

Region 6 - Enforcement & Compliance Assurance Division
INSPECTION REPORT

+Inspection Date(s):	11/19/2025	
Media Program:	Water	
Regulatory Program(s)	NPDES	
Company Name:	Doña Ana County Utilities	
Facility Name:	Doña Ana County South Central Wastewater Treatment Plant	
Facility Physical Location:	East Sloan Road and Montes Road	
(city, state, zip code)	La Mesa, NM 88044	
Mailing address:	845 North Motel Boulevard	
(city, state, zip code)	Las Cruces, NM 88007	
County/Parish:	Doña Ana	
Facility Phone Number	575-647-7142	
Facility Contact:	Mireya Rascon	Asst. Mgr. Operations Water Utilities Department
	mireyar@donaanacounty.org	
FRS Number:	110017841549	
Identification/Permit Number:	NM0030490	
Media Identifier Number:	N/A	
NAICS:	221320	
SIC:	4952	
Personnel participating in inspection:		
Mireya Rascon	Doña Ana County	Assistant Utilities Department Director
David Esparza	EPA-R6/ECDWM	Environmental Engineer
EPA Lead Inspector Signature/Date		
	David Esparza	Date
Supervisor Signature/Date		
	Roberto Bernier	Date

Section I – INTRODUCTION

PURPOSE OF THE INSPECTION

EPA Region 6 inspector David Esparza, PE, arrived at the Doña Ana County/South Central Wastewater Treatment Plant (WWTP) at approximately 1:30 PM on November 19, 2025, for an announced inspection. I met with Ms. Mireya Rascon, Doña Ana County Assistant Utilities Department Director, I presented my credentials and informed her that this was an EPA inspection to determine the WWTP's compliance under the Clean Water Act (CWA). This Capacity, Management, Operations and Maintenance (CMOM) Self-Assessment evaluation was conducted as in conjunction with compliance evaluation inspection (CEI) which is authorized under the authority of the National Pollutant Discharge Elimination System (NPDES) permit program, in accordance with CWA. The generation of this report is based on information supplied by Doña Ana County representatives, observations made by the United States Environmental Protection Agency (US EPA) inspector, and records and reports maintained by the permittee (Doña Ana County), and the US EPA. Before leaving the facility on November 19, 2025, an exit briefing was held with Ms. Rascon, to explain and discuss the Capacity Management Operations and Maintenance (CMOM) checklist forwarded via electronic mail (email) earlier in our discussion.

FACILITY DESCRIPTION

The WWTP is a major discharger with a design flow of 1.05 million gallons per day (MGD), inclusive of an approximate average daily flow of 0.500 MGD and is located at the intersection of East Sloan Road and Montes Road in La Mesa, Doña Ana County, New Mexico (depicted in **Aerial Image #1** below). The WWTP serves a population of approximately 13,000 residents. The WWTP is operated by staff within the Wastewater Management Division of the Public Utilities Department on a 24-hour per day, 7 days per week basis.

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Aerial Image #1- Doña Ana County/South Central Wastewater Treatment Plant

The WWTP is a Sequencing Batch Reactor (SBR) type of treatment facility. Influent flow collected from 33 lift stations (Identified in **Table 1** below) and a 16-inch force main, enters the plant's lift station (identified as #14 in **Table 1** below), thence is pumped to the head works located at ground level. Thence the influent wastewater flows through a preliminary treatment process that takes place at the entrance works which includes a grinder, fine screen, and a conveyor unit. Screened wastewater thence flows into the grit chamber where settleable solids and inorganic material are removed, thence the pretreated wastewater flows by gravity from the entrance works to a pre-react basin where influent will receive partial treatment before entering to the main reactor for secondary treatment.

The WWTP's two reactor basins are designed to operate in an aeration, clarification and clear liquid decant sequence. During the aeration phase the reactor provides dissolved oxygen (DO) to the microorganisms. After a timed interval, the aeration is stopped to allow for settling, thence the solids are either retained within the reactor or wasted to the sludge holding pond.

The sludge in the holding pond is then pumped to the sludge belt press for dewatering and is then transported and disposed of at the South-Central Solid Waste Authority/Corralitos Regional Landfill.

Table 1: Doña Ana County/South Central Wastewater Lift Stations

	LIFT STATION	ADDRESS
1	Salem Wastewater Treatment Plant	2800 B. B Romig Salem, NM
2	Salem	101 Salem St Salem, NM
3	Rincon Wastewater Treatment Plant	330 Mantooth Loop Rincon, NM
4	Rincon	330 Mantooth Loop Rincon, NM

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5	La Union #1	208 Mercantile Ave La Union, NM
6	La Union #2	990 Mercantil Ave La Union, NM
7	La Union #3	6861 McNutt Rd La Union, NM
8	Chamberino #1	9700 Highway 28 Chamberino, NM
9	Chamberino #2	300 Lopez Rd Chamberino, NM
10	Montana Vista #1	159 Shrode Rd Anthony, NM
11	Montana Vista #2	1980 Hwy 478 Anthony, NM
12	Las Palmeras	22 Las Palmeras Rd Anthony, NM
13	Berino	111 Berino Rd Berino, NM
14	South Central Wastewater Treatment Plant	13000 Montes Rd La Mesa, NM
15	Del Cerro #1	60 Singh Rd Vado, NM
16	Vado #2	195 Ward Vado, NM
17	Vado #3	99 Myers Vado, NM
18	Vado #4	801 Vado Vado, NM
19	Vado #5	320 Holguin Vado, NM
20	Vado #6	55 Chihuahua Ave Vado, NM
21	Vado #7	8599 Hwy 478 Vado, NM
22	Sleepy Farms LS	18 Abanico Vado, NM
23	La Mesa #1	760 San Jose Rd La Mesa, NM
24	La Mesa #2	376 San Miguel St La Mesa, NM
25	San Miguel #4	350 Cascade Ave San Miguel, NM
26	San Miguel #5	205 Tierra Del Sol San Miguel, NM
27	San Miguel #6	18801 Highway 28 San Miguel, NM
28	San Miguel #7	225 Maplewood Ave. San Miguel, NM
29	San Miguel #8	13 Las Colmenas Rd San Miguel, NM
30	Chaparral Wastewater Treatment Plant	190 Chaparral Drive Chaparral, NM
31	Chaparral #6	101 Lisa Drive Chaparral, NM
32	Chaparral #8	311 La Poloma Blanca Dr. Chaparral, NM
33	Chaparral #9	443 Hermosa Dr. Chaparral, NM

The clarified wastewater thence is decanted after settling and flows to the two banks of Ultraviolet (UV) disinfection units. Effluent flow is measured through a parshall flume/ultrasonic flow meter and discharged to the Rio Grande. The facility has made several improvements within the previous couple of years including installation of new headworks, automatic barscreen cleaner, grit removal system, new influent lift station, an upgraded UV disinfection system and a cascading aerator structure.

