Water Level</li> </ul>	<ul style="list-style-type: none"> <li>• Temperature Log (thermometer reads 0.2° C)<sup>21</sup></li> <li>• Thermometer calibrated annually with NIST traceable thermometer<sup>1,2</sup></li> <li>• Thermometer total immersion or partial (line on thermometer to ID immersion depth)<sup>1,5</sup></li> <li>• Incubator temperature 44.5° C +/- 0.2°<sup>21</sup></li> <li>• Log book being maintained<sup>9</sup></li> </ul>	<p style="text-align: center;">NE</p>	
<p>Comments:</p>			
<p>Autoclaves / Steam Sterilizers</p> <ul style="list-style-type: none"> <li>• All apparatus utilized is adequately sterilized before use</li> </ul>	<ul style="list-style-type: none"> <li>• Sterilizing temperature 121° C<sup>1</sup></li> <li>• Date, contents, sterilization time and temperature, total time in autoclave, and analyst's initials should be recorded each time the autoclave is used<sup>1</sup></li> <li>• Test monthly for sterilization</li> </ul>	<p style="text-align: center;">NE</p>	



## General Lab Criteria

	efficacy using a biological such as commercially available <i>Geobacillus stearothermophilus</i> in spore strips, suspensions, or capsules <sup>1</sup> <ul style="list-style-type: none"> <li>• Verify the autoclave temperature weekly by using a maximum registering thermometer (MRT) to confirm that 121°C has been reached. <sup>1</sup></li> <li>• Thermometer calibrated annually with NIST traceable thermometer <sup>1,2</sup></li> <li>• Log book being maintained <sup>9</sup></li> </ul>		
Comments:			
		Acceptable	
		Marginal	
		Unacceptable	

Acceptable Ratings – No action required (recommend SOP’s written or updated, perform DMRQA’s for all onsite analysis, recommend voluntary lab analyst certification, written response not required).

Marginal Ratings – Improvements required, written response required (recommend SOP’s be written or updated, recommend they perform DMRQA’s for all onsite analysis, recommend voluntary lab analyst certification, require deficiencies to be addressed in written response).

Unsatisfactory Rating - Improvements required, written response required, NOV issued (recommend SOP’s be written or updated, recommend they perform DMRQA’s for all onsite analysis, recommend voluntary lab analyst certification, require deficiencies to be addressed in written response to NOV).

PAI Audit Recommendation Criteria:

>60% Marginal Rating = Recommend PAI Audit from DES

>45% Combination of Marginal and Unacceptable Rating = Recommend PAI Audit from DES

