



**Environmental
Protection Agency**

John R. Kasich, Governor

Mary Taylor, Lt. Governor

Scott J. Nally, Director

September 7, 2012

Re: Guernsey County
Byesville WWTP
Compliance Inspection
OPD00028; OH0139700
Correspondence (PWW)

Mayor and Council
Village of Byesville
221 East Main Street
P.O. Box 8
Byesville, Ohio 43723

Dear Mayor and Council:

On August 9, 2012, I conducted a Compliance Evaluation Inspection (CEI) of the Village of Byesville wastewater treatment plant. The purpose of the inspection was to determine the facility's compliance status with the terms and conditions of NPDES Permit Number OPD00028*AD. Myself, Chief Operator Karen Froelich, operator Stan Lucas and Village Administrator Tom McVicker were present during the inspection.

As a result of the inspection, I have the following comments:

1. A review of the facility's discharge monitoring reports (DMRs) from June 2011 to present shows 14 violations for ammonia nitrogen (NH₃) and 2 for total suspended solids (TSS) (see attached data). The operator indicated in a previous response that the NH₃ violations were due to not having the new plant fully up to speed yet and therefore not achieving appropriate removal. The TSS violations were due to a heavy rainfall event.
2. The Village of Byesville's wastewater plant consists of influent screening, grit removal, an oxidation ditch, secondary clarifiers, ultraviolet disinfection and post aeration. During the inspection all treatment units were in operation and appeared well maintained. The ultraviolet disinfection system was in operation and the final effluent appeared clear and free of odor.
3. Your NPDES permit requires 24-hour composite samples for your influent CBOD and TSS. The influent composite sampler should have a thermometer submerged in a water bath within the sampler to verify the refrigerator is working properly.
4. The effluent flow meter needs to be calibrated annually and records of the calibration should be maintained. Please have the effluent flow meter calibrated.

Southeast District Office
2195 Front Street
Logan, OH 43138-8637

740 | 385 8501
740 | 385 6490 (fax)
www.epa.ohio.gov

5. The facility processes sludge through aerobic digestion and dewatering and disposes of the sludge through land application. During the inspection, Mr. McVicker indicated they are interested in storing and composting sludge at Byesville's old wastewater treatment plant in order to increase their sludge storage space and produce exceptional quality sludge. If you would like to pursue this, please provide a comment during the public notice period for the renewal of your NPDES permit and we will include the exceptional quality sludge requirements in your NPDES permit.
6. **Part III, Item 3 (A)** of your permit indicates proper operation and maintenance also includes adequate laboratory controls and appropriate quality assurance procedures. A review of the lab was performed during the inspection and the following deficiencies were noted:
 - a. In the laboratory log book, please record when you verify the calibration of your D.O. meter, record the temperature of the refrigerator every day it is in use, record when the desiccant is changed in the desiccator, and when any thermometer is calibrated.
 - b. All thermometers in the lab should be calibrated annually with an NIST traceable thermometer.
 - c. During the inspection there was no thermometer held in a water bath within the refrigerator to verify the temperature.
7. Your NPDES permit expired on December 31, 2011. Ohio EPA received your renewal application on November 8, 2011. Page 1 of your NPDES permit requires you to submit a renewal application 180 days before the expiration date. We are currently in the process of renewing your permit. The facility must continue to sample and operate in accordance with the expired permit until the renewal is issued final.
8. During the inspection we discussed the results of the facility's whole effluent toxicity testing. The results showed some chronic toxicity for fathead minnows. The facility should consider working to identify any possible sources of toxicity in advance of the next annual toxicity test. You can refer to the U.S. EPA's Toxicity Reduction Evaluation Guidance for Municipal Wastewater Treatment Plants which can be found at the following link:

<http://www.epa.ohio.gov/portals/35/permits/tre.pdf>

Please address and provide a response to items #3, 4 and 6 within thirty (30) days upon receipt of this letter.

The Ohio EPA strongly encourages pollution prevention as the preferred approach for waste management. The first priority of pollution prevention is to eliminate the generation of wastes and pollutants at the source (source reduction). For those wastes or pollutants that are generated, the second priority is to recycle or reuse them in an environmentally sound manner. You can benefit economically, help preserve the environment, and improve your public image by implementing pollution prevention programs. For more information about pollution prevention, including fact sheets or U.S. EPA's "Facility Pollution Prevention Guide" (EPA/600/R-92.008), please contact the Ohio EPA Pollution Prevention Section at (614) 644-3469.