Section II - OBSERVATIONS

I observed the following and/or the following information was provided or stated in the completed CMOM (Appendix 1):

- A review of the Doña Ana County/South Central WWTP s (Doña Ana County) completed CMOM Self-Assessment: **General Information** (page 2)- indicates an average dry weather flow 0.492 MGD and a design capacity 1.05 MGD.
- A review of the Doña Ana County's completed CMOM Self-Assessment: **Collection System Information** (page 3)- indicates 21 lift or pump stations (LS)/PS), and an approximate service area of 13 square miles. Further discussion regarding the CMOM indicates that 98% of the total piping equates to 0-25-years old. The CMOM further states 100% of the gravity sewer piping is constructed of polyvinyl chloride (PVC), while 93% of the force mains are PVC. **Note:** the LS quantity differs from the total number of lift stations previously provided by Doña Ana County and identified in **Table 1** above.
- A review of the Doña Ana County's completed CMOM Self-Assessment: **Satellite Communities and Sewer Use Ordinance (SUO)** (page 6)- indicates the total area from satellite communities that contribute flow to the collection system equates to approximately 0.82 square miles (approximately 6% of the stated service area of 13 square miles) (**\$SUO-02**).
- A review of the Doña Ana County's completed CMOM Self-Assessment: **Organizational Structure (OC)** (page 8)- indicates 40% of current staffing positions are vacant (**\$OC-04**). **Note:** It was stated 4 new positions were added i.e. 2- Water/Wastewater Supervisors and 2- Water/Wastewater operator 4. These positions are in the process of being posted. On average the utility worker (laborer) positions are filled within the first posting, if it's a licensed position for instance a Level 4 then it has taken over 12 months. Doña Ana County recently increased operator pay significantly to address this issue (**\$OC-05**). Furthermore, approximately 20% of utility work is contracted out, inclusive of sewer tap installs, some emergency jetting services, sewer line break repairs, and major repairs like lift station rehabilitations or manhole rehabilitation projects. All other operations are done by DAC Staff (**\$OC-06**).
- A review of the Doña Ana County's completed Self-Assessment: **Budgeting (BUD)** (page 10 and 11) indicates user charges are evaluated and adjusted annually (**\$BUD-02**). Additionally, the current Capital Improvement Plan (CIP) includes receipt of \$1,075,000 for supervisory control and data acquisition (SCADA) upgrades; \$85,000 for ultraviolet (UV) system spare parts; various State Grants for manhole rehabilitation, wastewater improvements, and back-up power generators. Furthermore, 3 additional generators have been or will be installed in the collection system (Lift Stations) and 2 additional will be installed in 2026 (**\$BUD-08**). Currently one budget (100%) focuses on operations, maintenance, corrective, and predictive maintenance. Emergency maintenance is typically covered depending on the size of the emergency. If additional funds are needed Doña Ana County provides them from general fund. (**\$BUD-09**).
- A review of the Doña Ana County's completed Self-Assessment: **Training (TR)** (page 12 and page 13) indicates the utility does not have a formal job knowledge, skills, and abilities (KSA) training program (**\$TR-01**), does not provide training in bursting / CIPP (cured-in-place pipe), or public relations (**\$TR-05**). Additionally, the completed CMOM indicates on-the-job (OJT) training progress and performance measures are not measured (**\$TR-08**). Furthermore, the CMOM indicates current employees are generally all trained on-the-job (80%), and industry-wide training (20%) (**\$TR-10**).

- A review of the Doña Ana County's completed CMOM Self-Assessment: **Safety (SAF)** (page 13 and page 14) does not indicate the utility has a safety committee (§SAF-03). It is also stated the utility does not hold or conduct regular safety meetings (§SAF-04) though the county has a safety department that holds safety training and meetings, and the program is structured for all county departments and is not dedicated to utilities alone (§SAF-05). Additionally, the utility does not have written procedures for chemical handling, traffic control and work site safety, electrical and mechanical systems, pneumatic and hydraulic system safety (§SAF-07). Furthermore, the utility states the following equipment items are not available or in adequate supply, 5-minute escape breathing devices, respirators and/or self-contained breathing apparatus and Methane gas or optical vector (OVA) analyzer (§SAF-09).
- A review of the Doña Ana County's completed CMOM Self-Assessment: **Customer Service (CS)** (page 15 and page 16) does not indicate the utility has a customer service and public relations program (§CS-01). The utility also indicates employees are not specifically trained in customer service (§CS-03), or is sample correspondence, Q/A's, or "scripts" to help guide staff through written or oral responses to customers (§CS-04) or is a customer service evaluation program to obtain feedback from the community in place (§CS-08). However, major construction or maintenance work is posted on the Doña Ana County Website and mentioned in public community meetings (§CS-05). **Note:** The completed CMOM states 95% of customer complaints (or emergency calls) are resolved within the timeline goals (§CS-11).
- A review of the Doña Ana County's completed CMOM Self-Assessment: **Equipment & Collection System Maintenance (ESM)** (page 17 and page 18) indicates the utility does not maintain maintenance recommendations or instructions on conducting the specific maintenance activity (§ESM-02), 15% repair funds are spent on emergency repairs (§ESM-05), corrective repair work orders are not backlogged more than six months (§ESM-06) and collection system personnel do not coordinate with state, county, and local personnel on repairs, before the street is paved (§ESM-07).
- A review of the Doña Ana County's completed CMOM Self-Assessment: **Equipment Parts Inventory (EPI)** (page 18) indicates the utility does not have a parts standardization policy in place (§EPI-03), does not have a system in place to track and/or maintain an accurate inventory of spare parts (§EPI-06).
- A review of the Doña Ana County's completed CMOM Self-Assessment: **Management Information System (MIS)** (page 19 and page 20) indicates there are not written instructions for managing customer service, or scheduled system inventory (§MIS-04). Furthermore, the CMOM indicates there are no written instructions for accessing data and information, instructions for using the tracking system, updating the MIS or developing and printing reports (§MIS-05).
- A review of the Doña Ana County's completed CMOM Self-Assessment: **System Mapping (MAP)** (page 21 and page 22) indicates the System Mapping does not record the following location of sanitary

sewer overflow (SSO) occurrences (§MAP-04). Also, that separate manhole attributes are not recorded, inclusive of type (precast, cast in-place, etc.) (§MAP-06).

- A review of the Doña Ana County's completed CMOM Self-Assessment: **Internal TV Inspection (TVI)** (page 23) indicates the utility does not have a standardization pipeline condition assessment program (§TVI-01). Furthermore, a rating system is not used to determine the severity of the defects found during the inspection process (§TVI-05), though the total defects determined by TV inspection, during the past 5, years were attributed to the following: debris/grease/roots, intruding tap/roots, offset joint/grease, and line failure were not identified (§TVI-07).
- A review of the Doña Ana County's completed CMOM Self-Assessment: **Manhole Inspection and Assessment (MAN)** (page 26) indicates the city does not have routine manhole inspection and assessment program due to lack of staff (§MAN-01), or a grouting program (§MAN-06). **Note:** Currently the county is in the process of posting additional staff positions, thus this Recommendation may become possible.
- A review of the Doña Ana County's completed CMOM Self-Assessment: **Pump Stations (PS)** (page 28) indicates there is not a procedure for manipulating pump operations during wet weather to increase in-line storage of wet weather flows (§PS-07) and the lead, lag, and backup pumps are not rotated regularly (§PS-09). Additionally, the completed CMOM indicates that 29% of the pump stations (LSs) have back-up power sources or approximately 10 of the 33 listed in **Table 1** above or approximately 6 stated in the CMOM (§PS-05).
- A review of the Doña Ana County's completed CMOM Self-Assessment: **Capacity Assessment (CA)** (page 29 and page 30) indicates that the city does not have a flow monitoring program (§CA-01), a comprehensive capacity assessment and planning program (§CA-02), or a tool (hydraulic model, spreadsheet, etc.) for assessing whether adequate capacity exists in the sewer system (§CA-04).
- A review of the Doña Ana County's completed CMOM Self-Assessment: **Tracking SSOs (TRK)** (page 31 and page 32) indicates the county, reported 1 sanitary sewer overflow event (SSO) in the past 5 years (§TRK-01) and the event amounted to less than 1,000-gallons (§TRK-02). The SSO was from a manhole (§TRK-06) and was caused by debris/grease (§TRK-07) with the resulting overflow to private property (§TRK-07A).
- A review of the Doña Ana County's completed CMOM Self-Assessment: **Overflow Emergency Response Plan (OERP)** (page 34 and page 35) indicates the city does not have a documented OERP available for utility staff to use (§OERP-01) and does not include a current list of the names, titles, telephone numbers, and responsibilities of all personnel involved (§OERP-07), but does utilize a public notification plan through the county Public Information Department (§OERP-03), and implements procedures to limit public contact with affected areas with assistance from the Roads Department (§OERP-09).

