

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION I**

IN THE MATTER OF:	)	
	)	DOCKET NO. 010-026
City of Lowell	)	
Lowell Regional Wastewater Utility	)	FINDINGS OF VIOLATION
First Street Boulevard (Route 110)	)	
Lowell, Massachusetts 01850	)	AND
	)	
NPDES Permit No.MA0100633	)	ORDER FOR COMPLIANCE
	)	
Proceedings under Sections 308 and	)	
309(a)(3) of the Clean Water Act,	)	
as amended, 33 U.S.C. §§ 1318 and	)	
1319(a)(3)	)	

**I. STATUTORY AUTHORITY**

The following Findings are made and ORDER issued pursuant to Sections 308(a) and 309(a)(3) of the Clean Water Act, as amended (the "Act"), 33 U.S.C. §§ 1318 and 1319(a)(3). Section 309(a)(3) of the Act grants to the Administrator of the U.S. Environmental Protection Agency ("EPA") the authority to issue orders requiring persons to comply with Sections 301, 302, 306, 307, 308, 318 and 405 of the Act and any permit condition or limitation implementing any of such sections in a National Pollutant Discharge Elimination System ("NPDES") permit issued under Section 402 of the Act, 33 U.S.C. § 1342. Section 308(a) of the Act, 33 U.S.C. § 1318(a), authorizes EPA to require the submission of any information required to carry out the objectives of the Act. These authorities have been delegated to EPA Region I's Regional Administrator, and in turn to the Director of EPA of the Office of Environmental Stewardship ("Director").

The Order herein is based on findings of violation of Section 301 of the Act, 33 U.S.C. § 1311, and the conditions of NPDES Permit No. MA0100633. Pursuant to Section 309(a)(5)(A) of the Act, 33 U.S.C. § 1319(a)(5)(A), the Order provides a schedule for compliance which the Director has determined to be reasonable.

## II. DEFINITIONS

Unless otherwise defined herein, terms used in this Order shall have the meaning given to those terms in the Act, 33 U.S.C. § 1251 *et. seq.*, the regulations promulgated thereunder, and any applicable NPDES permit. For the purposes of this Order, "NPDES Permit" means the Lowell Regional Water and Wastewater Utility's NPDES Permit, No. MA0100633, and all amendments or modifications thereto, and renewals thereof as are applicable, and in effect at the time.

## III. FINDINGS

The Director makes the following findings of fact:

1. The City of Lowell, Massachusetts ("City," "Lowell," or "Permittee") is a municipality, as defined in Section 502(4) of the Act, 33 U.S.C. § 1362(4), and therefore a person as defined in Section 502(5) of the Act, 33 U.S.C. § 1362(5).
2. The City is the owner and, through the Lowell Regional Wastewater Utility, a department of the City of Lowell, operator of a Publicly-Owned Treatment Works ("POTW") which includes a wastewater collection system ("Collection System"), a wastewater treatment facility ("WWTF") and nine combined sewer overflow ("CSO") outfalls from which it discharges pollutants, as defined in Section 502(6) and (12) of the Act, 33 U.S.C. §§ 1362(6) and (12), from point sources, as defined in Section 502(14) of the Act, 33 U.S.C. § 1362(14). The WWTF discharges into the Merrimack River via Outfall No. 035, and the CSO outfalls discharge flow into the Merrimack River, the Concord River, and Beaver Brook. The Concord River and Beaver Brook discharge into the Merrimack River, which discharges into the Atlantic Ocean. All are waters of the United States as defined in 40 CFR § 122.2 and navigable waters under 502(7) of the Act, 33 U.S.C. § 1362(7).
3. On September 1, 2005, the City was issued NPDES Permit No. MA0100633 ("NPDES Permit") by the Director of the Office of Ecosystem

Protection of EPA, Region I, under the authority of Section 402 of the Act, 33 U.S.C. § 1342. The NPDES Permit became effective on November 1, 2005, and expires on October 31, 2010.

