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VILLAGE OF CAMDEN
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PS Form 3800, August 2006 (Reverse) PSN 7530-02-000-9047



Environmental
Protection Agency

John R. Kasich, Governor
Mary Taylor, Lt. Governor
Scott J. Nally, Director

May 26, 2011

Certified Mail

Mayor and Council
Village of Camden
P.O. Box 1
Camden, Ohio 45311

RE: **Notice of Violation** and Compliance Evaluation Inspection Camden WWTP

Ladies and Gentlemen:

On May 18, 2011, I conducted a Compliance Evaluation Inspection at the Camden WWTP facility. A copy of my inspection report is enclosed. The inspection report contains two unsatisfactory ratings.

Through the years, Camden has had frequent changes in the WWTP operator. None the less, the maintenance of Camden's WWTP records and reports is the responsibility of the Village of Camden. Records/Reports were rated unsatisfactory due to WWTP records prior to Winelco being lost. Due to Winelco personnel not being able to review the prior laboratory deficiencies, the laboratory section is not being rated. However, it is the expectation that comments as noted in the laboratory section and GLC will be satisfactorily addressed before the next inspection. Effluent/Receiving Waters was rated unsatisfactory due to NPDES violations now being in significant non-compliance.

Please be advised that failure to comply with the requirements of your NPDES permit may be cause for enforcement action pursuant to the Ohio Revised Code Chapter 6111. Please submit a written response to this office by June 17, 2011 indicating the steps you have taken or intend to take to correct the above violation and unsatisfactory/marginal ratings.



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Camden
May 26, 2011
Page 2

If you have any questions or comments concerning the contents of this letter, please feel free to contact me this office.

Sincerely,

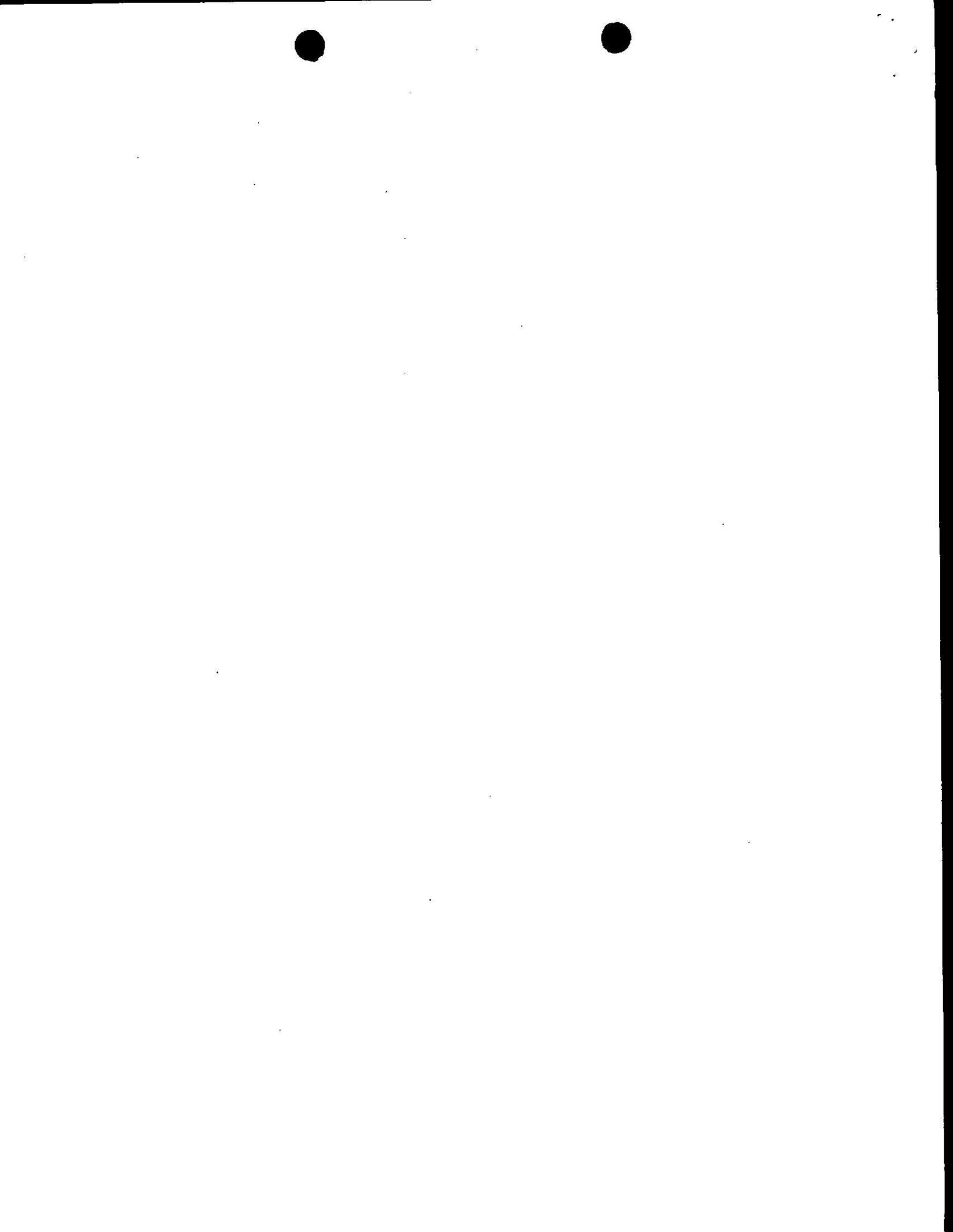
A handwritten signature in black ink, appearing to read "Maureen M. Ware", with a horizontal line extending to the right.

