



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

July 25, 2013

Re: Athens County
 City of Nelsonville WWTP
 Compliance Evaluation Insp.
 NPDES Permit OPC00006*HD

City Council
 City of Nelsonville
 211 Lake Hope Drive
 Nelsonville, Ohio 45764

Dear Council Members:

On July 16, 2013, I conducted a compliance evaluation inspection of the Nelsonville Wastewater Treatment Plant (WWTP). Phil Smith, Operator of Record, represented the facility during the inspection. The purpose of the inspection was to determine compliance with terms and conditions set forth in the NPDES permit. A copy of the inspection report form is enclosed.

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

1. A review of your self-monitoring reports covering the months of August 2008, when the last inspection occurred, through June 2013 indicates violations of the effluent limitations contained in your NPDES permit. The specific instances of noncompliance and/or deficiencies are as follows:

Reporting Period	Outfall	Parameter	Limit Type	Limit	Reported Value	Violation Date
October 2008	001	Dissolved Oxygen	1D Conc	5	1.2	10/9/2008
August 2009	001	CBOD 5 day	7D Conc	40	44.	8/8/2009
February 2010	001	Oil and Grease, Hexane	1D Conc	10	14.5	2/4/2010
February 2011	001	Oil and Grease, Hexane	1D Conc	10	13.6	2/3/2011
December 2011	001	CBOD 5 day	7D Qty	83.3	95.9531	12/1/2011
August 2012	001	Chlorine, Total Residual	1D Conc	.038	.05	8/1/2012

2. In accordance with Ohio Administrative Code 3745-40-02, "By July 1, 2015, prior to the beneficial use of biosolids, influent wastewater and septage, or sewage sludge at a treatment works must be treated by a process such as physical screening or another method to significantly remove manufactured inerts." Currently, the WWTP does not have a screen that will meet the requirements of this rule. The City of Nelsonville must plan to address this deficiency and comply with this rule by July 1, 2015.

3. It was noted during my inspection that the Nelsonville WWTP will soon be receiving a generator from the Nelsonville Water Treatment Plant. Currently, there is no standby power available at the WWTP. In accordance with Section 56.1 of Ten States Standards, all plants shall be provided with an alternate source of electric power or pumping capability. As part of your response, provide a timeframe that this generator will be installed.
4. As noted during past inspections, during heavy rainfall events, the sewer main at Columbus Street and September Street surcharges, threatening to flood basements. To prevent property damage, the city installs temporary pumps into the sanitary sewer line to pump flow into the storm sewer to alleviate the surcharging. The storm sewer outlets on the south embankment of the bridge for State Route 278 over the Hocking River.

This unauthorized discharge must be eliminated. The discharge is a violation of Ohio Revised Code (ORC) 6111.04 for discharge of pollution without a permit. You must submit a conceptual plan to eliminate this discharge within 30 days of the date of this letter, along with a schedule for applying for funding and necessary permits. Quarterly updates on progress towards discharge elimination are required to be submitted to Ohio EPA Southeast District Office, Division of Surface Water beginning in October 2013. Failure to eliminate this unauthorized discharge will result in an enforcement action against the city.

5. As detailed in the current NPDES permit and on several previous inspection letters, Nelsonville WWTP suffers from a serious Inflow/Infiltration (I/I) problem. The average flow rate into the plant for the last five (5) years has been 0.7475 million gallons per day (MGD). The WWTP is designed to treat a daily flow of 0.55 MGD. In addition, the existence of the Columbus St. Sanitary Sewer Overflow (SSO), noted above, is evidence that large sources of I/I still exist in the collection system.

In accordance with the compliance schedule contained in your current NPDES permit, the city must submit a report summarizing all efforts/projects that were undertaken during that last five (5) years to identify and remove I/I in the collection system. This report shall be submitted to my attention within thirty (30) days from the date of this letter.

In addition, the city must submit a schedule that lists future projects, with a timeframe, to remove I/I from the collection system. The city must submit quarterly progress reports indicating the progress in meeting the above-captioned schedule.