4. Part I.A of the Permit authorizes the Permittee to discharge pollutants from the WWTF subject to the effluent limitations and monitoring requirements established therein. The effluent limitations include, inter alia, a moving-average annual average flow limit of 32 million gallons per day.
5. Part I.F of the Permit authorizes the Permittee to discharge from the specified CSO outfalls to the Merrimack and Concord Rivers and Beaver Brook provided that, inter alia, the Permittee maximizes flow to the WWTF for treatment and the discharges shall not cause or contribute to violations of Federal or State Water Quality Standards.
6. Part I.C of the Permit provides that discharges of wastewater from any other point sources, including sanitary sewer overflows, are not authorized.
7. As evidenced by discharge monitoring reports (“DMRs”) submitted to EPA by the Permittee, the quantity of flow discharged from the WWTF consistently exceeds the NPDES Permit limit. These NPDES Permit exceedances are attributed to the high wet-weather flows received in the course of maximizing flow to the WWTF pursuant to Part I.F of the NPDES Permit.
8. The Permittee’s discharge from the WWTF of flows in excess of the limit in Part I.A is not authorized by the NPDES Permit.
9. Discharges from the CSO outfalls contain high levels of fecal coliform bacteria. Fecal coliform bacteria is a pollutant within the meaning of Sections 502(6) and (12) of the Act, 33 U.S.C. §§ 1314(6) and (12). The Permittee has been implementing a Phase I CSO abatement program which has reduced but not eliminated these discharges from CSO outfalls. The remaining discharges from CSO outfalls cause or contribute to violations of State Water Quality Standards for fecal coliform bacteria in

the Merrimack and Concord Rivers and Beaver Brook in violation of the NPDES Permit.

10. The Permittee's discharge of coliform bacteria from its CSO outfalls in quantities that cause or contribute to violations of State Water Quality Standards is not authorized by the NPDES Permit.
11. During wet-weather conditions, untreated wastewater has overflowed (wet-weather sanitary sewer overflows) from various components of the Collection System other than permitted outfalls into building basements and onto streets. Some of these overflows are discharged from point sources into the Merrimack and Concord Rivers and Beaver Brook, either directly, through tributary streams, or the City's canal system.
12. Untreated wastewater contains pollutants within the meaning of Section 502(6) and (12) of the Act, 33 U.S.C. §§ 1314(6) and (12).
13. The Permittee's discharge of wastewater from wet-weather sanitary sewer overflows is not authorized by the NPDES Permit.
14. Section 301(a) of the Act, 33 U.S.C. § 1311(a), makes unlawful the discharge of pollutants to waters of the United States except, among other things, in compliance with the terms and conditions of an NPDES permit issued pursuant to Section 402 of the Act, 33 U.S.C. § 1342. The Permittee's discharge from the WWTF of flows in excess of the limit in Part I.A, the Permittee's discharge of coliform bacteria from its CSO outfalls in quantities that cause or contribute to violations of State water Quality Standards, and the Permittee's discharge of wastewater from wet-weather sanitary sewer overflows have occurred in violation of the Permit and Section 301(a) of the Act, 33 U.S.C. § 1311(a).

#### **IV. ORDER**

Accordingly, pursuant to Sections 308 and 309(a)(3) of the Act, it is hereby ordered that:

### **CSO Abatement Projects**

1. Within 90 days of receipt of this Order, the Permittee shall submit to EPA and the Massachusetts Department of Environmental Protection (“MassDEP”) for review and approval a detailed plan for a Phase 1A CSO abatement program. The plan shall include a description of each element of the program, its estimated cost, a schedule for its completion, and its CSO benefits. The plan shall include a schedule for the completion of a Final Long-Term CSO Control Plan (“FLTCP”) and Environmental Impact Report (“EIR”). The Phase 1A schedule shall require the completion of any element of the program involving optimization of in-line system storage prior to conducting any flow monitoring required to develop the FLTCP. Upon written approval of the plan by EPA and MassDEP, the approved plan and schedule shall become an enforceable requirement of this Order.
2. Within 150 days of the receipt of this Order, the Permittee shall submit to EPA and MassDEP for review and approval a High Flow Management Plan (“HFMP”). The HFMP shall include: 1) an evaluation of the maximum flow that can be provided full secondary treatment by the WWTF; 2) an evaluation of the maximum flow that can be provided at least primary treatment and disinfection by the WWTF; and 3) facility management procedures, including the WWTF, the collection system, and the CSO outfalls, to maximize the flow reaching the WWTF, maximize the level of pollutant removal provided by the WWTF, maximize the in-line storage within the collection system, and minimize the volume of discharges through CSO outfalls.
3. By June 30, 2011, the Permittee shall submit to EPA and MassDEP for review and approval a detailed Scope of Work (“SOW”) for completion of a FLTCP and EIR. The SOW shall reflect the approved Phase 1A schedule, and shall conform to the EPA’s *Combined Sewer Overflow Control Policy*, 1994.