Maureen M. Ware
Division of Surface Water

Enclosures

Ec: gregross@winelco.com
Ec: Preble County Health Dist.

MW/ca





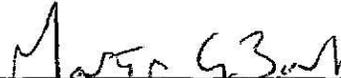
State of Ohio Environmental Protection Agency
Southwest District Office

NPDES Compliance Inspection Report

Section A: National Data System Coding					
Permit #	NPDES#	Month/Day/Year	Inspection Type	Inspector	Facility Type
1PB00009	OH0024317	05/18/2011	C	S	1

Section B: Facility Data		
Name and Location of Facility Inspected	Entry Time	Permit Effective Date
Camden WWTP 300 South Main St. Camden, Ohio 45311	10:30AM	09/01/2010
	Exit Time	Permit Expiration Date
	2:10 PM	08/31/15
Name(s) and Title(s) of On-Site Representatives	Phone Number(s)	
Greg Ross, ORC	513-439-0145	
Name, Address and Title of Responsible Official	Phone Number	
Mayor and Council P.O. Box 1 Camden, Ohio 45311	937-336-1559	

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

Section D: Summary of Findings (Attach additional sheets if necessary)	
<p>Records/Reports were rated unsatisfactory due to WWTP records prior to Winelco being lost. As WWTP records were lost, the laboratory is not being rated, as Winelco personnel could not review the prior laboratory deficiencies. Comments as noted in the laboratory section and GLC must be satisfactorily addressed before the next inspection. Effluent/Receiving Waters was rated unsatisfactory due to NPDES violations now being in significant non-compliance.</p>	
Inspector	Reviewer
 Maureen M. Ware Division of Surface Water Southwest District Office	 Martyr G. Burt Environmental Supervisor Division of Surface Water Southwest District Office
5/26/11 Date	5/26/11 Date



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) Flows and loadings conform with NPDES permit..... Y
- (c) Treatment processes are as described in permit application... Y
- (d) All discharges are permitted..... Y
- (e) Number and location of discharge points are as described
in permit..... Y
- (f) Storm water discharges properly permitted..... N/A

Comments/Status:

Section F: Compliance

- (a) Any significant violations since the last inspection..... Y
- (b) Appropriate Non-compliance notification of violations..... N
- (c) Permittee is taking actions to resolve violations..... N
- (d) Permittee has a compliance schedule..... Y
- (e) Compliance schedule contained in.....
NPDES Permit Compliance Schedule
- (f) Permittee is in compliance with schedule..... Y
- (g) Has biomonitoring shown toxicity in discharge since last inspection N/A

Comments/Status:

Ohio EPA's eDMR reporting system requires reporting by the 20th of the following month, given this, at the time of the inspection data for April 2011 had yet to be submitted. Since then April data has been submitted. Compliance was checked from March 1, 2011 through April 30, 2011. The following violations were reported:

Date	Station	Parameter	Code	Permit Limit	Reported
4/22/11	001	TSS	00530	40 mg/l	41 mg/l
4/22/11	001	TSS	00530	53.0 kg/day	218.1 kg/day
4/1/11	001	TSS	00530	33.1 kg/day	67 kg/day
4/15/11	001	CBOD5	80082	41.1 kg/day	67.3 kg/day
4/1/11	001	CBOD5	80082	27.8 kg/day	28.0 kg/day



Section G: Operation & Maintenance

Treatment Works:

Treatment facility properly operated and maintained

(a) Standby power available.....generator or dual feed **N**

i. What does the back-up power source operate.....

ii. How often is the generator tested under load.....

(b) Which components have an alarm system available for power or equipment failures.....

(c) All treatment units in service other than backup units..... **Y**

(d) What method is used for scheduling routine & preventative maintenance (calendar, software, etc.).....

software

(e) Any major equipment breakdown since last inspection..... **Y**

(f) Operation and maintenance manual provided and maintained..... **Y**

(g) Any plant bypasses since last inspection..... **N**

(h) Any plant upsets since last inspection..... **N**

Comments/Status:

At this time, Camden has a non-functioning generator. However, Camden officials have indicated that a portable generator is available on a rental basis should the WWTP power be out long enough to cause operational problems.

Since Winelco has taken over operations of the WWTP, they have replaced or repaired numerous pumps and valves.



Section G: Operation & Maintenance con't

Record Keeping/Operator of Record:

- (a) Wastewater Treatment Works classification (OAC 3745-7)..... II
- (b) Operator of Record holds unexpired license of class required by Permit..... Y
- (c) Copy of certificate of Operator of Record displayed on-site..... Y
- (d) Has the Operator of Record submitted an ORC Notification form.. Y
- (e) Minimum operator staffing requirements fulfilled (OAC 3745-7).... Y
- (f) If a Staffing Reduction plan has been approved, are the stipulations of the plan being met..... N/A
- (g) Operator of Record log book provided..... Y
- (h) Format of log book (e.g. computer log, hard bound book)

Hard bound

- (i) Log book kept onsite (in an area protected from weather)..... Y
- (j) Log book contains the following:
 - I. Identification of treatment works..... Y
 - II. Date/times of arrival/departure for Operator of Record and any other operator required by OAC 3745-7..... Y
 - iii. Daily record of operator and maintenance activities (including preventative maintenance, repairs and request for repairs, process control test results, etc.)..... Y
 - iv. Laboratory results (unless documented on bench sheets)... Y
 - v. Identification of person making entries..... Y
- (k) Has the Operator of Record submitted written notifications 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

Comments/Status:

Lab results are kept on bench sheets.



Section G: Operation & Maintenance con't

Collection System:

- (a) Are there pump stations in the collection system..... Y
 - i. How many publicly-owned pump stations equipped with permanent standby power or equivalent.....0
 - ii. How many pump stations have telemetered alarms.....0
 - iii. How many pump stations have operable alarms.....1

- (b) Any chronic collection system overflows since last inspection..... N
- (c) Regulatory agency notified of all overflows..... Y
- (d) Are there CSOs in the collection system..... N
if so, what is the LTCP status.....
- (e) How are CSOs monitored (chalk, block, level sensor, etc.).....
- (f) Portable pumps available for collection system maintenance..... Y
- (g) RDII Program established and active..... N
- (h) Any WIB complaint received since last inspection..... Y
- (i) Is there a WIB response plan..... Y
- (j) Is any portion of the collection system at or near dry weather capacity..... N

Comments/Status:

Camden is looking at starting an I/I removal program, when finances allow. There were some WIB calls for April 2011. WWTP personnel and the Camden Fire Dept. responded to those WIB calls.