- A review of the Doña Ana County's completed CMOM Self-Assessment: **Smoke & Dye Testing (SDT)** (page 36 and page 37) indicates the city does not have a smoke testing program to identify sources of inflow and infiltration (**§SDT-01**).
- A review of the Doña Ana County's completed CMOM Self-Assessment: **Hydrogen Sulfide Monitoring and Control (HSMC)** (page 38 and page 39) indicates the system vulnerability for hydrogen sulfide corrosion as a major problem (**§HSMC-01**). The county's chemical vendor (Evoqua) administers Bioxide to control hydrogen sulfide in collection system at 7 locations (**§HSMC-04**) and records dosage, dates and location (**§HSMC-04** and **§HSMC-05**). Additionally, these other methods are not used for hydrogen sulfide control- iron salts, enzymes, activated charcoal canisters, chlorine, sodium hydroxide, hydrogen peroxide, potassium permanganate, or biofiltration (**§HSMC-08**), or are the valves maintained and inspected on a regular basis (**§HSMC-10**).

Section III – AREAS OF CONCERN/RECOMMENDATIONS

A review of the of the CMOM self-assessment completed by the Doña Ana County's, and additional supporting information, indicates some of the following could be beneficial:

- Recommend a clarification of the quantity of lift stations associated with the Doña Ana County's collection systems completed CMOM Self-Assessment. The CMOM indicates 21 lift or pump stations, but information previously provided by the county with respect to name and location indicated 33 identified in **Table 1** above.
- Preparation of a training program specially related to routine line maintenance, record keeping, electrical and instrumentation, pipe repair, bursting / CIPP (cured-in-place pipe), public relations or CCTV (closed-circuit television) and trench/shoring.
- Preparation of a safety program specifically related to written procedures for chemical handling, traffic control and work site safety, electrical and mechanical systems, pneumatic and hydraulic system safety and acquisition of equipment such as- 5-minute escape breathing devices, respirators and/or self-contained breathing apparatus and Methane gas or optical vector (OVA) analyzer.
- Preparation of an Equipment & Collection System Maintenance program or protocol to maintain or record maintenance recommendations or instructions on conducting the specific maintenance activity, emergency repairs, and corrective repair work orders.
- Preparation of an Equipment Parts Inventory program regarding a parts standardization policy and/or a system in place to track and/or maintain an accurate inventory of spare parts.
- Preparation of written instructions for managing customer service, or scheduled system inventory and for accessing data and information, instructions for using the tracking system, updating the Management Information System (MIS) or developing and printing reports.

- Preparation of a System Mapping (MAP) program to record the following location(s) of sanitary sewer overflow (SSO) occurrences and delineate separate manhole attributes i.e. type (precast, cast in-place, etc.).
- Preparation of an Internal TV Inspection (TVI) program which could include a standardization pipeline condition assessment program, and a rating system to determine the severity of the defects found during the inspection process, attributed to the following: debris/grease/roots, intruding tap/roots, offset joint/grease, and line failure.
- Preparation of a Manhole Inspection and Assessment (MAN) program related to routine manhole inspection and assessment program or a grouting program. **Note:** Currently the county is in the process of posting additional staff positions, thus this Recommendation may become possible.
- Preparation of a Capacity Assessment (CA) program regarding flow monitoring, a comprehensive capacity assessment and planning program, or a tool (hydraulic model, spreadsheet, etc.) for assessing whether adequate capacity exists in the sewer system.
- Preparation of an Overflow Emergency Response Plan (OERP) available for utility staff to use, inclusive of the current list of the names, titles, telephone numbers, and responsibilities of all personnel involved. **Note:** the county does utilize a public notification plan through the county Public Information Department and implements procedures to limit public contact with affected areas with assistance from the Roads Department.
- Preparation of a valve exercising program, inclusive of maintenance and inspection on a regular basis. Though Doña Ana County's Hydrogen Sulfide Monitoring and Control (HSMC) completed CMOM indicates the system vulnerability for hydrogen sulfide corrosion as a major problem. The county's chemical vendor (Evoqua) administers Bioxide to control hydrogen sulfide in the collection system at 7 locations and records dosage, dates and location.

ADDITIONAL AREAS OF CONCERN:

- A review of the submitted Integrated Compliance Information System (ICIS) Discharge Monitoring Reports (DMR) data for the period June 30, 2023, through July 31, 2024, indicates the WWTP reported 20 excursions with respect to dissolved Oxygen (DO) and one (1) excursion related to Escherichia coli (E. coli) (**Appendix 2 ICIS E90 Effluent Violations**).
- A review of the Doña Ana County's completed CMOM Self-Assessment and county reporting indicates 1 sanitary sewer overflow event (SSO) in the past 5 years, and the event amounted to less than 1,000-gallons. Furthermore, it was reported the SSO was from a manhole and was caused by debris/grease with the resulting overflow to private property.

EPA Region 6 inspector David Esparza, PE conducted a closing conference at the Doña Ana County/South Central Wastewater Treatment Plant (WWTP) at approximately 5:00 PM on November 19, 2025, for the

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inspection. During the closing conference, David Esparza discussed the requested completion of the Capacity, Management, Operation and Maintenance (CMOM) Self-Assessment document.

Section IV – FOLLOW UP

The following information and/or clarification was received by EPA after exiting on November 19, 2025, 2025:

- Completed Capacity Management Operations and Maintenance Self-Assessment (completed on December 9, 2025, and received on January 17, 2026).

Section V – LIST OF APPENDICES

Appendix 1 – Capacity Management Operations and Maintenance Self-Assessment

Appendix 2 – ICIS E90 Effluent Violations

Appendix 1

Capacity Management Operations and Maintenance Self-Assessment (CMOM)

CAPACITY, MANAGEMENT, OPERATION AND MAINTENANCE (CMOM) Program Self-Assessment

Compiled By:

Name: Mireya Rascon
Title: Assistant Director, Utilities
Date: December 9th, 2025

Staffing list and Organization chart: Attach separate document as needed

General Information

Service area	~ 13 sq miles	Service population	Approx.12,800
	SQ. MILES		PEOPLE
Annual precipitation	9.27" in 2025 inches*	Approx.. 3200 service connections	
	NUMBER		

*Find your annual New Mexico precipitation here: <https://wrcc.dri.edu/summary/Climsmnm.html>

# of Treatment Facilities	1	WWTP design capacity	1.05 MGD
	NUMBER		MGD
Average Daily Flow	0.395 MGD	Average dry weather flow	0.492 MGD
	MGD		MGD
Manholes	821	Number of air vacuum relief valves	~ 20
	NUMBER		NUMBER

Service Area Characteristics

Residential	99%	Commercial	1%
Industrial	0	Institutional	0
Multi-Family	0	Other	0
	NUMBER		NUMBER
Total			
		NUMBER	
Collection system service lateral responsibility (check one)			
At main line connection only			✓
From main line to property line or easement/cleanout			
Beyond property line/clean out			
Other:			
Comments: Property owners responsible for their entire service line if clogged.			