6. Ohio EPA is currently in the process of renewing the expired NPDES permit. The renewal NPDES permit will contain a compliance schedule regarding I/I removal. The city will be receiving the draft permit in the upcoming months.

Please respond, in writing, within 30 days of the date of this letter, to items 2 through 5, listed above. If you have any questions, please contact me at (740) 380-5416 or nick.hammer@epa.ohio.gov.

Sincerely,

A handwritten signature in blue ink that reads "Nicholas G. Hammer". The signature is written in a cursive style.

Nicholas G. Hammer, R.S.
Environmental Specialist
Division of Surface Water

NH/dh

Enclosure

- c: Mark Hall, City Manager, City of Nelsonville
- c: Phil Smith, Operator of Record, Nelsonville WWTP



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
0PC00006*HD	OH0020541	07/16/2013	C	S	1

Section B: Facility Data		
Name and Location of Facility Inspected	Entry Time	Permit Effective Date
Nelsonville WWTP 15751 U.S. Route 33 Nelsonville, OH 45764	9:00 AM	12/1/07
	Exit Time	Permit Expiration Date
	1:00 PM	11/30/12
Name(s) and Title(s) of On-Site Representative(s)	Phone Number(s)	
Phil Smith, Operator	740-753-3023	
Name, Address, and Title of Responsible Official	Phone Number	
City of Nelsonville 211 Lake Hope Drive Nelsonville, OH 45764	740-753-1314	

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

Section D: Summary of Findings (attach additional sheets if necessary)			
See Attached Letter.			
Inspector		Reviewer	
7/25/13		7/25/13	
Date		Date	
Nicholas G. Hammer Division of Surface Water Southeast District Office		Jennifer M. Witte Compliance & Enforcement Supervisor Division of Surface Water Southeast District Office	

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

Comments/Status:

(e) Compliance Schedule contained in current NPDES permit.

Section G: Operation and 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

Currently no standby power available at the WWTP

ii. How often is the generator tested under load

N/A

- (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 and preventative maintenance (calendar, software, etc.)
- (e) Any major equipment breakdown since last inspection N
- (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:

(a) Nelsonville WTP is upgrading their plant and the existing generator from the WTP will be relocated to the WWTP in the fall. Engineering have confirmed that this generator will power the entire plant when in use.

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 0
 - II. How many pump stations have telemetered alarms..... 0
 - III. How many pump stations have operable alarms..... 10
- (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 N
- (h) Any WIB complaint received since last inspection..... N
- (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:

(a) 10 pump stations in collection system.
 (b) Columbus St. in 2011, there have been none in 2012 or to date in 2013.

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 checked="" type="checkbox"/>	<input type="checkbox"/>
Alternative 2 – Aerobic 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 – 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 N
- (g) Are sludge application sites inspected to verify compliance with NPDES permit Y
- (h) Is a contractor used for sludge disposal N
If so, what is the name of the contractor

Comments/Status:

(f) Muffin monster in place. Facility must install a screen that will comply with OAC 3745-40-02 by July 1, 2015.

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 Y
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) Y
- (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:

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

- Title
- Scope and Application
- Summary
- Sample Handling & 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 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) Y
- (h) Commercial laboratory used..... Y

Parameters analyzed by commercial lab: **All but pH, Chlorine, & DO**
Lab name: **TCCI**

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:

Section J: Effluent/Receiving Water Observations

Outfall #: **001**

Outfall Description: **Final Outfall**

Receiving Stream: **Hocking River**

Receiving Stream Description: **Clear flow discharged from WWTP**

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: Nelsonville WWTP

Criteria	Standard Methods Requirement		Acceptable?	Rating
Balance				N/A
• 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 ⁶	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Comments:				