### **Interim Effluent Limits**

5. From the effective date of this Order until issuance of a new Permit or this Order is modified or superseded, the limitation for Annual Average Flow through the WWTF shall be monitor only. The Permittee shall continue to monitor and report on its WWTF flow in accordance with the requirements of Part I.A.1the NPDES Permit. The Permittee shall continue to maximize flow to the WWTF in accordance with the requirements of Part I.F of the NPDES Permit.
6. The Permittee shall also comply with all other effluent limitations, monitoring requirements and other conditions specified in its NPDES Permit for parameters that are not addressed in Paragraph IV.5. above.

### **Capacity, Management, Operation and Maintenance ("CMOM") Program**

#### **Assessment**

7. Within 180 calendar days of the effective date of this Order, the Permittee shall complete and submit:
  - a. an inventory of the City's Collection System that characterizes the age, condition, type of construction, and operation of each element of its Collection System and provides for further assessments where warranted;
  - b. an assessment of the capacity of critical elements of the Collection System; and
  - c. an assessment of the City's operation and maintenance practices all of which shall comprise the "CMOM Program Self-Assessment".

As part of the assessments, the City shall determine whether improvements to the City's preventative maintenance practices are necessary in order to preserve the infrastructure of the Collection System and to prevent future overflows from the Collection System. The CMOM Program Self-Assessment shall be conducted in accordance with EPA's Guide for Evaluating Capacity, Management, Operation, and Maintenance (CMOM) Programs at Sanitary Sewer Collection Systems (EPA 305-B-05-

002, January 2005) ) (available on-line at [http://www.epa.gov/npdes/pubs/cmom\\_guide\\_for\\_collection\\_systems.pdf](http://www.epa.gov/npdes/pubs/cmom_guide_for_collection_systems.pdf)). As part of the CMOM Program Self Assessment, the City shall complete and submit the Wastewater Collection System CMOM Program Self-Assessment Checklist (the "CMOM Program Self-Assessment Checklist") (see Attachment 1), which is a Region 1 modification of the checklist that accompanies the above CMOM guidance.

### **CMOM Corrective Action Plan**

8. Within 365 calendar days of the effective date of this Order, submit a plan (the "CMOM Corrective Action Plan") that shall include the following:
  - a. a list of any deficiencies identified by the CMOM Program Self-Assessment;
  - b. a list of causes and contributing factors that lead to the overflows identified in response to this Order and the CMOM Program Self-Assessment Checklist;
  - c. a description of the specific short and long-term actions that the City is taking, or plans to take, to address any of the deficiencies identified during the completion of the CMOM Program Self-Assessment Checklist; and
  - d. a schedule for implementation of the CMOM Corrective Action Plan (the "CMOM Corrective Action Plan Implementation Schedule").
9. The CMOM Corrective Action Plan Implementation Schedule shall be incorporated and enforceable hereunder upon approval by, and as amended by, EPA and MassDEP.

### **CMOM Program Document**

10. Within two years of the effective date of this Order, the Permittee shall consolidate all of the Collection System preventative and reactive maintenance programs and Collection System capital improvement plans into a single CMOM Program document. The CMOM Program document

shall be maintained at a location that is readily accessible to the City's maintenance staff, and is available for inspection by EPA and MassDEP.

11. Until further notice, beginning May 1, 2012, and each May 1<sup>st</sup> annually thereafter, the Permittee shall submit a report (the "CMOM Program Implementation Annual Report"), detailing the actions taken by the City during the prior calendar year, or known by the City to have been taken by other parties, to resolve the deficiencies identified in the CMOM Corrective Action Plan and to comply with this Order. The CMOM Program Implementation Annual Report shall also include:

- a. a summary listing of all unauthorized discharges, overflows, spills, and releases that have occurred during the previous calendar year, including building/private property backups, that result from capacity limitations, blockages, or mechanical, electrical or structural failures in that portion of the Collection System owned by the City. The tabular listing shall be organized chronologically and shall include:
  - i. the dates and times on which each event began and was stopped, or if it is continuing, a schedule for its termination;
  - ii. the location (nearest address) of each such event;
  - iii. the source of the notification (property owner, field crew, police);
  - iv. the cause of the event, including but not limited to, whether it was caused by debris, fats, oils, and grease, or root blockages, collapsed pipes, mechanical, electrical and structural failures, hydraulic overloads and/or vandalism;
  - v. the estimated gallons of wastewater released, and the method used to estimate the volume;
  - vi. a description of the ultimate fate of the overflow including whether it occurred in a building, on private property, onto the ground, to the street, and whether it discharged to a surface water including the name of the surface water. If the



- release occurred to the ground or street, provide the location of the nearest down-gradient stormwater catch basin and the name of the receiving water for that portion of the stormwater collection system;
- vii. the estimated gallons of wastewater discharged to the stormwater collection system or surface water and the method used to estimate the volume;
  - viii. the measures taken to stop the overflow and prevent future overflows at the same location;
  - ix. the date that overflow was reported to the EPA and MassDEP; and
  - x. the date of the last overflow that occurred at the same location.