>30% Unacceptable = Recommend PAI Audit from DES



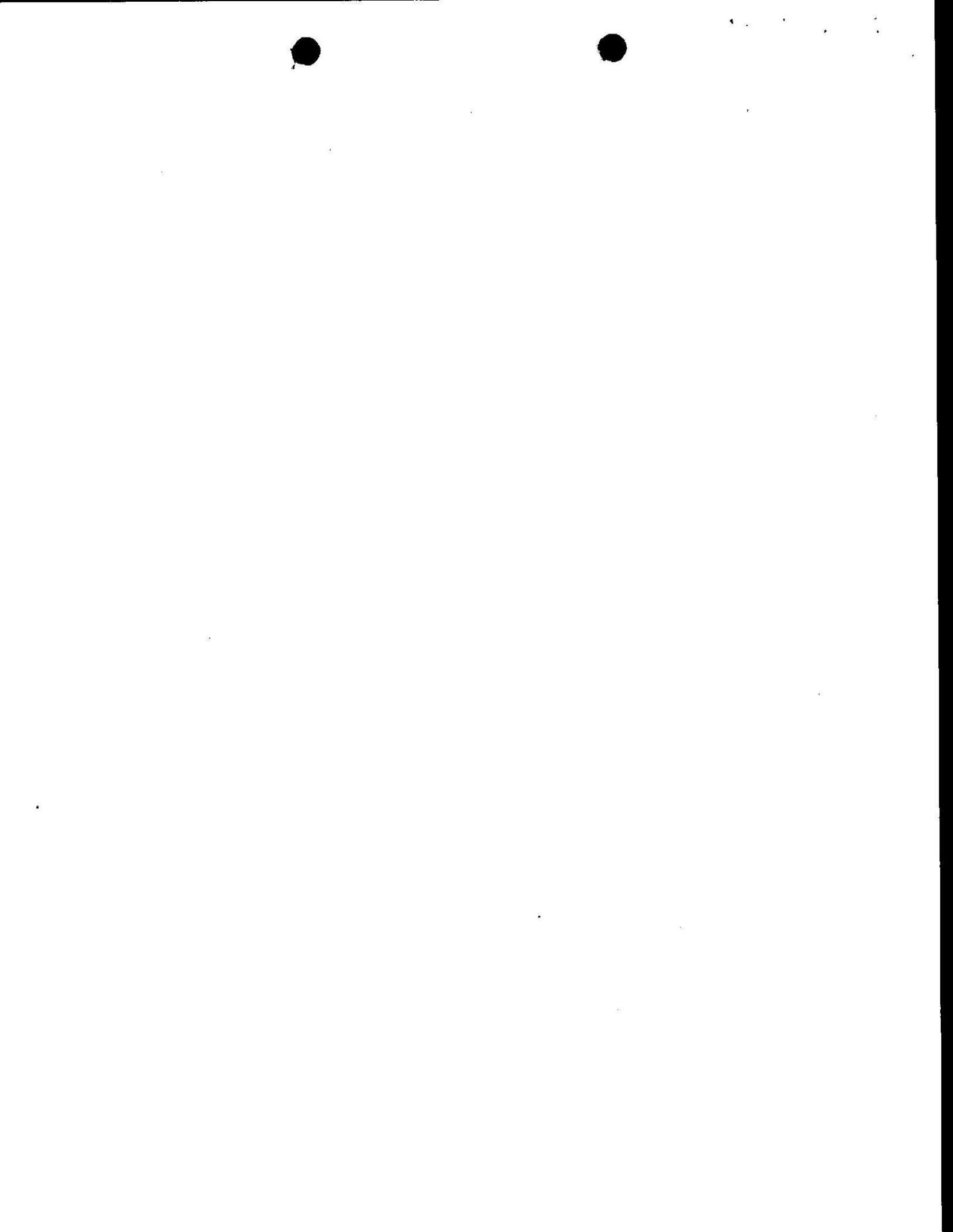
## General Lab Criteria

### Approved Standard Methods

- CBOD / BOD 5 Day, Std Methods 5210-B
- Ammonia, Selective Electrode Method, Std Methods 4500-NH3 D
- Total Residual Chlorine, DPD Colorimetric Method, Std Methods 4500-Cl G
- Total Suspended Solids, Dried at 103-105 Degrees C, Std Methods 2540-D
- Dissolved Oxygen, Membrane Electrode Method, Std Method 4500-O G
- pH, Electrometric Method, Std Methods 4500-H+ B
- Fecal Coliform, Membrane Filter Procedure, Std Methods 9222D
- Oil and Grease USEPA 1664A or Std Methods 5520B
- Metals, general, USEPA 200, Std Methods 3111B or C, or 3120B
- Volatiles (Purgeables by purge and trap), USEPA 6210, Std Methods 624
- Semi-Volatiles (Base/Neutrals and acids), USEPA 6410, Std Methods 625
- Pesticides, USEPA 6410 and 6630, Std Methods 608

### Preservation and Holding Times

Parameter	Container	Min. Sample Size (mL)	Sample Type	Preservation	Maximum Storage	
					Recommended	Regulatory
BOD / CBOD	P, G	1000	G, C	Refrigerate 4° C +/-2°	6h	48h
TSS	P, G	200	G, C	Refrigerate 4° C +/-2°	7 d	7 d
pH	P, G	50	G	Analyze immediately	0.25h	0.25 h
NH3-N	P, G	500	G, C	Analyze as soon as possible or add H <sub>2</sub> SO <sub>4</sub> to pH <2, Refrigerate 4° C +/-2°	7 d	28 d
TRC	P, G	500	G	Analyze immediately	0.25h	0.25 h
DO (electrode)	G, BOD Bottle	300	G	Analyze immediately	0.25h	0.25 h
Temperature	P, G	--	G	Analyze immediately	0.25h	0.25 h
Metals, general	P, G	1000	G, C	For dissolved filter immediately and add HNO <sub>3</sub> to pH <2	6 months	6 months
Purgeables by purge and trap	G (PTFE lined lid)	40 (X2)	G	HCl to pH<2, Refrigerate 4° C +/-2°	7 d	14 d
Base/Neutrals	G (solvent)	1000	C, G	Refrigerate 4° C +/-2°	7 d	7 d until