What percent of sewer system is served by combined sewers (i.e., sanitary sewage and storm water in the same pipe)?	0%
	PERCENT

Collection System Information

Conveyance & Pumping		Pump Stations		Vacuum Stations		
	Gravity Sewers	Stations	Force Mains	Stations	Vacuum Lines	Force Mains
Pipes and pumps: Length/quantity	➤ 100	21	22.73	N/A	N/A	N/A
	MILES	NUMBER	MILES	NUMBER	MILES	MILES
Age of system: 0-25 years old	98%	21	22.73			
	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT	PERCENT
26-50 years old	-----	----	----			
	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT	PERCENT
51-75 years old	-----	----	----			
	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT	PERCENT
>75 years old	-----	----	----			
	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT	PERCENT
Number of Inverted siphons	N/A					
	NUMBER					

Pipe Diameter Information	Gravity Sewers	Force Mains	Vacuum Lines
8 inches or less	100%	99%	0%
	PERCENT	PERCENT	PERCENT
9 - 14 inches	N/A	1%	N/A
	PERCENT	PERCENT	PERCENT
15 - 36 inches	N/A	N/A	N/A
	PERCENT	PERCENT	PERCENT
> 36 inches	N/A	N/A	N/A
	PERCENT	PERCENT	PERCENT

Comments:

Pipe Material Information	Gravity Sewer	Force Mains	Vacuum
Prestressed concrete cylinder pipe (PCCP)	N/A	N/A	N/A
	PERCENT	PERCENT	PERCENT
High density polyethylene (HDPE)	N/A	3%	N/A
	PERCENT	PERCENT	PERCENT
Reinforced concrete pipe (RCP)	N/A	N/A	N/A
	PERCENT	PERCENT	PERCENT
Polyvinyl Chloride (PVC)	100%	93%	N/A
	PERCENT	PERCENT	PERCENT
Vitrified Clay Pipe	N/A	N/A	N/A
	PERCENT	PERCENT	PERCENT
Cast Iron Pipe (CIP), Ductile Iron Pipe (DIP)	N/A	3%	N/A
	PERCENT	PERCENT	PERCENT
Non-reinforced concrete pipe	N/A	N/A	N/A
	PERCENT	PERCENT	PERCENT
Asbestos cement pipe	N/A	N/A	N/A
	PERCENT	PERCENT	PERCENT
Brick	N/A	N/A	N/A
	PERCENT	PERCENT	PERCENT
Fiberglass	N/A	N/A	N/A
	PERCENT	PERCENT	PERCENT
Cured in Place	N/A	N/A	N/A
	PERCENT	PERCENT	PERCENT
Fold and Form	N/A	N/A	N/A
	PERCENT	PERCENT	PERCENT
Comments:			

Engineering Design (ED)

Checklist Item		Yes	No	N/A
ED-01	Is there a document which includes design criteria and standard construction details?	√		
	Comments: DAC Construction Standards			
ED-02	Is there a document that describes the procedures that the utility follows in construction design review?	√		
	Comments:			
ED-03	Are WWTP and O&M staff involved in the design review process?	√		
	Comments:			
ED-04	Is there a procedure for testing and inspecting new or rehabilitated system elements both during and after the construction is completed?	√		
	Comments:			
ED-05	Are construction sites supervised by qualified personnel (such as professional engineers) to ascertain the construction is in accordance with the agreed upon plans and specifications?	√		
	Comments:			
ED-06	Are new manholes tested for inflow and infiltration?	√		
	Comments:			
ED-07	Are new gravity sewers checked using closed circuit TV inspection?		√	
	Comments:			
ED-08	Does the utility have documentation on private service lateral design and inspection standards?		√	
	Comments:			
ED-09	Does the utility attempt to standardize equipment and sewer system components?	√		
	Comments:			

Comments:

Satellite Communities and Sewer Use Ordinance (SUO)

Checklist Item	Yes	No	N/A
SUO-01 Does the utility receive flow from satellite communities? IF NO, GO TO NEXT SECTION	√		
Comments:			
SUO-02 What is the total area from satellite communities that contribute flow to the collection system? (<i>Acres or square miles</i>) <i>0.82 square miles</i>			
Comments:			
SUO-03 Does the utility require satellite communities to enter into an agreement? IF NO, GO TO QUESTION SUO-06	√		
Comments:			
SUO-04 Does the agreement include the requirements listed in the sewer use ordinance?	√		
Comments:			
SUO-05 Do the agreements have a date of termination and allow for renewal under different terms?	√		
Comments:			
SUO-06 Does the utility maintain a legal authority to control the maximum flow introduced into the collection system from satellite communities?	√		
Comments:			
SUO-07 Are standards, inspections, and approval for new connections clearly documented in a SUO?	√		
Comments:			
SUO-08 Does the SUO require satellite communities to adopt the same industrial and commercial regulatory discharge limits as the utility?		√	
Comments:			
SUO-09 Does the SUO require satellite communities to adopt the same inspection and sampling schedules as required by the pretreatment ordinance?		√	

	Comments:			
SUO-10	Does the SUO require satellite communities or the utility to issue control permits for significant industrial users?		√	
	Comments:			
Checklist Item		Yes	No	N/A
SUO-11	Does the SUO contain provisions for addressing overstrength wastewater from satellite communities?	√		
	Comments:			
SUO-12	Does the SUO contain procedures for the following?			
	Inspection standards	√		
	Pretreatment requirements	√		
	Building/sewer permit issues	√		
	Comments:			
SUO-13	Does the SUO contain general prohibitions of the following materials?			
	Fire and explosion hazards	√		
	Corrosive materials	√		
	Obstructive materials	√		
	Oils or petroleum	√		
	Material which may cause interference at the wastewater treatment plant	√		
	Comments:			
SUO-14	Does the SUO contain procedures and enforcement actions for the following?			
	Fats, oils, and grease (FOG)	√		
	Infiltration and inflow		√	
	Building structures over the sewer lines		√	
	Storm water connections to sanitary lines (downspouts)			√
	Defects in service laterals located on private property	√		
	Sump pumps, air conditioner connections			√
	Comments:			

Comments:

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Organizational Structure (OC)

Checklist Item		Yes	No	N/A
OC-01	Is an organizational chart available that shows the overall personnel structure for the utility, including operation and maintenance staff?	√		
	Comments:			
OC-02	Are up-to-date job descriptions available that delineate responsibilities and authority for each position?	√		
	Comments:			
OC-03	Are the following items discussed in the job descriptions?			
	Nature of work to be performed	√		
	Minimum requirements for the position	√		
	Necessary special qualifications or certifications	√		
	Examples of the type of work	√		
	List of licenses required for the position	√		
	Performance measures or promotion potential		√	
	Comments:			
OC-04	What percent of staff positions are currently vacant?	40%		
	Comments: reason being that we added 4 new positions we didn't have before which are 2- Water/Wastewater Supervisors and 2- Water/Wastewater operator 4. We currently are just going to post these. Original # of positions before were only 11.			
OC-05	On average how long do positions remain vacant? (months)	Depends on position		
	Comments: For a utility worker (laborer) fills fast within first posting. But if it's a licensed position for instance a Level 4 then it has taken over 12 months. DAC recently increased operator pay significantly to address this issue.			
OC-06	What percent of utility work is contracted out?	20%		
	Comments: Sewer Tap installs, Some emergency jetting services, sewer line break repairs, and major repairs like lift station rehabs or manhole rehab projects. All operations are done by DAC Staff.			

Comments:

Internal Communications (IC)

	Checklist Item	Yes	No	N/A
IC-01	Which of the following methods are used to communicate with utility staff?			
	Regular meetings	√		
	Bulletin boards			
	E-mail	√		
	Cell Phones	√		
	Other (explain)			
	Comments:			
IC-02	How often are the staff meetings held? (e.g., Daily, Weekly, Monthly, etc.)			
	Comments: When needed only since there is constant communication.			
IC-03	Are incentives offered to employees for performance improvements?	√		
	Comments: If a higher certification is obtained they are automatically reclassified with higher pay			
IC-04	Does the utility have an "Employee of the Month/Quarter/Year" program?	√		
	Comments:			
IC-05	How often are performance reviews conducted? (e.g. Semi-annually, Annually, etc.)			
	Comments: Annually			
IC-06	Does the utility regularly communicate/coordinate with other municipal departments?	√		
	Comments:			

Comments:

Budgeting (BUD)

	Checklist Item	Yes	No	N/A
BUD-01	What is the average annual fee for residential users?			
	Comments: \$ 607.92 per year. \$50.66 per month			
BUD-02	How often are user charges evaluated and adjusted? (e.g. annually, biannually. etc.)			
	Comments: annually			
BUD-03	Are utility-generated funds used for non-utility programs?		√	
	Comments:			
BUD-04	Are costs for collection system operation and maintenance (O&M) separated from other utility services such as water, storm water, and treatment plants? IF NO, GO TO BUD-07		√	
	Comments:			
BUD-05	What is your average annual (O&M) budget?			
	Comments:			
BUD-06	What percentage of the utility's overall budget is allocated to maintenance of the collection system?			
	Comments:			
BUD-07	Does the utility have a Capital Improvement Plan (CIP) that provides for system repairs/replacements on a prioritized basis?	√		
	Comments:			
BUD-08	What is your average annual CIP budget? Depends on project			