Attached is a copy of the inspection report. If you have any questions about my inspection, please feel free to contact me by phone at (740) 380-5418 or by email at tim.fulks@epa.state.oh.us.

Sincerely,



Timothy A. Fulks
District Representative
Division of Surface Water

TF/dh

Enclosure

c: Tom McVicker, Village Administrator



State of Ohio Environmental Protection Agency
Southeast District Office

Municipal NPDES Compliance Inspection Report

Section A: National Data System Coding

Permit #	NPDES #	Month/Day/Year	Inspection Type	Inspector	Facility Type
OPD00028*AD	OH0139700	August 9, 2012	C	S	1

Section B: Facility Data

Name and Location of Facility Inspected	Entry Time	Permit Effective Date
Village of Byesville Wastewater Treatment Plant Hope Avenue Byesville, Ohio 43723	9:30 a.m.	June 1, 2009
	Exit Time	Permit Expiration Date
	12:00 p.m.	December 31, 2011
Name(s) and Title(s) of On-Site Representative(s)	Phone Number(s)	
Karen Froelich, Chief Operator Stan Lucas, Operator Tom McVicker, Village Administrator	(740) 685-6239	
Name, Address, and Title of Responsible Official	Phone Number	
Mayor and Council Village of Byesville 221 East Main Street, P.O. Box 8 Byesville, Ohio 43723	(740) 685-6562	

Section C: Areas Evaluated During Inspection

(S = Satisfactory; M = Marginal; U = Unsatisfactory; N = Not Evaluated; N/A = Not Applicable)

M	Permit	U	Flow Measurement	N/A	Pretreatment
S	Records/Reports	M	Laboratory	N/A	Compliance Schedules
S	Operations & Maintenance	M	Effluent/Receiving Waters	S	Self-Monitoring Program
S	Facility Site Review	S	Sludge Storage/Disposal	S	Other
S	Collection System				

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

Permit: Renewal application was not submitted 180 days prior to expiration
Flow Measurement: The final effluent flow meter needs to be calibrated annually
Laboratory: Refer to the attached general lab criteria check list
Effluent: Evaluated as marginal based on recent effluent violations
Refer to the attached letter for further information

Inspector	Reviewer
	
9/7/12	9/10/12
Timothy A. Fulks Division of Surface Water Southeast District Office	Jennifer M. Witte Compliance & Enforcement Supervisor Division of Surface Water Southeast District Office
Date	Date

Sections E through 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 Y

Comments/Status:

Section F: Compliance

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

Comments/Status:

(a) Facility has had violations for ammonia nitrogen and TSS
(g) The facility's effluent had shown some chronic toxicity for Fathead minnows

Section G: Operation and Maintenance

Treatment Works:

Treatment facility properly operated and maintained

- (a) Standby power available generator or dual feed Y
 - i. What does the back-up power source operate

Whole Plant
 - ii. How often is the generator tested under load

1/week

- (b) Which components have an alarm system available for power or equipment failures
 Y
- (c) All treatment units in service other than backup units Y
- (d) What method is used for scheduling routine and preventative maintenance (calendar, software, etc.)
 Y
- (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:

(e) A seal in the east secondary clarifier failed and has since been replaced

Record Keeping/Operator of Record:

- (a) Wastewater Treatment Works classification (OAC 3745-7) III
- (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)
- (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:

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 3
 - II. How many pump stations have telemetered alarms..... 3
 - III. How many pump stations have operable alarms..... 3
- (b) Any chronic collection system overflows since last inspection Y
- (c) Regulatory agency notified of all overflows..... Y
- (d) Are there CSOs in the collection system N
 If so, what is the LTCP status

N/A
- (e) How are CSOs monitored (chalk, block, level sensor, etc.)

N/A
- (f) Portable pumps available for collection system maintenance Y
- (g) RDII Program established and active Y
- (h) Any WIB complaint received since last inspection..... N
- (i) Is there a WIB response plan..... N/E
- (j) Is any portion of the collection system at or near dry weather capacity N

Comments/Status:

Section H: Sludge Management

- (a) Method of Sludge Disposal.....
 - Land Application
 - Haul to Another NPDES Permittee
 - Haul to a Mixed Solid Waste Landfill

*if one of the selected methods is land application, complete applicable charts.