The location of each event included in the summary listing shall also be noted on a map of the City's Collection System.

- b. a description of the measures and programs implemented by the City to resolve any of the deficiencies identified pursuant to Paragraphs IV.7. and IV.8. of this Order and to reduce the frequency, duration and volume of unauthorized discharges, overflows, spills, and releases from the City's Collection System during the previous calendar year including copies of any contracts signed by the City to address any issues identified in the CMOM Corrective Action Plan. The report shall also include a description of the activities that the City has implemented to measure the effect and success of its efforts;
- c. a description of the type of the City's Collection System mapping (i.e. GIS, paper) and the last date the map(s) was updated;
- d. copies of the annual Collection System operation and maintenance budgets for the current and previous fiscal year noting the source of the funding – enterprise fund, general tax rate. Specifically indicate whether a capital replacement fund (“sinking fund”) has been

established to provide for replacement of aging wastewater Collection System infrastructure. Provide the Collection System maintenance staffing levels for the current fiscal year including:

- i. budgeted positions;
  - ii. vacant positions; and
  - iii. a brief description of the responsibilities of each position clearly distinguishing Collection System maintenance responsibilities from responsibilities for the WWTF and other public works operations.
- e. a description of any existing or proposed City programs designed to reduce the levels of extraneous flows that enter the City's Collection System and the specific measures that were taken by the City under these programs during the past calendar year including whether properties are inspected during the property transfer process to determine whether infiltration/inflow sources are tied into the Collection System;
- f. a description of any existing or proposed City easement maintenance programs for locating and uncovering lost or buried Collection System manholes and the specific measures that were taken by the City under these programs during the past calendar year; and
- g. a projection of the measures that will be taken during the current calendar year to resolve any deficiencies identified in the CMOM Corrective Action Plan and to comply with this Order.

### **Third Year CMOM Program Self-Assessment Checklist**

12. Three years from the effective date of this Order, the Permittee shall submit an updated CMOM Program Self-Assessment Checklist in addition to the annual report required pursuant to Paragraph 11. of this Order.

### **Semi-Annual Progress Reports and Work Projections**

13. Beginning with the period ending on September 30, 2011, and continuing until otherwise directed in writing by EPA, the Permittee shall submit semi-annual reports on the City's progress in implementing the provisions of this Order. The reports shall be submitted by the last day of the month following the semi-annual monitoring period. At a minimum, these progress reports shall include a description of:
  - a. Activities undertaken during the reporting period directed at achieving compliance with this Order;
  - b. A summary of the status of all plans, reports, and other deliverables required by this Order that the City completed and submitted during the reporting period; and
  - c. Expected activities completed during the next reporting period in order to achieve compliance with this Order.

### **V. NOTIFICATION PROCEDURE**

1. Where this Order requires a specific action to be performed within a certain time frame, the Permittee shall submit a written notice of compliance or noncompliance with each deadline. Notification must be mailed within fourteen (14) days after each required deadline. The timely submission of a required report shall satisfy the requirement that a notice of compliance be submitted.
2. If noncompliance is reported, notification should include the following information:
  - a. A description of the noncompliance;
  - b. A description of any actions taken or proposed by the Permittee to comply with the lapsed schedule requirements;
  - c. A description of any factors that explain or mitigate the noncompliance; and

- d. An approximate date by which the Permittee will perform the required action. After a notification of noncompliance has been filed, compliance with the past-due requirement shall be reported by submitting any required documents or providing EPA with a written report indicating that the required action has been achieved.
3. Submissions required by this Order shall be in writing and shall be mailed to the following addresses:

U.S. Environmental Protection Agency, Region I  
5 Post Office Square, Suite 100 (OES04-4)  
Boston, MA 02109-3219  
Attn: George W. Harding, P.E.

and

Massachusetts Department of Environmental Protection  
Municipal Services Section  
DEP Northeast Regional Office  
205B Lowell Street  
Wilmington, MA 01887  
Attention: Kevin Brander, P.E.

## **VI. GENERAL PROVISIONS**

1. The Permittee may, if it desires, assert a business confidentiality claim covering part or all of the information requested, in the manner described by 40 C.F.R. § 203(b). Information covered by such a claim will be disclosed by EPA only to the extent set forth in 40 C.F.R. Part 2, Subpart B. If no such claim accompanies the information when it is received by EPA, the information may be made available to the public by EPA without further notice to the Permittee. The Permittee should carefully read the above-cited regulations before asserting a business confidentiality claim since certain categories of information are not properly the subject of such a claim. For example, the Act provides that "effluent data" shall in all cases be made available to the public. See Section 308(b) of the Act, 33 U.S.C. § 1318(b).