Section H: Sludge Management

- (a) Method of Sludge Disposal...
 - Land Application
 - Haul to Another NPDES Permittee
 - Haul to a Mixed Solid Waste Landfill
- (b) Has amount of sludge generated changed significantly since the last inspection..... N
- (c) How much sludge storage is provided at the plant.....
170,000 gallons storage.
- (d) Records kept in accordance with State and Federal law (5 years according to OAC 3745-40-06)..... N
- (e) Any complaints received in last year regarding sludge..... N
- (f) 5/8" screen at headworks for facilities that land apply sludge..... N/A
- (g) Are sludge application sites inspected to verify compliance with NPDES permit..... N/A
- (h) Is a contractor used for sludge disposal..... Y
If so, what is the name of the contractor.....
Rumpke

Comments/Status:

It is not clear what happened to records that were stored at the WWTP prior to Winelco. I did stress the fact that all WWTP records are the property of Camden, and as such, must remain at the WWTP even after changes of the ORC for the WWTP. Winelco is investigating the apparent sludge drying bed drainage issue.

Section I: Self-Monitoring Program

Flow Measurement:

- (a) Primary/Secondary flow measuring devices (e.g. weir with ultrasonic level sensor):
Ultrasonic and weir
- (b) Flow meter calibrated annually N
(Date of last calibration: unknown as records have been lost)
- (c) 24-hour recording instruments operated and maintained..... Y
- (d) Flow measurement equipment adequate to handle full range of flows..... Y
- (e) All discharged flow is measured..... Y

Comments/Status:

Mr. Ross noted that the calibration for the flow meter will soon be done.



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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..... N/E
(see GLC)
- (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)..... N/E

Comments/Status:

As with sludge records, sampling records prior to Winelco could not be located at the WWTP.

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

Laboratory:

General

- (a) Does the Quality Assurance Manual contain written Standard Operating Procedures (SOP's) for all analysis performed onsite..... N/E
- (b) Do SOP's include the following if applicable..... N/E
 - 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: Standard Methods 1020A establishes that "Quality assurance (QA) is the definitive program for laboratory operation that specifies the measure required to produce defensible data of know precision and accuracy. 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." SOPs should be developed for each analytical procedure.

- (c) EPA approved analytical testing procedures used (40 CFR 136.3).. N/E
- (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
- (g) Satisfactory calibration and maintenance of instruments/equipment. N/E
(see score from GLC)
- (h) Commercial laboratory used..... Y



Parameters analyzed by commercial lab: Everything except D.O., pH, and temperature.

Lab name: Winelco lab for TSS, CBOD5, bacteria, and ammonia. MASI for all others.

Discharge Monitoring Report Quality Assurance (DMRQA)

- (a) Participation in latest USEPA quality assurance performance sampling..... N/A
Date:
- (b) Were any parameters "Unsatisfactory"..... N/A
- (c) Reasons for "Unsatisfactory" parameters.....

Comments/Status:

SOPs are located at Winelco's laboratory.

Section J: Effluent/Receiving Water Observations

Outfall # 001

Outfall Description: Pipe

Receiving Stream: Seven Mile Creek

Receiving Stream Description: Creek upstream was cloudy due to recent rains.

Comments/Status:

The effluent was clear compared to the creek, which was cloudy due to recent rains.

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?

Comments/Status:

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General Lab Criteria

Criteria	Standard Methods Requirement	Acceptable?		Rating
Balance				
• Standard Weights	• Either NIST Class s or ASTM/ANSI Class 1 weights ^{1,2}	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Calibration Frequency / Documentation	• Calibration verification required at least once each day the balance is used. ³	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Cleanliness, air movement, vibration	• Cleanliness of balance is a must and air movement and vibration needs to be kept to a minimum ¹	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Other	• Service and recalibrate annually (manufacturer representative or comparable) ¹	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	• Must be able to measure to 0.1 grams ⁴	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	• Instrument manual available	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	• Log book maintained ²	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Comments :

Criteria	Standard Methods Requirement	Acceptable?		Rating
Drying Oven (Suspended Solids)				
• Temperature Recordkeeping	• Temperature recorded with each use ⁴	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	• Log book maintained ²	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Calibration Frequency / Documentation	• Thermometer calibrated annually with NIST traceable thermometer ^{1,2} . Correction factor posted on thermometer / equipment ¹	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Other	• Thermometer temperature accurate to 0.5° Celsius ⁵	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	• Acceptable temperature range is 103° – 105° C ⁴	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	• Instrument manual available	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Comments :