Class A – Exception Quality Sewage Sludge (monitoring station 584)

Pathogen Reduction Alternative	84370 Vector Attraction Reduction Options							
	Option 1 – 38% Volatile Solids Reduction	Option 2 – Anaerobic Bench Scale Analysis	Option 3 – Aerobic Bench Scale Analysis	Option 4 – Specific Oxygen Uptake Rate	Option 5 – Aerobic Time and Temperature	Option 6 – Alkali Addition	Option 7 - >75% Solids without Unstabilized Solids	Option 8 - >75% Solids with Unstabilized Solids
Alternative 1 – Time and Temperature Regime (84369)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternative 2 – High pH and High Temperature (84369)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternative 3 – Other Processes (84369)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternative 4 – Unknown Processes (84369)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternative 5 – Composting (84397)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternative 5 – Heat Drying (84397)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternative 5 – Heat Treatment (84397)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternative 5 – Thermophilic Aerobic Digestion (84397)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternative 5 – Beta Ray Irradiation (84397)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternative 5 – Gamma Ray Irradiation (84397)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternative 5 – Pasteurization (84397)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternative 6 – Approved Equivalent Process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Class B – Sewage Sludge (monitoring station 581)

Pathogen Reduction Alternative	84370 Vector Attraction Reduction Options									
	Option 1 – 38% Volatile Solids Reduction	Option 2 – Anaerobic Bench Scale Analysis	Option 3 – Aerobic Bench Scale Analysis	Option 4 – Specific Oxygen Uptake Rate	Option 5 – Aerobic Time and Temperature	Option 6 – Alkali Addition	Option 7 - >75% Solids without Unstabilized Solids	Option 8 - >75% Solids with Unstabilized Solids	Option 9 – Land Injection	Option 10 – Immediate Incorporation
Alternative 1 – Geometric Mean of Seven Fecal Samples (84369)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternative 2 – Aerobic Digestion (46396)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternative 2 – Air Drying (46396)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternative 2 – Anaerobic Digestion (46396)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternative 2 – Composting (46396)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternative 2 – Lime Treatment (46396)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternative 3 – Approved Equivalent Process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Comments/Status:

Section I: Self-Monitoring Program

Flow Measurement:

- (a) Primary/Secondary flow measuring devices (e.g. weir with ultrasonic level sensor)
- (b) Flow meter calibrated annually N
 Date of last calibration
- (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:

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 (see GLC page) N
- (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

Comments/Status:

(c) refer to attached general lab criteria check list

Laboratory:

General

- | | |
|---|---|
| (a) Does the Quality Assurance Manual contain written Standard Operating Procedures (SOP's) for all analysis performed onsite..... | Y |
| (b) Do SOP's include the following if applicable..... | Y |
| <ul style="list-style-type: none"> • Title • Scope and Application • Summary • Sample Handling & Preservation • Interferences • Apparatus and Materials • Reagents | <ul style="list-style-type: none"> • 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 known 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) | 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 |
| (g) Satisfactory calibration and maintenance of instruments/equipment (see score from GLC page) | N |
| (h) Commercial laboratory used..... | Y |
- Parameters analyzed by commercial lab: O&G, N+N, Phosphorus, metals, WET
 Lab name: Ream & Haager Laboratory

Discharge Monitoring Report Quality Assurance (DMRQA)

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

Comments/Status:

Section J: Effluent/Receiving Water Observations

Outfall #: 001

Outfall Description: Final Outfall

Receiving Stream: Wills Creek

Receiving Stream Description: No observable impact on the receiving stream from the discharge.

Comments/Status:

Section K: Multimedia Observations

- (a) Are there indications of sloppy housekeeping or poor maintenance in work & 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:

General Lab Criteria

Facility: Byesville WWTP, OPD00028, August 9, 2012

Criteria	Standard Methods Requirement	Acceptable?		Rating
Balance				A
• Standard Weights	• Either NIST Class s or ASTM/ANSI Class 1 weights ^{1,2}	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
• Calibration Frequency/ Documentation	• Calibration verification required at least once each day the balance is used ³	<input checked="" 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
• Other	• Service and recalibrate annually (manufacturer representative or comparable) ¹	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
	• Must be able to measure to 0.1 grams ⁴	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
	• Instrument manual available	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
	• Log book maintained ⁶	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Comments:				

Criteria	Standard Methods Requirement	Acceptable?		Rating
Drying Oven (Suspended Solids)				M
• Temperature Recordkeeping	• Temperature recorded with each use ⁴	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
	• Log book maintained ⁶	<input type="checkbox"/> Yes	<input checked="" 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 checked="" type="checkbox"/> No	
• Other	• Thermometer temperature in 0.1°C increments ⁵	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
	• Acceptable temperature range is 103° – 105°F ⁴	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
	• Instrument manual available	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Comments: Drying oven was noted at 107 degrees Celsius during the inspection.				