### General Lab Criteria

and acids	rinsed or baked)					extraction 40 day after extraction
Pesticides	G (PTFE lined lid)	1000	C	Refrigerate 4° C +/-2°	7 d	7 d until extraction 40 day after extraction
Fecal Coliform	G, P (Sterilized)	100	G	Refrigerate 4° C +/-2°, If chlorine present add sodium thiosulfate tablet,	start analysis within 2 hrs of sample collection.	
Oil and Grease	G	1000	G	HCl or H <sub>2</sub> SO <sub>4</sub> to pH <2, Refrigerate 4° C +/-2°	28 d	28 d

#### Notation of Referenced Method

1. Method 9020-B, Item 4	2. Method 1020-A, Item 1
3. Method 1020-B, Item 10	4. Method 2540-B, Item 2
5. Method 2550-B, Item 1	6. Method 1020-B, Item 1
7. Method 4500-H B, Item 4	8. Method 4500-H B, Item 2
9. Method 1020-B, Item 2	10. Method 4500-O B, Item 3
11. Method 4500-O G, Item 3	12. Method 5210-B, Item 5
13. Method 1060B, Table 1060I	14. Method 1060A, Item 2
15. Method 4500-CI I, Item 2	16. Method 4500-CI I, Item 24
17. Method 4500-NH3 D, Item 4	18. Method 4500-NH3 D, Item 2
19. Method 1060-B, Item 2	20. Method 1060-B, Item 1
21. Method 9222D, Item 1	22.

Equipment Logbook Content - all maintenance performed on a piece of equipment should be documented in the logbook. This should include parts replacement and routine maintenance activities. Entries should include date, maintenance performed and initials of person making entry.



## Inspection Findings

The Village of Quincy was issued National Pollutant Discharge Elimination System (NPDES) permit number 1PB00036\*DD on September 19, 2007. This permit will expire on October 31, 2012.

Ken Mc Alexander is a Class III state certified operator. Ken oversees plant operations and the DeGraff Collection system. Kirk Helmandollar oversees the Quincy collection system. Kirk is a Class I waste water operator.

The treatment plant consist of the following units: influent lift station, two influent flow metering manholes, a static screen with conveyor and press, aerated grit with dewatering channel, two oxidation ditches, two integral clarifiers, ultra violet disinfection, and a cascade post aeration system. Waste activated sludge will be processed in two storage/digestion tanks, three wedge wire drying beds, a cake storage pad, and bio bags.

