**Section 366.APPENDIX C Excellence of Operation Scoring Review Sheet For Local Government Units That Own Wastewater Treatment Facilities**

This scoring sheet will be used to rate those projects which have demonstrated excellence in the maintenance and operation of existing wastewater treatment facilities. The scoring factors are as follows:

A. PROCESS PERFORMANCE AND CONTROL:

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| 1. | Plant performance compared to permit limit requirements. (If both BOD/SS are consistently 20% below permit limits, 2.0 points; if 40% or more below limits, 3.0 points.)  |  |
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| 2. | How long has the plant been producing an effluent no greater than 80% of its permit limits? (If at least 5 years, 1.0 point; if 10 or more years, 2.0 points.)  |  |
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| 3. | Current plant loading as a percentage of the design capacity. (If the current average daily load is 80 to 90% of design capacity, 0.5 point; if 90 to 100%; 2.0 points; if over 100%, 3.0 points.)  |  |
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| 4. | Does the operator use laboratory data to make appropriate process control adjustments? (If yes, 1.0 point.)  |  |
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| 5. | Is the effluent quality consistent during the entire range of plant flows? (If it is within permit limits at all flows, 1.0 point.)  |  |
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| 6. | Is the sludge quality acceptable for land application? (If a land application permit has been issued, 1.0 point.)  |  |
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| 7. | Is the process subject to process upsets? (If there have been no process upsets due to discharges into the sewer system I the last 5 years, 0.5 point.)  |  |
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| 8. | For processes using the activated sludge process, is microscopic analysis used for process monitoring? (If yes, 0.5 point.)  |  |
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| TOTAL PROCESS PERFORMANCE AND CONTROL  |  |

B. MAINTENANCE:

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| 1. | How long have mechanical equipment and structures been in service without a failure that affected plant performance? (Over 5 years, 0.5 point; over 10 years, 1.0 point; 20 or more years, 2.0 points.)  |  |
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| 2. | Are the plant grounds, buildings and equipment well-maintained (grass cut, equipment and buildings painted, etc.)? (If yes, 0.5 point.)  |  |
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| 3. | Does the plant have a routine preventative maintenance program? (If yes, 0.5 point.)  |  |
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| 4. | Does the plant have a spare parts inventory? (If yes, 0.5 point.)  |  |
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| TOTAL MAINTENANCE  |  |

C. ADMINISTRATION:

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| 1. | Does the operating agency control industrial discharges into the sewer system that may adversely affect the treatment process, sludge or effluent quality or pose a safety hazard to system workers? (If a local ordinance exists, 0.5 point; if there is an approved local pretreatment program, 1.0 point.)  |  |
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| 2. | Are all self-monitored reports and other reports required by permit conditions submitted on time? (If they are, 0.5 point.)  |  |
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| 3. | Are all financial reporting requirements submitted in accordance with permit conditions? (If they are, 0.5 point.)  |  |
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| 4. | Does the chief operator have the proper level of certification required by Title 35, Subtitle C of the Illinois Pollution Control Board Regulations? (If yes, 0.5 point.)  |  |
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| 5. | Has the plant been issued an Agency safety certificate during the past year? (If yes, 0.5 point.)  |  |
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| 6. | Does the plant have an emergency plan to respond to hazardous material emergencies? (If yes, 0.5 point.)  |  |
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| 7. | Does the plant manager prepare an annual report to the board or council on annual facility performance which includes budget needs for the coming year? (If yes, 0.5 point.)  |  |
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| 8. | Is revenue being accumulated for annual O & M needs and equipment replacement? (If yes, 0.5 point.)  |  |
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| TOTAL ADMINISTRATION  |  |
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| TOTAL ALL CATEGORIES  |  |
|  |  |
| TOTAL |  |
|  |  |
| Reviewer |  |  | Date |  |  |