Comments:

Training (TR)

Checklist Item		Yes	No	N/A
TR-01	Does the utility have a formal job knowledge, skills, and abilities (KSA) training program?		√	
	Comments:			
TR-02	Does the training program address the fundamental mission, goals, and policies of the utility?			√
	Comments:			
TR-03	Does the utility have mandatory training requirements identified for key employees?	√		
	Comments:			
TR-04	What percentage of employees met or exceeded their annual training goals during the past year?			
	Comments: 100% All mandatory training required by DAC is done by employees.			
TR-05	Does the utility provide training in the following areas?			
	Safety	√		
	Routine line maintenance	√		
	Confined space entry	√		
	Traffic control	√		
	Record keeping	√		
	Electrical and instrumentation	√		
	Pipe repair	√		
	Bursting / CIPP		√	
	Public relations		√	
	SSO/Emergency response	√		
	Pump station operations and maintenance	√		

	CCTV and trench/shoring	√		
	Other			
	Comments:			
TR-06	Are operator and maintenance certification programs used? IF NO GO TO TR-08	√		
	Comments:			
TR-07	Are operator and maintenance certification programs required?	√		
	Comments: For appropriate personnel.			
TR-08	Is on-the-job training progress and performance measured?		√	
	Comments:			
Checklist Items		Yes	No	NA
TR-09	Which of the following methods are used to assess the effectiveness of the training?			
	None	√		
	Periodic testing			
	Drills			
	Demonstrations			
	Comments:			
TR-10	What percentage of the training offered by the utility is in the form of the following?			
	Manufacturer training			
	On-the-job training 80%			
	In-house classroom training			
	Industry-wide training 20%			
	Comments:			

Safety (SAF)

	Checklist Item	Yes	No	N/A
SAF-01	Does the utility have a written safety policy?	√		
	Comments:			
SAF-02	How often are safety procedures reviewed and revised? (Annually, quarterly, etc.)			
	Comments: A n n u a l l y			
SAF-03	Does the utility have a safety committee?	√		

	Comments: We have a risk management dept that provides training and oversees safety for all depts.			
SAF-04	Are regular safety meetings held with the utility employees?		√	
	How often?			
	Comments:			
SAF-05	Does the utility have a safety training program?	√		
	Comments: provided by Risk Management Dept.			
SAF-06	Are records of employee safety training kept up to date?		√	
	Comments:			
Checklist Item		Yes	No	N/A
SAF-07	Does the utility have written procedures for the following?			
	Lockout/tagout	√		
	Material safety data sheets (MSDS)	√		
	Chemical handling		√	
	Confined spaces permit programs	√		
	Trenching and excavations safety	√		
	Biological hazards in wastewater	√		
	Traffic control and work site safety		√	
	Electrical and mechanical systems		√	
	Pneumatic and hydraulic system safety		√	
	Comments:			
SAF-08	What is your agency's lost-time injury rate?	0%		
	Comments: Haven't had injuries in past couple years			
SAF-09	Are the following equipment items available and in adequate supply?			
	Rubber/disposable gloves	√		
	Confined space ventilation equipment	√		
	Hard hats, safety glasses, rubber boots	√		
	Antibacterial soap and first aid kit	√		
	Tripods or non-entry rescue equipment	√		
	Fire extinguishers	√		
	Equipment to enter manholes	√		
	Portable crane/hoist	√		
	Atmospheric testing equipment and gas detectors	√		
	Oxygen sensors	√		
	H2S Monitors	√		
	Full body harness	√		

	Protective clothing	√		
	Traffic/public access control equipment	√		
	5-minute escape breathing devices		√	
	Life preservers for lagoons	√		
	Life preservers at activated sludge plants	√		
	Fiberglass or wooden ladders for electrical work	√		
	Respirators and/or self-contained breathing apparatus		√	
	Methane gas or optical vector (OVA) analyzer		√	
	Lower explosion limit (LEL) metering	√		
	Comments:			
SAF-10	Are safety monitors clearly identified?	√		
	Comments:			

Customer Service (CS)

Checklist Item		Yes	No	N/A
CS-01	Does the utility have a customer service and public relations program? IF NO GO TO CS-03		√	
	Comments:.			
CS-02	Does the customer service program include giving formal presentations on the wastewater field to the following?			
	Schools and universities			
	Community gatherings			
	Local officials			
	Businesses			
	Media			
	Citizens			
	Building Inspector(s)			
	Public utility officials			
	Comments:			
CS-03	Are employees of the utility specifically trained in customer service?		√	
	Comments:			
CS-04	Are there sample correspondence, Q/A's, or "scripts" to help guide staff through written or oral responses to customers?		√	

	Comments:			
CS-05	What methods are used to notify the public of major construction or maintenance work?			
	Door hangers	√		
	Public radio or T.V. announcements			
	Newspaper			
	Flyers	√		
	Signs			
	Other	√		
	None			
	Comments: post on DAC Website also and mentioned in public community meetings.			
Checklist Item		Yes	No	N/A
CS-06	Is a homeowner notified prior to construction that his/her property may be affected?	√		
	Comments:			
CS-07	Do you provide information to residents on cleanup and safety procedures following basement backups and overflows from manholes when they occur?	√		
	Comments:			
CS-08	Does the utility have a customer service evaluation program to obtain feedback from the community?		√	
	Comments:			
CS-09	Do customer service records include the following information?			
	Personnel who received the complaint or request	√		
	Nature of the complaint or request	√		
	To whom the follow-up action was assigned	√		
	Date of the complaint or request	√		
	Date the complaint or request was resolved	√		
	Total days to end the problem	√		
	Name, address, and telephone number of the customer	√		
	Location of the problem	√		
	Date the follow up action was assigned	√		
	Cause of the problem	√		

	Feedback to customer	√		
	Comments: This is thru our workorder system			
CS-10	Does the utility have a goal for how quickly customer complaints (or emergency calls) are resolved? IF NO, GO TO NEXT SECTION	√		
	Comments:			
CS-11	What percentage of customer complaints (or emergency calls) are resolved within the timeline goals?			
	Comments: 95%			

Equipment & Collection System Maintenance (ESM)

Checklist Item		Yes	No	N/A
ESM-01	Is a maintenance card or record kept for each piece of mechanical equipment within the collection system? IF NO, GO TO ESM-03	√		
	Comments:			
ESM-02	Do equipment maintenance records include the following information?			
	Maintenance recommendations		√	
	Instructions on conducting the specific maintenance activity		√	
	Other observations on the equipment	√		
	Maintenance schedule	√		
	A record of maintenance on the equipment to date	√		
	Comments:			
ESM-03	Are dated tags used to show out-of-service equipment?	√		
	Comments:			
ESM-04	Is there an established system for prioritizing equipment maintenance needs?	√		
	Comments: schedules per manufacturers recommendations			
ESM-05	What percent of repair funds are spent on emergency repairs?			15%
	Comments:			

ESM-06	Are corrective repair work orders backlogged more than six months?		√	
	Comments:			
ESM-07	Do collection system personnel coordinate with state, county, and local personnel on repairs, before the street is paved?		√	
	Comments:			

Comments:

Equipment Parts Inventory (EPI)

Checklist Item		Yes	No	N/A
EPI-01	Have critical spare parts been identified?	√		
	Comments:			
EPI-02	Are adequate supplies on hand to allow for two-point repairs in any part of the system?	√		
	Comments:			
EPI-03	Is there a parts standardization policy in place?		√	
	Comments: No written policy but we do standardize			
EPI-04	Does the utility have a central location for storing spare parts?	√		
	Comments:			
EPI-05	Does the utility maintain a stock of spare parts on its maintenance vehicles?	√		
	Comments: Maintenance Operators do.			
EPI-06	Does the utility have a system in place to track and maintain an accurate inventory of spare parts?		√	
	Comments:			