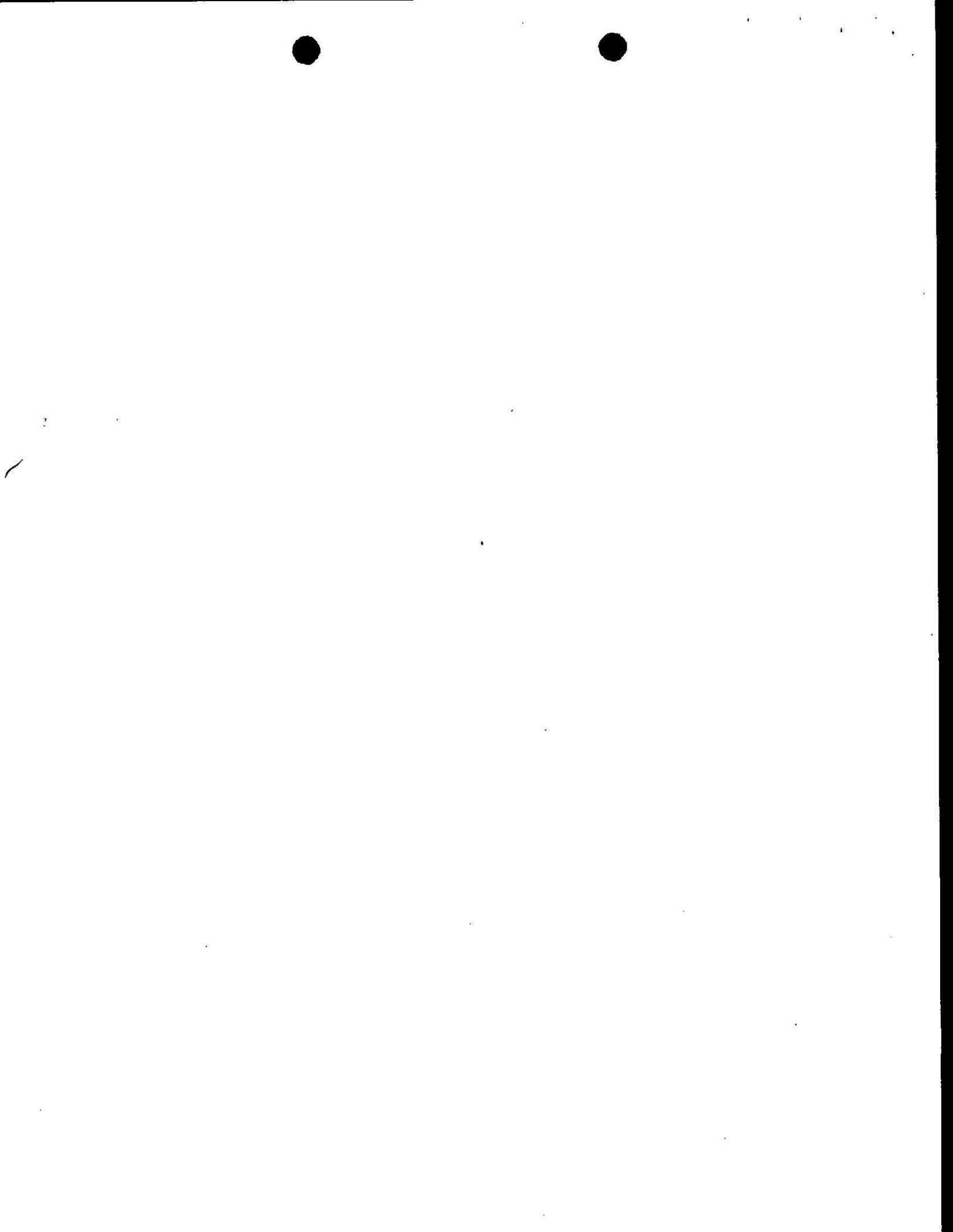
The Ohio EPA is in the process of developing new lab review criteria for all waste water laboratories. A draft document "General Lab Criteria" is included in the report. The lab review findings are included for you to review. In addition to this review the village will need to begin to develop Standard Operating Procedures (SOP's) for all in house analysis. An initial time line of July 1, 2010 was agreed upon for development of these SOP's.

In accordance with Ohio Administrative Code 3745 – 7 – 09, "Recordkeeping requirements and responsibilities of a certified operator", an operator log book is being maintained at the plant. Currently a spiral bound book is being used. A hard bound book with numbered pages is needed to fulfill this requirement. A second party can make entries into the operator log, provided all entries are initialed to identify the author. In order to meet the new Operator of Record notification requirements, the attached form will need to be completed and returned to this office.

An auto dialer system is used to notify plant personnel of equipment failure and back-up power activation.

Routine maintenance is being performed in accordance with the manufacturers recommended specifications. A maintenance log book is used to record completed work.

The main plant lift station is going to be reworked sometime next year, 2010. This work is being performed to address pump failures associated with grit.



## Inspection Findings (continued)

One of the grit / air lift return blowers had to be replaced last year.

Problems with the static screen overflowing have been corrected through the installation of a pressure sensor that automatically activates a bypass to the bar screen. This work was completed in January, 2007.

Land application of biosolids is currently contracted with Burch Hydro. Solids from the drying beds and a bio bag were land applied on fields approved for Burch Hydro's use. This coming year (2010) the village plans on using dumpsters to hold the bio bags, prior to hauling them to a sanitary landfill. Drying bed solids will continue to be land applied.

