

## WASTEWATER OPERATIONS AND SPILL CONTROL SELF-AUDIT CHECKLIST

### LIFT STATIONS

- | Yes                      | No                       |                                                                                                                                   |
|--------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a liftstation inspection program in place?                                                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Are liftstations inspected at least weekly?                                                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Are wet wells pumped out and cleaned at least twice a year?                                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Are inspections of pumps (submersible and dry) including the impeller performed quarterly?                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Are check valves inspected at least twice a year?                                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Are floats inspected quarterly?                                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are light and alarm systems inspected on a weekly basis?                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there an hour meter on each motor?                                                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | Are motor hours, dates, and maintenance performed maintained in a logbook?                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a flow meter on each pump?                                                                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Are flow records, dates, and maintenance performed maintained in a logbook?                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Are amp and vibration readings taken once a month for each motor?                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Are electrical motor control equipment inspected annually?                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | On routine inspections, is the backup generator visually checked for fuel level, battery, and general conditions?                 |
| <input type="checkbox"/> | <input type="checkbox"/> | On a quarterly basis, is the backup generator operated under load?                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Are all liftstations monitored 24-hours per day via remote notification system, such as modem dialer, telemetry, or SCADA system? |
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### SEWER PREVENTATIVE INSPECTIONS, CLEANING, AND MAINTENANCE

- | Yes                      | No                       |                                                                                                                                                                                     |
|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Is the entire sewer system inspected at least every 18 to 36-months?                                                                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Are inspections more frequent for potential problem areas as identified by previous inspections, customer service complaints, history of spills, or consulting engineering studies? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a process for monitoring, documenting, and gauging inflows so lift stations and facilities have adequate staffing and monitoring during periods of heavy flow?             |
| <input type="checkbox"/> | <input type="checkbox"/> | Is visual monitoring of lines with TV cameras done at least every 18 to 36-months?                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are sewer line connections tested during inspections and repaired as necessary?                                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Are sewer lines cleaned when there is evidence of impeded flow?                                                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there procedures to avoid excess surge in downstream lines when line flushing or removing blockages?                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a policy to repair or replace aging system components?                                                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Is a log maintained documenting when each line and manhole has been inspected or repaired?                                                                                          |