

**Wastewater Operations and Spill Control Self-Audit Checklist**



LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_ NAME: \_\_\_\_\_\_\_\_\_\_

LIFT STATIONS

**Yes No**

Is there a lift station inspection program in place?

Are lift stations inspected at least weekly?

Are wet wells pumped out and cleaned at least twice a year?

Are inspections of pumps (submersible and dry) including the impeller performed quarterly?

Are check valves inspected at least twice a year?

Are floats inspected quarterly?

Are light and alarm systems inspected on a weekly basis?

Is there an hour meter on each motor?

Are motor hours, dates, and maintenance performed maintained in a logbook?

Is there a flow meter on each pump?

Are flow records, dates, and maintenance performed maintained in a logbook?

Are amp and vibration readings taken once a month for each motor?

Is electrical motor control equipment inspected annually?

On routine inspections, is the backup generator visually checked (fuel level, battery, etc)?

On a quarterly basis, is the backup generator operated under load?

Are all lift stations monitored 24-hours per day via remote notification system (modem dialer,

telemetry, or SCADA system)?

SEWER PREVENTATIVE INSPECTIONS, CLEANING, AND MAINTENANCE

**Yes No**

Is the entire sewer system inspected at least every 18 to 36-months?

Are inspections more frequent for potential problem areas as identified by previous inspections, customer service complaints, history of spills, or consulting engineering studies?

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?

Is visual monitoring of lines with TV cameras done at least every 18 to 36- months?

Are sewer line connections tested during inspections and repaired as necessary?

Are sewer lines cleaned when there is evidence of impeded flow?

Are there procedures to avoid excess surge in downstream lines when line flushing or removing

blockages?

Is there a policy to repair or replace aging system components?

Is a log maintained documenting when each line and manhole has been inspected or repaired?

**This model form/template must be customized to meet your Agency’s needs.**