EPI-07	For those parts which are not kept in inventory, does the utility have a readily available source or supplier?	√		
	Comments:			

Comments:

Management Information System (MIS)

Checklist Item		Yes	No	N/A
MIS-01	Does the utility have a management information system (MIS) in place for tracking maintenance activities? <i>(Either electronic or good paper files)</i> IF NO, GO TO NEXT SECTION	√		
	Comments:			
MIS-02	Are the MIS records maintained for a period of at least three years?	√		
	Comments:			
MIS-03	Is the MIS able to distinguish activities taken in response to an overflow event?	√		
	Comments:			
MIS-04	Are there written instructions for managing and tracking the following information? (Check all that apply)			
	Complaint work orders	√		
	Schedule work orders	√		
	Customer Service		√	
	Scheduled preventive maintenance	√		

	Scheduled Inspections	√		
	Scheduled system inventory		√	
	Safety incidents	√		
	Scheduled monitoring/sampling	√		
	Compliance/overflow tracking	√		
	Equipment/tools tracking	√		
	Parts inventory			
MIS-05	Do the written instructions for tracking procedures include the following information?			
	Accessing data and information		√	
	Instructions for using the tracking system		√	
	Updating the MIS		√	
	Developing and printing reports		√	
	Comments:			
Checklist Item		Yes	No	N/A
MIS-06	How often is the management information system updated?			
	Immediately			
	Within one week of the "incident"			
	Monthly	√		
	Other:			
	Comments:			

Comments:

System Mapping (MAP)

Checklist Item		Yes	No	N/A
MAP-01	Are "as built" plans (record drawings) or maps available for use by field crews in the office and in the field?	√		
	Comments:			
MAP-02	Is there a procedure for field crews to record changes or inaccuracies in the maps and update the mapping system?	√		
	Comments:			
MAP-03	Do the maps show the date the map was drafted and the date of the last revision?	√		
	Comments:			

Comments:

Checklist Item		Yes	No	N/A
MAP-04	Do the sewer line maps include the following?			
	Scale	√		
	North arrow	√		
	Date the map was drafted	√		
	Date of last revision	√		
	Service area boundaries	√		
	Property lines	√		
	Other landmarks (Roads, water bodies, etc.)	√		
	Manhole and other access points	√		
	Location of building laterals	√		
	Street names	√		
	SSOs occurrences/CSOs outfalls		√	
	Flow monitors	√		
	Force mains	√		
	Pump stations	√		
	Lined sewers			√
	Main, trunk, and interceptor sewers	√		
	Easement lines and dimensions		√	
	Pipe material	√		

	Pipe diameter	√		
	Installation date	√		
	Slope	√		
	Manhole rim elevation	√		
	Manhole coordinates		√	
	Manhole invert elevation	√		
	Distance between manholes	√		
	Comments:			
MAP-05	Are the following sewer attributes recorded?			
	Size	√		
	Shape	√		
	Invert elevation	√		
	Material	√		
	Separate/combined sewer			√
	Installation date	√		
	Comments:			
Checklist Item		Yes	No	N/A
MAP-06	Are the following manhole attributes recorded?			
	Shape	√		
	Type (e.g., precast, cast in place, etc.)		√	
	Depth	√		
	Age	√		
	Material	√		
	Comments:			
	MAP-07	Is there a systematic numbering and identification system to identify manholes, sewer lines, pump station, etc.?	√	
Comments:				

Internal TV Inspection (TVI)

Checklist Item		Yes	No	N/A
TVI-01	Does the utility have a standardization pipeline condition assessment program? If yes, explain		√	
	Comments:			
TVI-02	Is internal TV inspection used to perform condition assessment? IF NO, GO TO NEXT SECTION	√		
	Comments: when issues arise only			
TVI-03	Are there written operation procedures/guidelines for the internal TV inspection program?		√	
	Comments:			
TVI-04	Do the internal TV record logs include the following?			
	Pipe size, type, length, and joint spacing		√	
	Distance recorded by internal TV		√	
	Results of the internal TV inspection (including a structural rating)		√	
	Internal TV operator name		√	
	Cleanliness of the line		√	
	Location and identification of line being televised by manholes		√	
	Comments: Just us camera inspection to fix issues and find sewer services			
TVI-05	Is a rating system used to determine the severity of the defects found during the inspection process?		√	
	Comments:			
TVI-06	Is there a code list used for internal TV inspection reporting?		√	
TVI-07	Approximately what percent of the total defects determined by TV inspection, during the past 5, years were attributed to the following?			
	Debris	50%		
	Debris/Grease	50%		
	Debris/Roots			
	Grease			
	Grease/Roots			
	Intruding Tap			
	Intruding Tap/Roots			

	Surcharged	
	Offset Joint/Grease	
	Roots	
	Roots/Debris	
	Roots/Grease	
	Roots/Grease/Debris	
	Roots/Line Failure	
	Line Failure	
	Sag In Line	
	Sag In Line/Debris	
	Sag In Line/Grease	
	Other:	
	Other:	
	Total Percentage	
	Comments:	
TVI-08	Are main line and lateral repairs checked by internal TV	√
	Comments:	

Sewer Cleaning (CLN)

Checklist Item		Yes	No	NA
CLN-01	Is there a program to identify sewer line segments, with chronic problems, that should be cleaned on a more frequent schedule?		√	
	Comments: No specific program we just do line flushing in known problem areas.			
CLN-02	What is the entire system cleaning frequency? (e.g., every "X" years)			
	Comments: Only when we notice potential issues when inspecting collection system.			
CLN-03	What is the utility's plan for system cleaning (% or frequency in years)?			
	Comments: As needed, not enough staff for a collections crew			
CLN-04	What percent of the total cleaning was considered repeat and trouble spot cleaning during the past year?	100%		

	Comments:			
CLN-05	Does the utility have a root control program?		√	
	Comments:			
CLN-06	Does the utility have a fats, oils, and grease (FOG) program?		√	
	Comments:			
CLN-07	What is the average number of stoppages experienced per 100 miles of sewer pipe per year?	10 per year avg		
	Comments: Not many per year			
CLN-08	Has the number of stoppages increased, decreased, or stayed the same over the past 5 years?			
	Comments: Stayed the same			
CLN-09	Are stoppages plotted on maps and correlated with other data such as pipe size and material or location?		√	
	Comments:			

Comments:

Checklist Item		Yes	No	NA
CLN-10	Do the sewer cleaning records include the following information?			
	Date and time		√	
	Cause of stoppage		√	
	Method of cleaning		√	
	Location of stoppage or routine cleaning activity		√	
	Identity of cleaning crew		√	
	Further actions necessary/initiated		√	
	Comments: Don't log sewer cleaning since we don't have a dedicated collections crew. We clean mains as we have issues or see its needed. We just get it done			
CLN-11	If sewer cleaning is done by a contractor, are videos taken before and after cleaning?		√	

	Comments:
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Manhole Inspection and Assessment (MAN)

Checklist Item		Yes	No	N/A
MAN-01	Does the utility have a routine manhole inspection and assessment program? IF NO, GO TO MAN-06		√	
	Comments: We do but not Routine; When time allows or if we are doing manhole rehab project.			
MAN-02	Are the results and observations from the routine manhole inspection recorded?	√		
	Comments:			
MAN-03	Does the utility have a goal for the number of manholes inspected annually?		√	
	Comments:			
MAN-04	How many manholes were inspected during the past year?	At least 400		
	What is the percent of total manholes were inspected during the			
	Comments: due to manhole rehab project and new gis system			

Comments: Received State grant funding for Manhole rehabilitation.