There are infiltration and inflow (I/I) issues in both villages. These flows are contributing to peaks at the waste water treatment plant and occasional sewer system overflows in both Villages. The village of DeGraff has performed sewer grouting to help reduce I/I flows. Last year I/I flows were reduced by 8%. The village of Quincy has televised several sections of sewers and identified needed repairs. The need for satellite collection system permitting and implementation of a Capacity, Management, Operation, and Maintenance (CMOM) program will be evaluated at permit renewal time.

Between October, 2008 and October, 2009 the village reported one final effluent suspended solids violation.

## Facility Inspection

Influent flows are pumped to a static fine screen. Screened solids are collected in a screw press for dewatering. Pressed solids are collected in storage bags for disposal as part of the facilities solid waste stream.

After screening, the waste water flows by gravity to the aerated grit tank. The tank was uniformly mixed. Waste water is pumped through a grit channel on top of the tank prior to the oxidation ditch splitter box. Ken is bypassing a percentage of the flow around the grit tank (directly to the oxidation ditch) as part of a nitrification study.

Both oxidation ditches were on line. The ditches are aerated 11 hours a day (one rotor per ditch is able to provide enough air / mixing). The mixed liquor in both ditches was a dark chocolate brown (Mixed Liquor Suspended Solids, 4000 mg/l). Some nicardia foam was noted on the surface.



## Facility Inspection (continued)

The effluent from both secondary clarifiers was clear.

The UV disinfection system was not being operated (flow through). Disinfection is not required during winter months.

Final effluent samples are collected after the UV system. The final effluent was clear.

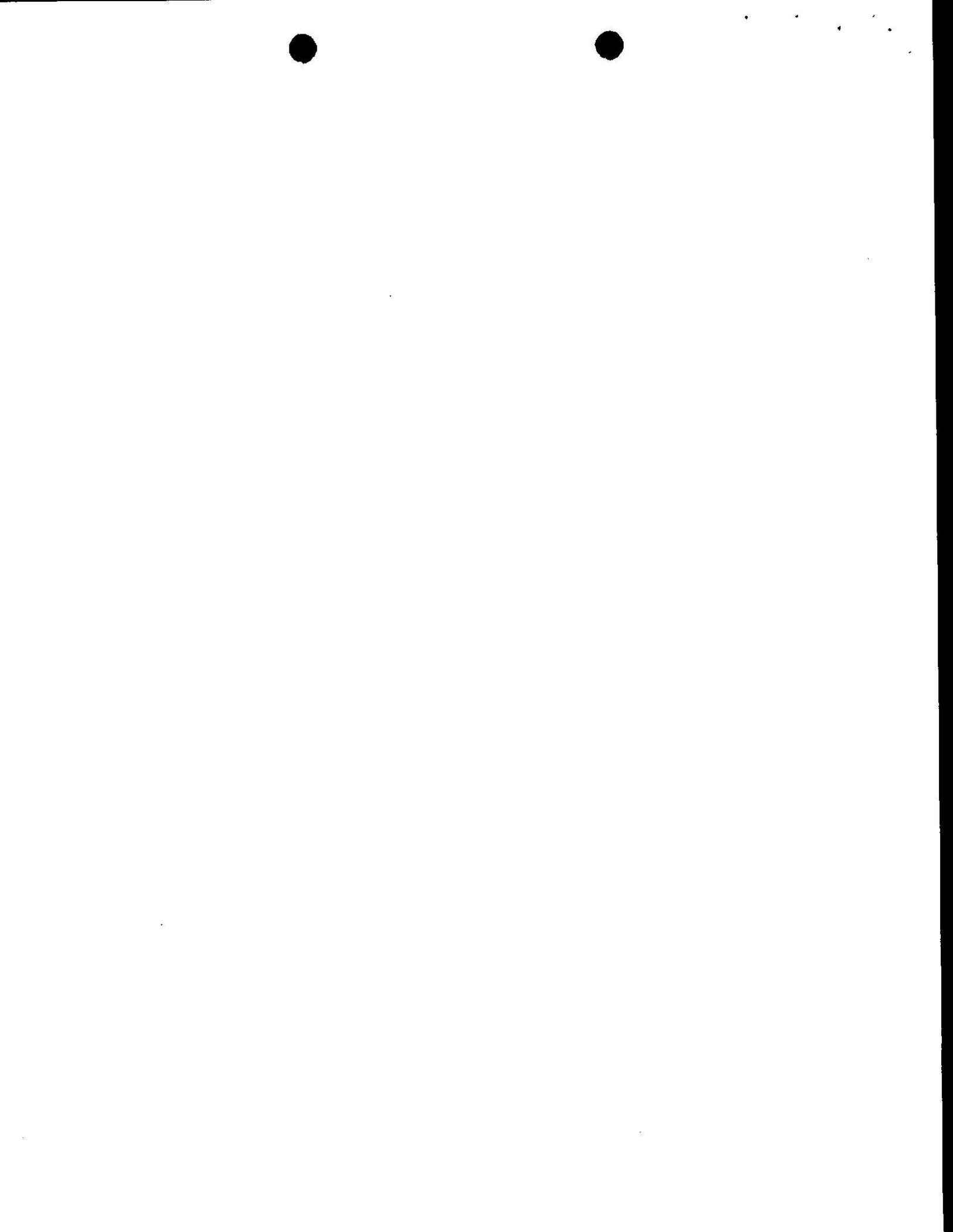
Waste activated sludge is sent to two aerobic digesters. The digesters are fed in series. Forty five days of storage is available in both digesters. The village ceased adding Arkea bugs to the digesters. The bug did not enhance digestion enough to warrant continued usage.

