



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

September 25, 2013

Re: Adams County
Village of Seaman
Compliance Evaluation Inspection
Ohio EPA Permit No. 0PB00098*GD

Mayor David Hughes and Council
Village of Seaman
17806 State Route 247
P.O. Box 248
Seaman, Ohio 45679

Dear Mayor and Council:

On September 17, 2013, I conducted a compliance evaluation inspection at the Seaman Wastewater Treatment Plant (WWTP). Rick Hardin represented the Village of Seaman and assisted me during the inspection. The purpose of the inspection was to determine if the treatment plant was meeting the terms and conditions set forth in the NPDES permit 0PB00098*GD and to conduct a pre-permit renewal inspection. Wastewater samples were not collected during the inspection.

Based on my inspection and file review, I have the following comments:

1. A review of the facility's discharge monitoring reports (DMRs) from March 2011 to present shows five limit violations for exceeding CBOD, two limit violations for exceeding Fecal Coliform, one limit violation for exceeding TSS, and one limit violation for exceeding pH. The majority of these violations occurred in 2011. No effluent violations were noted in 2012 and two limit violations have occurred in 2013. Ohio EPA asks that the village continue to strive for compliance.
2. At the time of my inspection, the final outfall was observed during the inspection. The outfall discharges to an unnamed tributary of the West Fork of Ohio Brush Creek. At the time of the inspection, no observable impacts to the receiving stream were present. The effluent was very clear and no odor was observed.
3. The influent and effluent samplers did not have thermometers present in their respective refrigerators. The samples are to be kept at 4 degrees Celsius in accordance with regulation 40 CFR 136. A thermometer held in a water bath must be present to verify the influent and effluent sampler refrigerators are maintaining proper temperature. A temperature log book shall be created and daily temperature in the refrigerators shall be documented.

4. A review of the lab was performed during the inspection and a copy of the lab inspection report is included. Please address the following deficiencies:
 - a. A logbook shall be created and maintained for the calibration of the Dissolved Oxygen (DO) Meter.
 - b. A logbook shall be created and maintained for the temperature of the refrigerator that is used to hold samples until they are released to the contract lab.
 - c. The analyst shall initial the bench sheets.
5. Ohio EPA is in the process of renewing the NPDES permit for this facility and will be issued as a draft document in the near future. The facility will have thirty (30) days to provide comments. At this time, there is no further information needed from the village for the renewal of the permit. Until the NPDES permit is renewed, continue to operate and sample under the expired permit.
6. Ohio EPA strongly encourages the village to continue to identify and remove sources of Inflow and Infiltration (I/I) in the collection system. The past actions taken on removing I/I have had a positive impact on the WWTP. The current compliance schedule will be revised in the upcoming NPDES permit to include annual progress reports on I/I identification and removal.

Please respond, in writing, within 30 days of the date of this letter, to items 3 and 4, listed above. If you have any questions, please contact me at (740) 380-5416 or nick.hammer@epa.ohio.gov.

Sincerely,



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

NGH/dh

Enclosures

c: Rick Hardin, Plant Operator



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
0PB00098*GD	OH0027341	September 17, 2013	C	S	1

Section B: Facility Data		
Name and Location of Facility Inspected	Entry Time	Permit Effective Date
Village of Seaman WWTP Locust Street Seaman, Ohio 45679	9:30 a.m.	September 1, 2008
	Exit Time	Permit Expiration Date
	12:30 p.m.	August 31, 2013
Name(s) and Title(s) of On-Site Representative(s)	Phone Number(s)	
Rick Hardin, Operator	(937) 779-1519	
Name, Address, and Title of Responsible Official	Phone Number	
Mayor David Hughes and Council 17806 State Route 247 P.O. Box 248 Seaman, Ohio 45679	(937) 386-2980	

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	M	Laboratory	S	Compliance Schedules
S	Operations & Maintenance	S	Effluent/Receiving Waters	S	Self-Monitoring Program
S	Facility Site Review	S	Sludge Storage/Disposal	N/A	Other
M	Collection System				

Section D: Summary of Findings (attach additional sheets if necessary)			
Please see attached letter			
Inspector		Reviewer	
<i>Nicholas G. Hammer</i>	9-25-13	<i>Jennifer M. Witte</i>	9/25/13
Nicholas G. Hammer Division of Surface Water Southeast District Office	Date	Jennifer M. Witte Compliance & Enforcement Supervisor Division of Surface Water Southeast District Office	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:

(c) Renewal NPDES permit will be issued draft in near future. Installation of UV used for disinfection replaces chlorine.

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..... Y
- (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 Y
 - i. What does the back-up power source operate
WWTP and Collection System Pump Stations (Portable)
 - ii. How often is the generator tested under load
As needed

- (b) Which components have an alarm system available for power or equipment failures
All power components have visual alarm at WWTP 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.)
Calendar
- (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) Gear box was recently replaced in primary clarifier.

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)
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) N/A
 - 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 1
 - II. How many pump stations have telemetered alarms..... 1
 - III. How many pump stations have operable alarms..... 3
- (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

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..... Y
- (j) Is any portion of the collection system at or near dry weather capacity N

Comments/Status:

(a) Three total pump stations in collection system. Newest pump station equipped with telemetering.

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 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 Y
- (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

Comments/Status:

(h) Contractor hauls sludge to Pike Landfill.

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 N
- (b) Do SOP's include the following if applicable N

- | | |
|----------------------------------|-----------------------------|
| • Title | • Procedure |
| • Scope and Application | • Calculations |
| • Summary | • Quality Control |
| • Sample Handling & Preservation | • Maintenance |
| • Interferences | • Corrective Action |
| • Apparatus and Materials | • Reference (Parent Method) |
| • Reagents | |

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, DO, & Temperature**
 Lab name: **Masi, Winchester WWTP, & Sardinia WWTP**

Discharge Monitoring Report Quality Assurance (DMRQA)

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

N/A

Comments/Status:

See General Lab Criteria Checklist
 -Need to maintain logbook for DO meter calibration
 -Need to maintain logbook for Temperature Log for Refrigerator where samples are held.
 -Need to include initials for analyst on bench sheets.

Section J: Effluent/Receiving Water Observations

Outfall #: **001**

Outfall Description: **Very Clear, No odor**

Receiving Stream: **Unnamed Tributary of West Fork Ohio Brush Creek**

Receiving Stream Description: **Very little flow in Tributary at time of inspection**

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: Seaman WWTP

Criteria	Standard Methods Requirement	Acceptable?	Rating
Balance		<input type="checkbox"/> Yes <input type="checkbox"/> No	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)		<input type="checkbox"/> Yes <input type="checkbox"/> No	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		<input type="checkbox"/> Yes <input type="checkbox"/> No	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			Acceptable?		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: Need to maintain calibration log book.					

Criteria	Standard Methods Requirement	Acceptable?		Rating	
Incubator (CBOD/E-Coli)			Acceptable?		N/A
• 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:					

Criteria	Standard Methods Requirement	Acceptable?		Rating	
Refrigerator			Acceptable?		M
• 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 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: Need to maintain temperature log book.					

Criteria	Standard Methods Requirement	Acceptable?		Rating	
Chlorine Meter			Acceptable?		N/A
• 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			
<ul style="list-style-type: none"> • Slope Documentation/ Acceptability 	<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"> • 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 checked="" type="checkbox"/> Yes		<input 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	M
	<ul style="list-style-type: none"> • Analyst initials² 		<input type="checkbox"/> Yes <input checked="" 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: Need to include analyst initials on bench sheets.				

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 		
<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	3
	Marginal	3
	Unacceptable	0
	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