2. This Order does not constitute a waiver or a modification of the terms and conditions of the NPDES Permit. The NPDES Permit remains in full force and effect. EPA reserves the right to seek any and all remedies available under Section 309 of the Act, 33 U.S.C. § 1319, as amended, for any violation cited in this Order.
3. This Order shall become effective upon receipt by the Permittee.

09/30/10  
Date

Susan Studlien  
Susan Studlien, Director  
Office of Environmental Stewardship  
Environmental Protection Agency, Region I

## United States Environmental Protection Agency, EPA New England

## Wastewater Collection System CMOM Program Self-Assessment Checklist – September 2009

Name of your system \_\_\_\_\_ Date \_\_\_\_\_

Put an "A" in the final column for an issue you intend to address with future action, or leave blank if you have evaluated your program as sufficient.

## I. General Information – Collection System Description

I	Question	Response	*Act
1	Identify the number of people currently served by your wastewater collection system.		
2	Identify the number of service connections to your collection system. Specify the number of residential, commercial, and industrial connections. Provide a list of the commercial and industrial connections. Provide the number of manholes, pump stations, force mains, and siphons. Provide the length (in feet or miles) of gravity sewers and force mains? List by size and type.		
3	What is the age of your system (e.g., percentage over 100, 75, 50, 30, etc. years old)?		
4	Type(s) and age of collection system maps that are available and what percent of the system is mapped by each method (e.g., paper only, paper scanned into electronic, digitized, interactive GIS, etc.)?		
5	Indicate whether you have a systematic numbering and identification method/system to identify sewer system manholes, sewer lines, and other components (pump stations, etc.). Please describe.		
6	Are "as-built" plans (record drawings) or maps available and used by field crews in the office and in the field?		
7	Describe the type of asset management (AM) system you use (e.g. card catalog, spreadsheets, AM software program, etc.)		

\* Put an "A" in the final column if this is an issue you intend to address with future action.

## II. Continuing Sewer Assessment Plan

II	Question	Response	*Act
1	Describe under what conditions, if any, the collection system overflows. Does it overflow during both wet and dry weather? Characterize common causes of overflows: <input type="checkbox"/> hydraulic capacity, <input type="checkbox"/> debris, <input type="checkbox"/> roots, <input type="checkbox"/> Fats, Oils & Grease (FOG), <input type="checkbox"/> vandalism, <input type="checkbox"/> other (specify). Describe your system's history of structural collapses, and PS or force main failures.		
2	Provide the number of sanitary sewer overflows (SSOs), including building and private property backups, that have occurred in each of the last three calendar years. In an attachment, provide the date, location, cause, volume and fate of the discharge for each SSO event.		
3	Describe how you responded to the building and private property backups listed in II.2, including how you document the response, result of the investigation into the cause, and the ultimate fate of the discharge.		
4	What is the ratio of peak wet-weather flow to average dry-weather flow at the wastewater treatment plant or municipal boundary for satellite collection systems?		
5	Describe short-term measures that have been implemented or planned to mitigate overflows at each location. If actions are planned, when will they be implemented for each location?		
6	Describe long-term measures that have been implemented or planned to mitigate overflows at each location. If actions are planned, when will they be implemented for each location?		
7	Describe preventive maintenance programs; how are they tracked (e.g., card files, electronic spreadsheets, specific software)? Do you have a system to prioritize investigations, repairs and rehabilitation?		

\* Put an "A" in the final column if this is an issue you intend to address with future action.

8	Are chronic problem areas systematically identified and tracked? Is there an established schedule for more frequent maintenance for problem areas? How are these maintenance regimes tracked and evaluated? Is there an established program to identify and address underlying causes for problem areas?		
9	If septage is accepted, are haulers required to declare the origin of their load? Are records of these declarations maintained? Are these declarations used to identify potential SSOs?		

### III.A. Collection System Management Organizational Structure

III A	Question	Response	*Act
1	Provide an organizational chart that shows the overall personnel structure for collection system operations, including operation and maintenance staff.		
2	Provide up-to-date job descriptions that delineate responsibilities and authority for each position.		
3	How many staff members work on collection system maintenance? If these workers are also responsible for other duties, (e.g., road repair or maintenance, O&M of the storm water collection system), what percentage of their time is dedicated to the collection system?		
4	Are there any collection system maintenance position vacancies? How long have these positions been vacant?		
5	For which, if any, maintenance activities do you use an outside contractor?		
6	Describe any group purchase contracts you participate in.		