General Lab Criteria

Criteria	Standard Methods Requirement		Rating
pH Meter			M
		Acceptable?	
• Calibration Frequency / Documentation	• Calibration verification required for testing over long period of time (e.g. 12 hrs.), or after a large number of samples (every 10 samples) ³	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	• Logbook maintained ²	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
• Minimum of 2 point calibration	• Calibration per manufacturer specification and calibration buffers must bracket anticipated result ⁷	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
• Slope Documentation / Acceptability	• Slope acceptable range indicated on benchsheet ²	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
• Buffer Expiration Date	• Buffers must not be expired	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
• Other	• Instrument manual available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	• Teflon covered magnetic stirrer or equivalent for mixing ⁸	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Comments: : Mr. Ross is calibrating using 2 calibration points, but currently Camden is out of pH 10 buffer, so he has been calibrating using 4 & 7. When the pH 10 buffer arrives, he will begin calibrating using 4 and 10 (which brackets permit limit of 6.5-9) instead of 4 and 7.</p>			
Criteria	Standard Methods Requirement		Rating
Dissolved Oxygen Meter			
		Acceptable?	
• Calibration Method	• Air or known DO calibration method ¹⁰	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	• Calibration per manufacturer specification ¹⁰	<input type="checkbox"/> Yes <input type="checkbox"/> No	
• Calibration Frequency / Documentation	• Logbook maintained ²	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	• Calibration verification required at least once each day the meter is used. ³	<input type="checkbox"/> Yes <input type="checkbox"/> No	
• Other	• Small to no bubble present under membrane (must be smaller than the lead in number 2 pencil) ¹¹	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	• instrument manual available	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Comments:</p>			



General Lab Criteria

Criteria	Standard Methods Requirement		Rating
Incubator (CBOD/ E-Coli)	Acceptable?		
• Temperature Recordkeeping	• Temperature checked / recorded twice daily for each shelf in use ¹ (E-Coli)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	• Temperature checked / recorded daily ² (CBOD)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	• Acceptable temperature range (CBOD) is 20° C ±1.0 ^{o12}	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	• Acceptable temperature range (E-Coli) is 35° C ±0.5 ^{o22}	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	• Logbook maintained ²	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Temperature Calibration / Documentation	• Thermometer calibrated annually with NIST traceable thermometer ^{1,2}	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	• Temperature correction information posted on incubator ¹	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• E-Coli can use multiple tubes (five 20 ml or ten 10 ml), or mfg's multi-well tray	• E-coli Ultraviolet lamp (365 nm wave length, 6 W bulb) ²³	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Other	• Instrument manual available	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	• Temperature Log (thermometer accurate to 0.5 Celsius). ¹	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Comments: :

Criteria	Standard Methods Requirement		Rating
Refrigerator	Acceptable?		
• Temperature Recordkeeping	• Temperature Log (thermometer accurate to 0.5 Celsius). ⁵	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Temperature Calibration / Documentation	• Thermometer calibrated annually with NIST traceable thermometer ^{1,2}	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	• Thermometer held in water bath. ¹	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Other	• Refrigerator temperature ≤6° Celsius. ¹³	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	• Do not store volatile solvents, food, or beverages. ¹⁴	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Comments:



General Lab Criteria

Criteria	Standard Methods Requirement		Rating
Chlorine Meter		Acceptable?	
• Calibration Frequency / Documentation	• pH / millivolt meter read to 0.1 mV ¹⁵	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	• Calibration verification required for testing over long period of time (e.g. 12 hrs.), or after a large number of samples (every 10 samples) ³	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Calibration Method	• Calibration using three iodate solutions 0.2, 1.0, 5.0 milliliters or calibration per manufacturer specification ¹⁶	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	• Standards used for calibration not expired	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Slope Documentation / Acceptability	• Calibration curve (acceptable slope)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Other	• Electrode free of deposits and foreign material	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	• Log book being maintained. ²	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	• Instrument manual available	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments: :			

