

# Wastewater System Assessment Data Sheet

WQD Facility ID: WQ00 \_\_\_\_\_ Permittee Name: \_\_\_\_\_

Assessment Date/Time: \_\_\_\_\_ Facility Name: \_\_\_\_\_

Assessment Type:  Phone  On-Site  E-Mail County: \_\_\_\_\_ Region: \_\_\_\_\_

Team Lead Name: \_\_\_\_\_ Affiliation:  State/Local  Federal  Contractor

1. Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ EXT: \_\_\_\_\_

2. Was a system POC available?  Yes  No **(If No - STOP Here and skip to last question, #25, Overall Status = NC) Three separate attempts using different contact information will be made within 48 hours. Still no answer, will report for site visit.**

3. Is the area around the Wastewater Treatment Plant (WWTP) and Collection System accessible to staff (not flooded or destroyed)? **(List detail if needed in comments)**  Yes  NOAC (no access)  Unknown

4. Characterize the Overall Damage Level to the major units of the WWTP and Collection System: **(Refer to the DW and WW Damage Level Definitions for more details).**

None  Minor (<50% damage to structure, <30 day repair)  Major (>50% damage to structure, >30 day repair)  Destroyed  Unknown **(If Destroyed, list detail in comments and skip to questions #6-9, then skip to last question, #25, Overall Status = DES**

5. Critical Damage to WWTP: **(Select all that apply)**  None  Headworks  Aeration

Clarification/Filter & Membranes  Disinfection  Sludge  Other - list in comments

6. Are you in need of any assistance?  No  Yes **(If yes, select all that apply and assist with information – for resource support they must contact and request from their LOCAL Emergency Management Coordinator (EMC first)**  Site Visit  Technical Support  EMC Notified?

7. Are you in need of any resources?  No  Yes **(If yes, select all that apply) Add description with comments on ALL selected**  Electrical  Chemical  Fuel  Other

8. If the WWTP is on generator or bypass pump, how much fuel is remaining? **(List detail in comments)**

N/A  < 1 day  < 3 days  1 week or less  > 1 week  Unknown

9. How much chemical is remaining? **(List detail in comments)**

N/A  < 1 day  < 3 days  1 week or less  > 1 week  Unknown

## QUESTIONS 10-13 – WWTP

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10. What is the electrical power status of the WWTP?

On Grid  On Generator  No Grid-No Generator (offline)  Part Grid-Part Generator

11. Is the WWTP on backup pumps – aka “bypass pumps”?  No  Yes, Operating with issues

12. Type of fuel needed:  Diesel  Gasoline  Propane  Natural Gas

13. What is not operational at the WWTP? **(Select all that apply, List detail in comments if needed)**

Disinfection Process  Treatment Process  Unknown

## QUESTIONS 14-19– COLLECTION SYSTEM

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14. Critical Damage to Collection System: **(Select all that apply)**  None  Lift Station

Collection System  Other - list in the comments section

15. What is the electrical power status of the Collection System?

On Grid  On Generator  No Grid-No Generator (offline)  Part Grid-Part Generator

16. If the Collection System is on generator or bypass pump, how much fuel is remaining?

N/A  < 1 day  < 3 days  1 week or less  > 1 week  Unknown

17. Type of fuel needed:  Diesel  Gasoline  Propane  Natural Gas

18. Are the Lift Stations Damaged: **(List detail in comments)**  No  Unknown  Yes - If Yes, how many \_\_\_\_\_?

19. Is the Collection System Damaged:  None  Full of debris  Debris / breaks

Severe breaks / missing pipe  Other - list in the comments

**QUESTIONS 20-22– SANITARY SEWER OVERFLOW (SSO)**

20. Did the facility experience SSO in the collection system? **describe length and extent in comments**  
 Yes  No  Unknown
21. If there is a secondary collection system that ties-in to the facility did it experience SSO in the collection system?  
**describe length and extent in comments**  Yes  No  Unknown  
 Subscriber Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_
22. Has the bypass and overflow, SSO of the collection system been reported to the Regional Office? **(If NO, instruct them to report to Regional Office ASAP)**  Yes  No  Notified
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23. Estimated time frame to restore WWTP & Collection System to operational status?  
 N/A  < 1 day  < 3 days  1 week  > 1 week  Unknown
24. Is a follow-up call needed? **If so, make a selection or enter specific date.** A follow up is not mandatory if there are "no issues". Note: Question 25 with Red or Yellow WWTP operational status codes, which are OpGen, Pop, & InOP will require follow-up and Question 4 systems with Minor and Major damage levels will require follow-up. **MAKE SURE** a follow-up time is set if any of these conditions apply.  
 No  < 1 day  < 3 days  1 week  > 1 week  Unknown Enter Date \_\_\_\_\_

**REGULATORY STAFF ONLY****25. Current Overall Operational Status (WWTP & Collection System Combined Assessment):**

- OK No Problems / WWTP and Collection System fully operational on grid power and no bypassing.
- DES System Destroyed / WWTP and/or Collection System is destroyed beyond repair. Should report SSOs.
- OpGen Operating on Generator / WWTP and/or Collection System fully operational on generator power and/or bypass pumps.
- Pop Partially Operating / WWTP and/or Collection System partially operational. Should report SSOs.
- InOP Inoperable / WWTP and/or Collection System inoperable. Partially destroyed, offline. Should report SSOs.
- Site Site Visit Needed / Site visit requested or multiple phone calls attempted with no response, site visit required.
- NOAC System status is No Access, plant cannot be accessed by staff.
- NC Contact pending per phone evaluation only. No information available. Three separate attempts using different contact information will be made within 48 hours, still no answer, will report for a site visit.

**(Refer to the WASTEWATER OVERALL OPERATIONAL STATUS CODES definitions for more details).**

**LIST DETAILS AND REFERENCE THE CORRESPONDING QUESTION NUMBER IN THE COMMENTS SECTION****COMMENTS:**

- When writing comments, make sure to provide the Question number, so that the comment can be matched up with the appropriate question. Make sufficient notes that can be deciphered easily. Spell out new acronyms at least once.
- If the assessment is via phone and the person you are speaking to on the phone is not knowledgeable enough to answer the questions indicate that information as a comment. (i.e. Name, title, was available and provided information however, the operator/owner was not available to confirm the information)