Checklist Item		Yes	No	N/A
MAN-05	Do the records for manholes/pipe inspection include the following?			
	Conditions of the frame and cover	√		
	Evidence of surcharge			
	Offsets or misalignments	√		
	Atmospheric hazards measurements (especially hydrogen sulfide)		√	
	Details on the root cause of cracks or breaks in the manhole or pipe including blockages	√		
	Recording conditions of (corbel, walls, bench, trough, and pipe seals)	√		
	Presence of corrosion	√		

	If repair is necessary	√		
	Manhole identifying number/location	√		
	Wastewater flow characteristics (flowing freely or backed up)		√	
	Accumulation of grease, debris, or grit		√	
	Presence of infiltration, location, and estimated quantity	√		
	Inflow from manhole covers	√		
	Comments: Done for our manhole rehab project to get estimates from contractor.			
MAN-06	Does the utility have a grouting program?		√	
	Comments:			

Comments:

Pump Stations (PS)

Checklist Item		Yes	No	N/A
PS-01	Are Standard Operating Procedures (SOPs) and Standard Maintenance Procedures (SMPs) used for each pump station?	√		
	Comments:			
PS-02	Are there enough trained personnel to properly inspect and maintain all pump stations?	√		
	Comments:			

PS-03	Is there an emergency operating procedure for each pump station?	√		
	Comments:			
PS-04	Is there an alarm system to notify personnel of pump station failures and overflow?	√		
	Comments:			
PS-05	Percent of pump stations with backup power sources	29%		
	Comments:			
PS-06	Does the utility use the following methods when loss of power occurs?			
	On-site electrical generators	√		
	Portable electric generators	√		
	Vacuum trucks to bypass pump station	√		
	Alternate power source			
	Other			
	Comments:			
PS-07	Is there a procedure for manipulating pump operations during wet weather to increase in-line storage of wet weather flows?		√	
	Comments:			

Comments:

Checklist Item		Yes	No	N/A
PS-08	Are wet well operating levels set to limit pump start/stops?	√		
	Comments:			
PS-09	Are the lead, lag, and backup pumps rotated regularly?		√	
	Comments:			
PS-10	Are operation logs maintained for all pump stations?	√		
	Comments:			

PS-11	Are the manuals that contain the manufacturers recommended maintenance schedules for all pump station equipment available?	√		
	Comments:			
PS-12	On average, how often were pump stations inspected during the past year?			
	Comments: done annually			
PS-13	Are records maintained for each inspection?	√		
	Comments:			
PS-14	Average annual labor hours spent on pump station inspections		84hrs per year	
	Comments:			
PS-15	Percent of pump stations with pump capacity redundancy		100%	
	Comments:			
PS-16	Percent of pump stations with dry weather capacity limitations		100%	
	Comments:			
PS-17	Percent of pump stations with wet weather capacity limitations		100%	
	Comments:			
PS-18	Percent of pump stations calibrated annually		N/A	
	Comments:			
PS-19	Percent of pump stations with permanent flow meters		1%	
	Comments:			

Capacity Assessment (CA)

Checklist Item		Yes	No	N/A
CA-01	Does the utility have a flow monitoring program?		√	
	Comments: Only flow monitoring is at WWTP			
CA-02	Does the utility have a comprehensive capacity assessment and planning program?		√	

	Comments:			
CA-03	Are flows measured prior to allowing new connections?	√		
	Comments: Contracted Engineering firm checks Lift Station capacity to determine if DAC will allow subdivisions.			
CA-04	Do you have a tool (hydraulic model, spreadsheet, etc.) for assessing whether adequate capacity exists in the sewer system? IF NO, GO TO CA-06.		√	
	Comments:			
CA-05	Does your capacity assessment tool produce results consistent with conditions observed in the system?		√	
	Comments:			
CA-06	What is the ratio of peak wet weather flow to average dry weather flow at the wastewater treatment plant?			
	Comments: Majority of the year its dry.			
CA-07	How many permanent flow meters are currently in the system? (Include meters at pump stations and WWTPs)	4		
	Comments: 2 at lift stations and 2 at the South Central WWTP			
CA-08	How frequently are the flow meters checked?	Monthly by staff		
	Comments: Calibrated by a 3 rd party annually			
CA-09	Do the flow meter checks include the following?			
	Independent water level	√		
	Checking the desiccant	√		
	Velocity reading	√		
	Cleaning away debris	√		
	Downloading data			√
	Battery condition	√		
	Comments:			

Checklist Item		Yes	No	N/A
CA-10	Are records maintained for each inspection? IF NO, GO TO CA-12	√		
	Comments:			
CA-11	Do the flow monitoring records include the following?			

	Descriptive location of flow meter	√		
	Type of flow meter	√		
	Frequency of flow meter inspection	√		
	Frequency of flow meter calibration	√		
	Comments:			
CA-12	Does the utility maintain any rain gauges?	√		
	Comments:			
CA-13	Does the utility have any wet weather capacity problems?		√	
	Comments:			
CA-14	Are low points or flood-plain areas monitored during rain events?	√		
	Comments:			
CA-15	Does the utility have any dry weather capacity problems?		√	
	Comments:			
CA-16	Is flow monitoring used for billing purposes, capacity analysis, and/or inflow and infiltration investigations?	√		
	Comments:			
Comments:				

Tracking SSOs (TRK)

Checklist Item		Yes	No	N/A
TRK-01	How many SSO events have been reported in the past 5 years?	1		

	Comments:			
TRK-02	What % of SSOs were less than 1,000 gallons in the past 5 years?	1		
	Comments:			
TRK-03	Does the utility document and report all SSOs regardless of size?	√		
	Comments:			
TRK-04	Does the utility document basement backups?	√		
	Comments:			
TRK-05	Are there areas that experience frequent street flooding?	√		
	Comments: flooding cause by rain events			
TRK-06	What % of SSO discharges were from each of the following in the last 5 years?			
	Manholes	√		
	Lift/Vacuum Systems (Revised term)			
	Main and trunk sewers			
	Lateral and branch sewers			
	Total			
	Comments: was a private manhole			
Checklist Item		Yes	No	N/A
TRK-07	What % of SSO discharges were caused by each of the following in the last 5 years?			
	Construction			

	Cause Unknown	
	Debris	
	Debris/Grease	100%
	Debris/Roots	
	Equipment Failure	
	Grease	
	Sag In Line	
	Intruding Tap	
	Line Failure	
	Manhole/Surcharged	
	Offset Joint	
	Roots	
	Roots/Debris	
	Roots/Grease	
	Roots/Intruding Tap	
	Roots/Line Failure	
	Surcharged	
	Other(s):	
	Grand Total	

Comments:

Checklist Item		
TRK-07A	What percentage of SSOs were released to:	
	Storm Sewer	
	Arroyo/Ditch/Drain	
	Street/ Parking lot	
	Private Property	100%
	River/Stream/Lake/Bayou/Ocean	
	Other:	
	Grand Total	
	Comments:	
TRK-07B	For surface water releases, what percent are to areas that could affect:	
	Contact recreation (beaches, swimming areas)	n/a
	Drinking water sources	n/a
	Shellfish growing areas	n/a
	Fishing or spawning areas	n/a
	Comments:	

Checklist Item	Yes	No	N/A
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TRK-08	How many chronic SSO locations are in the collection system?	0		
	Comments:			
TRK-09	Are pipes with chronic SSOs being monitored for sufficient capacity and/or structural condition?			n/a
	Comments:			
TRK-10	Prior to collapse, are structurally deteriorating pipelines being monitored for renewal or replacement?			n/a
	Comments:			

Comments:

Overflow Emergency Response (OERP)

Checklist Item		Yes	No	N/A
OERP-01	Does the utility have a documented OERP available for utility staff to use? IF NO, GO TO OERP-04		√	
	Comments:			
OERP-02	How often is the OERP reviewed and updated? (Annually, Biannually, etc.)			
	Comments: N/A			
OERP-03	Are specific responsibilities detailed in the OERP for personnel who respond to emergencies?			
	Comments:			
OERP-04	Are staff continuously trained to respond to emergencies?	√		
	Comments: on the job training			
OERP-05	Do work crews have immediate access to tools and equipment during emergencies?	√		
	Comments:			