Criteria	Standard Methods Requirement		Rating
Ammonia Meter		Acceptable?	
• Calibration Frequency / Documentation	• Calibration verification required for testing over long period of time (e.g. 12 hrs.), or after a large number of samples (every 10 samples) ³	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	• Log book being maintained ²	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Slope acceptability	• Verify calibration slope is acceptable (per mfg. spec.).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Calibration Method	• Standards used for calibration (3 ammonia solutions of 10 mg/l, 1 mg/l, and 0.1 mg/l) or per mfg. spec. ¹⁷	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	• Standards used for calibration not expired	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Other	• Electrode free of deposits and foreign material	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	• Teflon covered magnetic stirrer or equivalent for mixing ¹⁸	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	• Instrument manual available	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments: :			



General Lab Criteria

Criteria	Standard Methods Requirement		Rating
Sample Collection/Handling	Acceptable?		
• Sample Labeling	• Samples container labeled (description, date, time, preservative added, initialed). ¹⁹	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	M
• Chain of Custody	• Chain of custody (description, date, time, signature). ¹⁹	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
• Other	• Composite samples refrigerated during sample collection ¹⁴	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	• Equipment blanks utilized ¹⁴	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	• SOP for cleaning of sampling equipment	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	• Logbook being maintained ²	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Comments: Currently, the time the sample was obtained is not on the labels, but Mr. Ross indicated that no samples exceeded their allowable holding times. Required preservatives are added to samples, but not noted on the labels as of the time of the inspection. Currently, samples that are tested at Winelco's lab do not have a chain of custody. Chain of custody forms are used for samples taken to MASI labs. Blanks were not being used as of the time of the inspection. Cleaning of the autosampler is currently being done on a visual as-needed basis. Camden did not have their autosampler on-line at the time of the last inspection.

All label items such as description, date, time, preservative added, and initials must be present for all samples, regardless if they are being taken to MASI or Winelco's own lab.

Chain of custody forms must be completed for all samples taken off-site, even if it is to Winelco's laboratory.

Criteria	Standard Methods Requirement		Rating
Desiccator	Acceptable?		
• General criteria	• Properly working seals.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	• Desiccant fresh (blue color)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
• Documentation	• Log book being maintained ²	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Comments:

Criteria	Standard Methods Requirement		Rating
Bench sheets	Acceptable?		
• General criteria	• Date(s) ²	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	A
	• Analyst initials ²	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	• Blue or black ink pen ²	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	• Calibration information ²	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	• Equations, calculations, units for all measurements, notations, and results present ²	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	



General Lab Criteria

	<ul style="list-style-type: none"> • Corrections, single line through, initialed and dated² 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Comments:				

Criteria	Standard Methods Requirement	Acceptable?		Rating
Hot Water Bath (Fecal Coliform/E. Coli)				
<ul style="list-style-type: none"> • Temperature Recordkeeping 	<ul style="list-style-type: none"> • Temperature Log (thermometer accurate to 0.2° C)²¹ 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<ul style="list-style-type: none"> • Incubator temperature 44.5° C ± 0.2°^{21/24} 			
<ul style="list-style-type: none"> • Temperature Calibration / Documentation 	<ul style="list-style-type: none"> • Thermometer calibrated annually with NIST traceable thermometer^{1, 2} 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<ul style="list-style-type: none"> • Log book being maintained² 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<ul style="list-style-type: none"> • Water Level 	<ul style="list-style-type: none"> • Thermometer total immersion or partial (line on thermometer to ID immersion depth)^{1, 5} 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Comments:				

Criteria	Standard Methods Requirement	Acceptable?		Rating
Autoclaves/Steam Sterilizers				
<ul style="list-style-type: none"> • All apparatus utilized is adequately sterilized before use 	<ul style="list-style-type: none"> • Sterilizing temperature 121° C²⁵ 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<ul style="list-style-type: none"> • 10 to 30 minutes time based on material being sterilized²⁶ 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<ul style="list-style-type: none"> • Documentation 	<ul style="list-style-type: none"> • Verify the autoclave temperature weekly by using a maximum registering thermometer (MRT) to confirm that 121°C has been reached as measured in the exhaust.¹ 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<ul style="list-style-type: none"> • Date, contents, sterilization time and temperature, total time in autoclave, and analyst's initials should be recorded each time the autoclave is used¹ 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<ul style="list-style-type: none"> • Temperature Calibration / Documentation 	<ul style="list-style-type: none"> • Thermometer calibrated annually with NIST traceable thermometer^{1, 2} 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<ul style="list-style-type: none"> • Log book being maintained² 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<ul style="list-style-type: none"> • Performance Checks 	<ul style="list-style-type: none"> • Test monthly for efficacy using a biological such as commercially available <i>Geobacillus stearothermophilus</i> in spore strips, suspensions, or capsules¹ 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	