From the aerobic digesters sludge is pumped to three drying beds. Polymer is fed in the force main leading to the beds.

All three drying beds had sludge on them. Fissures were forming in the drying sludge. The sludge storage pad was full.

### Item Requiring a Response

1. When the village's National Pollutant Discharge Elimination System (NPDES) permit comes up for renewal (expiration date October 31, 2012) the village will be required to meet the minimum staffing requirements contained in Ohio Administrative Code Rule 3745 - 7 - 04 (C), "Staffing" (Class II plant, 5 days per week, 20 hours per week). The village will need to evaluate their current staffing level with respect to operations time required at waste water treatment plant, water treatment plant, collection system operations, and any other operations responsibilities. Please keep in mind the new minimum staffing requirements are specific to waste water treatment plant operations and oversight at the plant. An additional / back-up operator may be needed to provide coverage at the plant during periods when the Operator of Record is performing other duties or is on leave. A written response detailing the findings of this evaluation must be submitted to this office by no later than March 15, 2010.
2. A brief written summary detailing I/I work completed during the last year along with any work scheduled for the coming year must be submitted for both villages by no later than March 15, 2010.





Ohio Environmental Protection Agency  
 Division of Drinking and Ground Waters  
 Operator Certification Unit

### Operator of Record (ORC) Notification Form

Ohio Environmental Protection Agency  
 Division of Drinking and Ground Waters  
 Operator Certification Unit  
 50 West Town St, Suite 700  
 P.O. Box 1049  
 Columbus, OH 43216-1049

Phone: (614) 644-2752  
 1- 866 - 411-OPCT (6728)  
 Fax: (614) 644-2909  
 email: [opcert@epa.state.oh.us](mailto:opcert@epa.state.oh.us)  
 website: [www.epa.state.oh.us/ddagw/opcert.html](http://www.epa.state.oh.us/ddagw/opcert.html)

#### I. SYSTEM INFORMATION

Name of System: \_\_\_\_\_ Phone Number: \_\_\_\_\_

PWS ID/NPDES Permit #: \_\_\_\_\_ STU # \_\_\_\_\_ Classification: \_\_\_\_\_

\_\_\_\_\_  
 Name of Facility Owner or Permittee, Title (Print)      Facility Owner or Permittee (Signature)

#### II. SYSTEM TYPE (Check only one of the following. Use additional sheets if necessary.)

Public Water System (PWS)	Distribution System	Treatment Works	Collection System
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### III. OPERATOR OF RECORD INFORMATION

Add Additional(A), New (N) or Remove(R)	Name of Operator of Record	Certification Number & Expiration Date	I verify that I am the onsite certified operator responsible for the technical operation of the above referenced facility. (Signature of certified operator)*

\* A signature by an operator of record who is being removed is not required.  
 (Attach additional sheets if necessary.)

Amount of time an ORC spends onsite at the Facility: \_\_\_\_\_

For Internal Use Only	
Reviewed by: _____	Date of SDWIS update: _____
Date of Compliance Status Letter: _____	