### III.B. Collection System Management: Training

III B	Question	Response	*Act
1	What types of training are provided to staff?		
2	Is training provided in any of the following areas: <input type="checkbox"/> general		

\* Put an "A" in the final column if this is an issue you intend to address with future action.



	safety, <input type="checkbox"/> routine line maintenance, <input type="checkbox"/> confined space entry, <input type="checkbox"/> MSDS <input type="checkbox"/> lockout/tagout, <input type="checkbox"/> biologic hazards, <input type="checkbox"/> traffic control, <input type="checkbox"/> record keeping, <input type="checkbox"/> electrical and instrumentation, <input type="checkbox"/> pipe repair, <input type="checkbox"/> public relations, SSO/emergency response, <input type="checkbox"/> pump station operations and maintenance, <input type="checkbox"/> trenching and shoring, <input type="checkbox"/> other (explain)?		
3	Which training requirements, if any, are mandatory for key employees?		
4	How many collection system employees are certified (e.g. NEWEA certification program) and at what grade are they certified?		

### III.C. Collection System Management: Communication and Customer Service

III C	Question	Response	*Act
1	Describe your public education/outreach programs (e.g., for user rates, FOG, extraneous flow, SSOs etc.)?		
2	What are the most common collection system complaints? How many complaints have you received in each of the past three calendar years?		
3	Are formal procedures in place to evaluate and respond to complaints?		
4	How are complaint records maintained (e.g. logs, spreadsheets)? How are complaints tied to emergency response and operations and maintenance programs?		

### III.D. Collection System Management: Management Information Systems

III D	Question	Response	*Act
1	How do you manage collection system information? (Commercial software package, spreadsheets, data bases, SCADA, etc). What information and functions are managed electronically?		
2	What procedures are used to track and plan collection system maintenance activities?		
3	Who is responsible for establishing maintenance priorities? What records are		

\* Put an "A" in the final column if this is an issue you intend to address with future action.

	maintained for each piece of mechanical equipment within the collection system?		
4	What is the backlog for various types of work orders?		
5	How do you track emergencies and your response to emergencies? How do you link emergency responses to your maintenance activities?		
6	What written policies and protocols do you have for managing and tracking the following: scheduled and unscheduled work orders, including complaint response? Scheduled inspections and preventative maintenance? Safety incidents and emergency responses? Compliance and overflow tracking? Equipment and tools tracking? Spare parts inventory?		

### III.E. Collection System Management: SSO Notification Program

III E	Question	Response	*Act
1	What are your procedures, including time frames, for notifying state agencies, health agencies, regulatory authorities, and the drinking water authorities of overflow events?		
2	Do you use a standard form to record and report overflow events? Provide a copy of the form that is used.		

### III.F. Collection System Management: Legal Authority

III F	Question	Response	*Act
1	Are discharges to the sewer regulated by a sewer use ordinance (SUO)? Does the SUO contain procedures for controlling and enforcing the following: <input type="checkbox"/> FOG; <input type="checkbox"/> defects in service laterals located on private property; <input type="checkbox"/> building structures over the sewer lines; <input type="checkbox"/> storm water connections to sanitary lines; <input type="checkbox"/> sump pumps, roof drains and other private sources of inflow; <input type="checkbox"/> Infiltration and Inflow (I/I)?		

\* Put an "A" in the final column if this is an issue you intend to address with future action.

2	Who is responsible for enforcing various aspects of the SUO? Does this party communicate with your department on a regular basis?		
3	Summarize any SUO enforcement actions/activities that have occurred in the last three calendar years.		
4	Is there a program to control FOG entering the collection system? If so, does it include the following elements: <input type="checkbox"/> permits, <input type="checkbox"/> minimum performance criteria, <input type="checkbox"/> inspection <input type="checkbox"/> enforcement? Are commercial grease traps inspected regularly? Who is responsible for inspections and enforcement?		
5	Is there an ordinance dealing with storm water connections or requirements to remove storm water connections?		
6	Does the collection system receive flow from satellite communities? If yes, which communities? How are flows from these satellite communities recorded and regulated? Are satellite flow capacity issues periodically reviewed?		
7	Does the collection system receive flow from other collection systems (e.g. colleges and universities, military bases, or private collection systems)? If so, list these sources. How are flows from these collection systems recorded and regulated? Are there required inspection and maintenance programs? How are overflows addressed? How are overflows recorded and reported?		