Criteria	Standard Methods Requirement	Acceptable?		Rating
pH Meter				A
• 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	
	• Log book maintained ⁹	<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 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	
Comments:				

General Lab Criteria

Criteria	Standard Methods Requirement	Acceptable?		Rating
Dissolved Oxygen Meter				M
• Calibration Method	• Air or known DO calibration method ¹⁰	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
	• Calibration per manufacturer specification ¹⁰	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
• Calibration Frequency/ Documentation	• Logbook maintained ⁹	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
	• Calibration verification required at least once each day the meter is used. ³	<input checked="" 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
	• Instrument manual available	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Comments:				

Criteria	Standard Methods Requirement	Acceptable?		Rating
Incubator (CBOD/E-Coli)				NR
• Temperature Recordkeeping	• Temperature checked/recorded twice daily for each shelf in use ¹	<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° ¹²	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	• Acceptable temperature range (E-Coli) is 35°C ±0.5° ²²	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	• Logbook maintained ⁹	<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 mg), 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 reads to 0.1 Celsius) ⁵	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Comments: E-Coli performed at water treatment plant.				

Criteria	Standard Methods Requirement	Acceptable?		Rating
Refrigerator				U
• Temperature Recordkeeping	• Temperature Log (thermometer reads to 0.1 Celsius) ⁵	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
• Temperature Calibration/ Documentation	• Thermometer calibrated annually with NIST traceable thermometer ^{1,2}	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
• Other	• Thermometer held in water bath ¹	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
	• Refrigerator temperature ≤6° Celsius ¹³	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
	• Do not store volatile solvents, food, or beverages ¹⁴	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Comments: No thermometer in refrigerator, so temperature of refrigerator was undetermined.				

Criteria	Standard Methods Requirement	Acceptable?		Rating
Chlorine Meter				NR
• 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	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

General Lab Criteria

	or calibration per manufacturer specification ¹⁶			
	• 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 ⁹	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	• Instrument manual available	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Comments:				

Criteria	Standard Methods Requirement	Acceptable?		Rating
Ammonia Meter				
• 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	A
	• Log book being maintained ⁹	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
• Slope Acceptability	• Verify calibration slope is acceptable (per mfg. spec.)	<input checked="" 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
	• Standards used for calibration not expired	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
• Other	• Electrode free of deposits and foreign material	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
	• Teflon covered magnetic stirrer or equivalent for mixing ¹⁸	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
	• Instrument manual available	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Comments:				

Criteria	Standard Methods Requirement	Acceptable?		Rating
Sample Collection/Handling				
• Sample Labeling	• Samples container labeled (description, date, time, preservative added, initialed) ¹⁹	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	A
• 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
	• SOP for cleaning of sampling equipment	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
	• Log book being maintained ⁹	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Comments:				

Criteria	Standard Methods Requirement	Acceptable?		Rating
Desiccator				
• General Criteria	• Properly working seals	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	M
	• Desiccant fresh (blue color)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
• Documentation	• Log book being maintained ⁹	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Comments:				

General Lab Criteria

Criteria	Standard Methods Requirement		Rating
Bench Sheets			A
<ul style="list-style-type: none"> • General Criteria 	<ul style="list-style-type: none"> • Date(s)² 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	<ul style="list-style-type: none"> • Analyst initials² 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	<ul style="list-style-type: none"> • Blue or black ink pen² 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	<ul style="list-style-type: none"> • Calibration information² 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	<ul style="list-style-type: none"> • Equations, calculations, units for all measurements, notations, and results present² 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	<ul style="list-style-type: none"> • Corrections, single line through, initialed and dated² 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Comments:			

Criteria	Standard Methods Requirement		Rating
Hot Water Bath (Fecal Coliform/E. Coli)			NR
<ul style="list-style-type: none"> • Temperature Recordkeeping 	<ul style="list-style-type: none"> • Temperature Log (thermometer reads 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 	<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 maintained⁹ 	<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		Rating
Autoclaves/Steam Sterilizers			NR
<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 exhaust¹ 	<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 maintained⁹ 	<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	
Comments:			