General Lab Criteria

Comments:



General Lab Criteria

Criteria	Standard Methods Requirement		Rating								
Final Effluent Temperature Monitoring		Acceptable?									
• General Criteria	• Thermometer calibrated annually with NIST traceable thermometer ^{1,2}	<input type="checkbox"/> Yes	<input type="checkbox"/> No								
	• Thermometer accurate to 0.1° Celsius ⁵	<input type="checkbox"/> Yes	<input type="checkbox"/> No								
	• Log book being maintained ²	<input type="checkbox"/> Yes	<input type="checkbox"/> No								
Comments:											
Number of Criteria Rated:			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Acceptable</td> <td style="width: 50%; text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">Marginal</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">Unacceptable</td> <td style="text-align: center;"></td> </tr> <tr> <td style="text-align: center;">Total Number of Areas Rated</td> <td style="text-align: center;">3</td> </tr> </table>	Acceptable	1	Marginal	2	Unacceptable		Total Number of Areas Rated	3
Acceptable	1										
Marginal	2										
Unacceptable											
Total Number of Areas Rated	3										
<p>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).</p>											
<p>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).</p>											
<p>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).</p>											
Consider recommending PAI Audit from DES when:	<p>>60% of ratings are Marginal >45% of ratings are a combination of Marginal or Unacceptable >30% of ratings are Unacceptable</p>										

Notation of Referenced Method

- | | |
|--|--|
| 1 Method 9020-B, Item 3
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-A, 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 CFR 136.3, Table II | 14 Method 1060A, Item 1
15 Method 4500-CI I, Item 2
16 Method 4500-CI I, Item 4
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 Method 9223 B, Item 2
23 Method 9223 B, Item 3
24 Method 1603, Item 2
25 Method 9030-B, Item 3
26 Method 9020 B, Table IV |
|--|--|

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.



General Lab Criteria

Preservation and Holding Times

Parameter	Container	Min. Sample Size (mL)	Sample Type	Preservation	Maximum Storage Time	
					Recommended	Regulatory
BOD / CBOD	P, G	1000	G, C	Refrigerate $\leq 6^{\circ}\text{C}$	6h	48h
TSS	P, G	200	G, C	Refrigerate $\leq 6^{\circ}\text{C}$	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_2SO_4 to pH <2, Refrigerate $\leq 6^{\circ}\text{C}$	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_3 to pH <2	6 months	6 months
Purgeables by purge and trap	G (PTFE lined lid)	40 (X2)	G	HCl to pH <2, Refrigerate $\leq 6^{\circ}\text{C}$	7 d	14 d
Base/Neutrals and acids	G (solvent rinsed or baked)	1000	C, G	Refrigerate $\leq 6^{\circ}\text{C}$	7 d	7 days until extraction 40 days after extraction
Pesticides	G (PTFE lined lid)	1000	C	Refrigerate $\leq 6^{\circ}\text{C}$	7 d	7 days until extraction 40 days after extraction
Fecal Coliform / E-Coli	G, P (Sterilized)	100	G	Refrigerate $\leq 10^{\circ}\text{C}$ If chlorine present, add sodium thiosulfate tablet	6 hrs transport Start analysis within 2 hrs of receipt in lab.	
Oil and Grease	G	1000	G	HCl or H_2SO_4 to pH <2, Refrigerate $\leq 6^{\circ}\text{C}$	28 d	28 d

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 °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
Escherichia Coli, Enzyme Substrate Test	Std Method 9223B
Escherichia Coli Membrane Filtration Procedure	EPA Method 1603
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