**IV.A. Collection System Operation: Financing**

IV A	Question	Response	*Act
1	Has an enterprise (or other) fund been established? Does it include: wastewater collection and treatment operations; collection system maintenance; long-term infrastructure improvements;		

\* Put an "A" in the final column if this is an issue you intend to address with future action.

	etc.? Are the funds sufficient to properly fund future system needs?		
2	How are rates calculated (have you done a rate analysis)? What is the current sewer charge rate? When was the last increase? How much was the increase?		
3	What is your O&M budget?		
4	If an enterprise fund has not been established, how are collection system maintenance operations funded?		
5	Is there a Capital Improvement Plan (CIP) that provides for system repair/replacement on a prioritized basis exist? What is the collection system's average annual CIP budget?		
6	How do you account for the value of your system infrastructure for the Government Accounting Standards Board Standard 34 (GASB 34)?		

**IV.B. Collection System Operation: Hydrogen Sulfide Monitoring and Control**

IV B	Question	Response	*Act
1	Are odors a frequent source of complaints? How many have been received in the last calendar year? List location(s) of complaints.		
2	Do you have a hydrogen sulfide problem, and if so, do you have corrosion control programs? What are the major elements of the program?		
3	Does your system contain air relief valves at the high points of the force main system? If so, how often are they inspected? How often are they exercised?		

**IV.C. Collection System Operation: Safety**

IV C	Question	Response	*Act
1	Do you have a formal Safety Training Program? If so, how do you maintain safety training records?		
2	Are the following items available and in adequate supply: <input type="checkbox"/> rubber/disposable gloves; <input type="checkbox"/> confined space		

\* Put an "A" in the final column if this is an issue you intend to address with future action.

<p>ventilation equipment; <input type="checkbox"/> hard hats, <input type="checkbox"/> safety glasses, <input type="checkbox"/> rubber boots; <input type="checkbox"/> antibacterial soap and first aid kit; <input type="checkbox"/> tripods or non-entry rescue equipment; <input type="checkbox"/> fire extinguishers; <input type="checkbox"/> equipment to enter manholes; <input type="checkbox"/> portable crane/hoist; <input type="checkbox"/> atmospheric testing equipment and gas detectors; <input type="checkbox"/> oxygen sensors; <input type="checkbox"/> H2S monitors; <input type="checkbox"/> full body harnesses; <input type="checkbox"/> protective clothing; <input type="checkbox"/> traffic/public access control equipment; <input type="checkbox"/> 5-minute escape breathing devices; <input type="checkbox"/> life preservers for lagoons; <input type="checkbox"/> safety buoys at activated sludge plants; <input type="checkbox"/> fiberglass or wooden ladders for electrical work; <input type="checkbox"/> respirators and/or self-contained breathing apparatus; <input type="checkbox"/> methane gas or OVA analyzer; <input type="checkbox"/> LEL metering?</p>		
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**IV.D. Collection System Operation: Emergency Preparedness and Response**

IV D	Question	Response	*Act
1	Do you have a written collection system emergency response plan? If so, when was the plan last updated? What departments are included in your emergency planning?		
2	Does the emergency response plan consider the following: <input type="checkbox"/> vulnerable points in the system, <input type="checkbox"/> severe natural events, <input type="checkbox"/> a failure of critical system components, <input type="checkbox"/> vandalism or other third party events (specify), <input type="checkbox"/> other types of incidents (specify)?		
3	How do you train staff to respond to emergency situations? Where are responsibilities detailed for personnel who respond to emergencies?		
4	How many emergency calls have you had in the past calendar year? What was their nature?		

\* Put an "A" in the final column if this is an issue you intend to address with future action.

#### IV.E. Collection System Operation: Engineering – Capacity

IV E	Question	Response	*Act
1	How do you evaluate the capacity of your system and what capacity issues have you identified, if any? What is your plan to remedy the identified capacity issues?		
2	What procedures do you use to determine whether the capacity of existing gravity sewer system, pump stations and force mains are adequate for new connections? Who does this evaluation?		
3	Do you charge hook up fees for new development and if so, how are they calculated?		
4	Do you have a hydraulic model of your collection system? Is it used to predict the effects of system remediation and new connections?		

#### IV.F. Collection System Operation: Pump Stations - Inspection

IV F	Question	Response	*Act
1	How many pump stations are in the system? How often are pump stations inspected? How many are privately owned, and how are they inspected? Do you use an inspection checklist?		
2	Describe backup equipment at pump stations. Is there sufficient redundancy of equipment at all pump stations?		
3	How are pump stations monitored? If a SCADA system is used, what parameters are monitored?		
4	How many pump station/force main failures have you had in each of the last three years? Who responds to pump station/force main failures and overflows? How are the responders notified?		
5	How many pump stations have backup power? How many require portable generators? How many portable generators does your system own? Explain how portable generators will be deployed during a system-wide electrical outage.		