General Lab Criteria

Criteria	Standard Methods Requirement	Acceptable?	Rating
Final Effluent Temperature Monitoring			
<ul style="list-style-type: none"> • General Criteria 	<ul style="list-style-type: none"> • Thermometer calibrated annually with NIST traceable thermometer^{1,2} 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	U
	<ul style="list-style-type: none"> • Thermometer reads in increments of at least 0.1°C⁵ 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	<ul style="list-style-type: none"> • Log book being maintained² 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Comments:			

Number of Criteria Rated:	Acceptable	5
	Marginal	3
	Unacceptable	2
	Total Number of Areas Rated	10

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).	
Consider recommending PAI Audit from DES when:	<ul style="list-style-type: none"> >60% of ratings are Marginal >45% of ratings are a combination of Marginal or Unacceptable >30% of ratings are Unacceptable

General Lab Criteria

Notation of Referenced Method

1 Method 9020-B, Item 4	14 Method 1060A, Item 1
2 Method 1020-A, Item 1	15 Method 4500-CI I, Item 2
3 Method 1020-B, Item 10	16 Method 4500-CI I, Item 4
4 Method 2540-B, Item 2	17 Method 4500-NH3 D, Item 4
5 Method 2550-B, Item 1	18 Method 4500-NH3 D, Item 2
6 Method 1020-B, Item 1	19 Method 1060-B, Item 2
7 Method 4500-H B, Item 4	20 Method 1060-B, Item 1
8 Method 4500-H B, Item 2	21 Method 9222D, Item 1
9 Method 1020-B, Item 2	22 Method 9223 B, Item 2
10 Method 4500-O B, Item 3	23 Method 9223 B, Item 3
11 Method 4500-O G, Item 3	24 Method 1603, Item 2
12 Method 5210-B, Item 5	25 Method 9030-B, Item 3
13 CFR 136.3, Table II	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.

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	G, C	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

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°C	Std Methods 2540-D
Dissolved Oxygen, Membrane Electrode Method	Std Methods 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

Permit No	Reporting Period	Station	Reporting Code	Parameter	Limit Type	Limit	Reported Value	Violation Date
0PD00028*AD	June 2011	001	00530	Total Suspended Solids	30D Conc	12	15.5555	6/1/2011
0PD00028*AD	June 2011	001	00610	Nitrogen, Ammonia (NH3)	30D Conc	1.0	3.49778	6/1/2011
0PD00028*AD	June 2011	001	00610	Nitrogen, Ammonia (NH3)	7D Conc	1.5	3.48	6/1/2011
0PD00028*AD	June 2011	001	00610	Nitrogen, Ammonia (NH3)	30D Qty	3.79	5.8188	6/1/2011
0PD00028*AD	June 2011	001	00610	Nitrogen, Ammonia (NH3)	7D Conc	1.5	2.605	6/8/2011
0PD00028*AD	June 2011	001	00610	Nitrogen, Ammonia (NH3)	7D Conc	1.5	4.76	6/15/2011
0PD00028*AD	June 2011	001	00610	Nitrogen, Ammonia (NH3)	7D Qty	5.68	17.7403	6/15/2011
0PD00028*AD	June 2011	001	00530	Total Suspended Solids	7D Conc	18	19.5	6/22/2011
0PD00028*AD	June 2011	001	00610	Nitrogen, Ammonia (NH3)	7D Conc	1.5	2.38	6/22/2011
0PD00028*AD	July 2011	001	00610	Nitrogen, Ammonia (NH3)	30D Conc	1.0	3.00163	7/1/2011
0PD00028*AD	July 2011	001	00610	Nitrogen, Ammonia (NH3)	7D Conc	1.5	5.55	7/1/2011
0PD00028*AD	July 2011	001	00610	Nitrogen, Ammonia (NH3)	7D Conc	1.5	5.01	7/8/2011
0PD00028*AD	October 2011	001	00610	Nitrogen, Ammonia (NH3)	7D Conc	1.5	2.503	10/22/2011
0PD00028*AD	October 2011	001	00610	Nitrogen, Ammonia (NH3)	7D Qty	5.68	9.02192	10/22/2011
0PD00028*AD	January 2012	001	00610	Nitrogen, Ammonia (NH3)	30D Conc	3.0	3.85714	1/1/2012
0PD00028*AD	January 2012	001	00610	Nitrogen, Ammonia (NH3)	7D Qty	17.1	19.9658	1/22/2012