Checklist Item		Yes	No	N/A
OERP-06	Does the utility have procedures for notifying state agencies, local health departments, the NPDES authority, the public, and drinking water authorities of significant overflow events?	√		
	Comments: follow state and federal permits			
OERP-07	Does the procedure include a current list of the names, titles, phone numbers, and responsibilities of all personnel involved?		√	
	Comments:			
OERP-08	Does the utility have a public notification plan?	√		
	Comments: Dona Ana County has a Public Information Dept that handles it.			
OERP-09	Does the utility have procedures to limit public contact with areas affected by SSOs? <i>(can be delegated to another authority)</i>	√		
	Comments: We get assistance from Roads Dept that provide barrels and signs.			
OERP-10	Does the utility use containment techniques to protect storm systems?			n/a
	Comments:			
OERP-11	Do the overflow records include the following information?			
	Date and time	√		
	Cause(s)	√		
	Names of affected receiving water(s)	√		
	Location	√		
	How it was stopped	√		
	Any remediation efforts	√		
	Estimated flow/volume discharged	√		
	Duration of overflow			
	Comments: If SSO happen we report as required			
OERP-12	Does the utility have signage to keep public from affected area?	√		

	Comments:
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Smoke & Dye Testing (SDT)

Checklist Item		Yes	No	N/A
SDT-01	Does the utility have a smoke testing program to identify sources of inflow and infiltration?			√
	Comments:			
SDT-01A	Does the utility have a smoke testing program to identify sources of inflow and infiltration in illegal connectors?			√
	Comments:			
SDT-01B	Does the utility have a smoke testing program to identify sources of inflow and infiltration in house laterals (private service laterals)?			√
	Comments:			
SDT-02	Are there written procedures for smoke testing?			√
	Comments:			
SDT-03	Is there a documented procedure for isolating line segments?			√
	Comments:			
SDT-04	Is there a documented procedure for notifying residents that smoke testing will be conducted in their area?			√
	Comments:			

Comments: We don't do smoke testing currently.

Checklist Item		Yes	No	N/A
SDT-05	What is the guideline for maximum amount of line to be tested at one time? <i>(Feet or Miles)</i>			√
	Comments:			
SDT-06	Are there guidelines for the weather conditions under which smoke testing should be conducted?			√
	Comments:			
SDT-07	What is the goal for the % of the system smoke tested each year?			√
	Comments:			
SDT-08	What % of the system has been smoke tested in the past 5 years?	0%		
	Comments:			
SDT-09	Do the written records contain location, address, and description of the smoking element that produced a positive result?			√
	Comments:			
SDT-10	Does the utility have a dye testing program?	√		
	Comments: no official program just done when needed.			
SDT-11	Are there written procedures for dye testing?		√	
	Comments:			
SDT-12	Does the utility have a goal for the percent of the system dye tested each year?		√	
	Comments:			
SDT-13	What percent of the main collection system had been dye tested over the past year?	0%		

	Comments: We do dye test to identify service connections if needed.		
SDT-14	Does the utility share smoke and dye testing equipment with another utility?		√
	Comments:		
Comments:			

Hydrogen Sulfide Monitoring and Control (HSMC)

Checklist Item		Yes	No	N/A
HSMC-01	How would you rate the system vulnerability for hydrogen sulfide corrosion?			
	Not a problem			
	Only in a few isolated areas			
	A major problem		√	
	Comments:			
HSMC-02	Does the utility have a corrosion control program?	√		
	Comments: We feed bioxide to control hydrogen sulfide in collection system. We have 7 feed sites in this area.			
HSMC-03	Does the utility take hydrogen sulfide corrosion into consideration when designing new or replacement sewers?	√		
	Comments:			
HSMC-04	Does the utility have procedures for application of chemicals?	√		
	Comments: Done by Evoqua our bioxide chemical vendor			
HSMC-05	Are the chemical dosages, dates, and locations documented?	√		
	Comments: By Evoqua technician			
HSMC-06	Does the utility document where odor is a problem in the system?	√		

	Comments:			
HSMC-07	Does the utility have a program in place for renewing or replacing severely corroded sewer lines to prevent collapse?	√		
	Comments: Rehab manholes mainly			

Comments:

Checklist Item		Yes	No	N/A
HSMC-08	Are the following methods used for hydrogen sulfide control?			
	Aeration	√		
	Iron Salts		√	
	Enzymes		√	
	Activated charcoal canisters		√	
	Chlorine		√	
	Sodium hydroxide		√	
	Hydrogen peroxide		√	
	Potassium permanganate		√	
	Biofiltration		√	
	Other	√		
	Comments: Bioxide is a nitrate salt			
HSMC-09	Does the system contain air relief valves at the high points of the force main system?	√		
	Comments:			
HSMC-10	How often are the valves maintained and inspected? (Weekly, Monthly, etc.)			
	Comments: Just when we identify an issue.			

Comments:

Our wastewater system has Scada in all Lift Stations and Wastewater treatment facility. Every Lift Station has all panels and gates locked with padlocks as well as the treatment facility. Our wastewater plant also has video surveillance 24-hrs a day. The South Central Wastewater Plant is checked daily including holidays to check for any unauthorized entry or unusual activity. Lift Stations are checked by operators on Mondays, Wednesdays, and Fridays to also check for unauthorized entry or unusual activity.

Appendix 2
Review
of the
ICIS
E90 Effluent Violations

NM0030490

DONA ANA COUNTY (SOUTH CENTRAL REGIONAL WWTP)

Monitoring Period End Date	Parameter Desc	Statistical Base Short Desc	Limit Unit Short Desc	Limit Value	DMR Value Qualifi er Code	DMR Value	Reported Number of Excursions
06/30/2023	Oxygen, dissolved [DO]	DAILY MN	mg/L	5.	=	3.4	2
06/30/2023	Oxygen, dissolved [DO]	MO AV MN	mg/L	5.	=	3.78	2
07/31/2023	Oxygen, dissolved [DO]	DAILY MN	mg/L	5.	=	3.5	2
07/31/2023	Oxygen, dissolved [DO]	MO AV MN	mg/L	5.	=	3.6	2
08/31/2023	Oxygen, dissolved [DO]	DAILY MN	mg/L	5.	=	2.7	2
08/31/2023	Oxygen, dissolved [DO]	MO AV MN	mg/L	5.	=	3.2	2
09/30/2023	Oxygen, dissolved [DO]	DAILY MN	mg/L	5.	=	2.7	2
09/30/2023	Oxygen, dissolved [DO]	MO AV MN	mg/L	5.	=	2.96	2
10/31/2023	Oxygen, dissolved [DO]	DAILY MN	mg/L	5.	=	2.1	2
10/31/2023	Oxygen, dissolved [DO]	MO AV MN	mg/L	5.	=	3.01	2
11/30/2023	Oxygen, dissolved [DO]	DAILY MN	mg/L	5.	=	2.05	2
11/30/2023	Oxygen, dissolved [DO]	MO AV MN	mg/L	5.	=	2.92	2
12/31/2023	Oxygen, dissolved [DO]	DAILY MN	mg/L	5.	=	2.48	2
12/31/2023	Oxygen, dissolved [DO]	MO AV MN	mg/L	5.	=	2.74	2
01/31/2024	Oxygen, dissolved [DO]	DAILY MN	mg/L	5.	=	2.16	2
01/31/2024	Oxygen, dissolved [DO]	MO AV MN	mg/L	5.	=	2.45	2
02/29/2024	Oxygen, dissolved [DO]	DAILY MN	mg/L	5.	=	1.94	2
02/29/2024	Oxygen, dissolved [DO]	MO AV MN	mg/L	5.	=	2.38	2
03/31/2024	Oxygen, dissolved [DO]	DAILY MN	mg/L	5.	=	2.95	2
03/31/2024	Oxygen, dissolved [DO]	MO AV MN	mg/L	5.	=	4.12	2
07/31/2024	E. coli	DAILY MX	CFU/10	410.	=	560.	1