\* Put an "A" in the final column if this is an issue you intend to address with future action.

6	Are operation logs maintained for all pump stations? Are the lead, lag, and backup pumps rotated regularly?		
7	Are pump station operations adjusted (manually or automatically) during wet weather to maximize in-line storage of wet weather flows?		

**V.A. Equipment and Collection System Maintenance: Sewer Cleaning**

V A	Question	Response	*Act
1	Do you have a schedule for cleaning sewer lines on a system-wide basis? At this rate, how long does it take to clean the entire system? How is sewer line cleaning recorded?		
2	How do you identify sewer lines that have chronic problems and should be cleaned more frequently? Is a list of these areas maintained and cleaning frequencies established?		
3	Approximately, how many collection system blockages have occurred during the last calendar year, and what were the causes? How many resulted in overflows?		
4	Has the number of blockages increased, decreased, or stayed the same over the past five years?		
5	What equipment is available to clean sewers? Is sewer line cleaning ever contracted to other parties? If so, under what circumstances?		
6	Do you have a root control program? Describe its critical components.		

**V.B. Equipment and Collection System Maintenance: Maintenance Right-of-Way**

V B	Question	Response	*Act
1	Is scheduled maintenance performed on Rights-of-Way and Easements? How often? How many manholes are located in easement areas? Are there problems locating and accessing these manholes. How many cannot be accessed or located? Are the manholes equipped with watertight and/or locking manhole covers?		

\* Put an "A" in the final column if this is an issue you intend to address with future action.

2	Are road paving operations coordinated with collection system operators. Are there manholes that have been paved over? If so, how many manholes have been paved over? Describe systems in place to locate and raise manholes that have been paved over.		
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**V.C. Equipment and Collection System Maintenance: Parts Inventory**

V C	Question	Response	*Act
1	Do you have a central location for the storage of spare parts?		
2	How have critical spare parts been identified?		
3	How do you determine if adequate supplies are on hand? Has an inventory tracking system been implemented?		

**VI A. SSES: System Assessment**

VI A	Question	Response	*Act
1	Do flow records, or prior I/I or Sewer System Evaluation Survey (SSES) programs indicate public or private sources of inflow? Please explain.		
2	If I/I studies or an SSES has been conducted? When were the studies conducted? What is the status of the recommendations? If no SSES or I/I have been conducted, is there a plan and schedule for conducting one?		
3	Do you have a program to identify and eliminate sources of I/I into the system including private service laterals and illegal connections? If so, describe.		
4	Have private residences and businesses been inspected for sump pumps and roof leader connections? If so, how many have been inspected what percentages of the total residences and businesses does this represent?		

\* Put an "A" in the final column if this is an issue you intend to address with future action.



5	Are inspections to identify illicit connections conducted during the property transfer process?		
6	How many sump pumps and roof leaders have been identified? How many have been removed?		
7	Have follow-up residential and business inspections been conducted?		
8	Are there incentive programs to encourage residences and businesses to disconnect roof leaders & sump pumps (e.g. matching funds)?		
9	What disincentive programs exist to encourage residences and businesses to disconnect roof leaders & sump pumps (e.g. fines, surcharges)?		

#### VI.B. SSES: Manhole Inspection

VI B	Question	Response	*Act
1	Do you have a manhole inspection and assessment program? If so, describe.		
2	Is a formal manhole inspection checklist used? If so, provide a copy.		
3	How many manholes were inspected during the past calendar year? What percentage of the total number of manholes in system?		

#### VII. Energy Use

VII	Question	Response	*Act
1	What is your annual energy cost for operating your system? For which pieces of equipment do you track energy use?		
2	Have you upgraded any of your pumps and motors to more energy efficient models? If so, please describe.		
3	Have you performed an energy audit in the past three years?		
4	Where do you use the most energy (fuel, electricity) in operating your collection system?		

\* Put an "A" in the final column if this is an issue you intend to address with future action.

5	If you have a treatment plant, would you be interested in participating in EnergyStar benchmarking of your treatment plant?		
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**VIII. Other Actions**

VIII	Question	Response	*Act
1	Describe any other actions that you plan to take to improve your CMOM Program that are not discussed above.		

\* Put an "A" in the final column if this is an issue you intend to address with future action.