Criteria	Standard Methods Requirement		Acceptable?	Rating
Drying Oven (Suspended Solids)				N/A
• Temperature Recordkeeping	• Temperature recorded with each use ⁴	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	• Log book maintained ⁶	<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 in 0.1°C increments ⁵	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	• Acceptable temperature range is 103° – 105°F ⁴	<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
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				
• Calibration Method	• Air or known DO calibration method ¹⁰	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	A
	• Calibration per manufacturer specification ¹⁰	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
• Calibration Frequency/ Documentation	• Logbook maintained ⁹	<input checked="" type="checkbox"/> Yes	<input 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)				
• Temperature Recordkeeping	• Temperature checked/recorded twice daily for each shelf in use ¹	<input type="checkbox"/> Yes	<input type="checkbox"/> No	N/A
	• 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:				

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

Criteria	Standard Methods Requirement	Acceptable?		Rating
Chlorine Meter				
• Calibration Frequency/ Documentation	• pH/millivolt meter read to 0.1 mV ¹⁵	<input type="checkbox"/> Yes	<input type="checkbox"/> No	NR
	• 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			
	<ul style="list-style-type: none"> • Standards used for calibration not expired 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<ul style="list-style-type: none"> • Slope Documentation/ Acceptability 	<ul style="list-style-type: none"> • Calibration curve (acceptable slope) 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<ul style="list-style-type: none"> • Other 	<ul style="list-style-type: none"> • Electrode free of deposits and foreign material 	<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"> • Instrument manual available 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Comments:				

Criteria	Standard Methods Requirement	Acceptable?		Rating
Ammonia Meter				
<ul style="list-style-type: none"> • Calibration Frequency/ Documentation 	<ul style="list-style-type: none"> • 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	N/A
		<ul style="list-style-type: none"> • Log book being maintained⁹ 	<input type="checkbox"/> Yes	
<ul style="list-style-type: none"> • Slope Acceptability 	<ul style="list-style-type: none"> • Verify calibration slope is acceptable (per mfg. spec.) 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<ul style="list-style-type: none"> • Calibration Method 	<ul style="list-style-type: none"> • 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	
		<ul style="list-style-type: none"> • Standards used for calibration not expired 	<input type="checkbox"/> Yes	
<ul style="list-style-type: none"> • Other 	<ul style="list-style-type: none"> • Electrode free of deposits and foreign material 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<ul style="list-style-type: none"> • Teflon covered magnetic stirrer or equivalent for mixing¹⁸ 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<ul style="list-style-type: none"> • Instrument manual available 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Comments:				

Criteria	Standard Methods Requirement	Acceptable?		Rating	
Sample Collection/Handling					
<ul style="list-style-type: none"> • Sample Labeling 	<ul style="list-style-type: none"> • Samples container labeled (description, date, time, preservative added, initialed)¹⁹ 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	A	
<ul style="list-style-type: none"> • Chain of Custody 	<ul style="list-style-type: none"> • Chain of custody (description, date, time, signature)¹⁹ 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
<ul style="list-style-type: none"> • Other 	<ul style="list-style-type: none"> • Composite samples refrigerated during sample collection¹⁴ 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
		<ul style="list-style-type: none"> • Equipment blanks utilized¹⁴ 	<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No
		<ul style="list-style-type: none"> • SOP for cleaning of sampling equipment 	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
		<ul style="list-style-type: none"> • Log book being maintained⁹ 	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
Comments:					

Criteria	Standard Methods Requirement	Acceptable?		Rating
Desiccator				
<ul style="list-style-type: none"> • General Criteria 	<ul style="list-style-type: none"> • Properly working seals 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	N/A
		<ul style="list-style-type: none"> • Desiccant fresh (blue color) 	<input type="checkbox"/> Yes	
<ul style="list-style-type: none"> • Documentation 	<ul style="list-style-type: none"> • Log book being maintained⁹ 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Comments:				

General Lab Criteria

Criteria	Standard Methods Requirement	Acceptable?	Rating
Bench Sheets			
<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	A
	<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	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 reads 0.2° C)²¹ 	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
		<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 maintained⁹ 	
<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	N/A
		<ul style="list-style-type: none"> • 10 to 30 minutes time based on material being sterilized²⁶ 	
<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 	
<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	A
	<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Comments:			

Number of Criteria Rated:	Acceptable	6
	Marginal	
	Unacceptable	
Total Number of Areas Rated		6

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