



**NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION
 Combined Sewer Overflows Best Management Practices
 Annual Report Checklist**

SPDES PERMIT NO: NY- _____

FACILITY NAME AND ADDRESS:

NAME: _____ **CONTACT:** _____
ADDRESS: _____ **TITLE:** _____
CITY: _____ **STATE:** NY **ZIP:** _____ **PHONE:** _____

Please note that the following self-evaluation checklist is intended as a guide and should not be regarded as all-inclusive. It should not be assumed that the items listed here are sufficient for a comprehensive annual report. The Department strongly recommends that permittees refer to their permit's CSO Best Management Practices, and the EPA's CSO Guidance for Nine Minimum Controls, 1995, for guidance. EPA's manual can be found at: <http://www.epa.gov/npdes/pubs/owm0030.pdf>. Also, note that the SPDES permit BMPs are listed in bold and the equivalent EPA's Nine Minimum Controls are listed in italics.

SELF-EVALUATION CHECKLIST:

Note: Check N/A if conditions are not in the permit:

1. CSO Maintenance/Inspection (*I. Proper Operation and Maintenance*)

Do you have an O & M Plan?

Are the following maintenance/inspection items adequately described in the BMP report?

- Inspection program (Regulators, Tidegates, Pump Stations Maintenance/Repairs)
- A written maintenance and inspection program?
- Periodic training for employees?
- Sewer cleaning and sediment removal?
- Operation of collection system?
- An adequate organization structure?

Overall, does the implementation of BMP #1 meet the objectives of your permit?

If no, list all deficiencies that must be resolved and when they can be resolved:

YES	NO	N/A

2. Maximum Use of Collection System for Storage (*II. Maximum Use of Collection System for Storage*)

Did the annual report identify the methods you plan to use to maximize storage in the collection system?

- Tidegates Maintenance/Repairs
- Wet Weather Operation Plan (WWOP)
- Removal of small systems bottlenecks
- Sewer cleaning and sediment removal
- Remove Flow obstructions
- Weir adjustment (Plan must list locations where weir is raised or plan to be raised).
- In-line storage: Inflatable dams or sluice gates

Overall, does the implementation of BMP #2 meet the objectives of your permit?

If no, list all deficiencies that must be resolved and when they can be resolved:

YES	NO	N/A

Note: Check N/A if conditions are not in the permit:

3. Industrial Pretreatment (III. Review and Modify Pretreatment Requirements)

- Do you have an approved pretreatment or mini-treatment program?
- Does the report list percent flow of industrial versus domestic sewage to the treatment plant?
- Any industrial discharge that could reach CSO outfalls?
- If yes, did you ask the industry to develop a plan to prevent industrial discharge during rain events?
- Any attempt to modify pretreatment program to reduce discharge to CSO outfalls?
- Overall, does the implementation BMP #3 meet the objectives of your permit?
- If no, list all deficiencies that must be resolved and when they can be resolved:

YES	NO	N/A

4. Maximize Flow to POTW (IV. Maximization of Flow to the POTW for Treatment)

- Are the following adequately addressed in the plan? If so plan should include the summary of:
- Flow analysis of all unit processes
 - How often the plant bypasses during wet weather (Permittee must keep records)
 - Any available treatment units during storm events.
 - The facility's capacity to receive the permitted flow.
 - Sewer cleaning and sediment removal practices
 - Analysis of hydraulic capacity of sewer system and pump stations
 - Other: _____.

YES	NO	N/A

- Overall, does the implementation of BMP #4 meet the objectives of your permit?
- If no, list all deficiencies that must be resolved and when they can be resolved:

5. Wet Weather Operating Plan (WWOP)

- Does the plan list procedure to operate unit processes to treat maximum flows during wet weather
- Does the WWOP conform to DEC's Technology Transfer Manual?
- Was the plan submitted to the Regional Office and approved?
- Does the plan identify the flow through primary, preliminary, and secondary treatment trains that can be accepted at the treatment plant?
- If conditions have changed, was WWOP revised? *(Permittee must revise WWOP whenever the WWTF and/or sewer collection system are replaced or modified)*
- Overall, does the implementation of BMP #5 meet the objectives of your permit?
- If no, list all deficiencies that must be resolved and when they can be resolved:

YES	NO	N/A

Note: Check N/A if conditions are not in the permit:

6. Prohibition of Dry Weather Overflows (V. Elimination of Dry Weather Overflows)

Did you report any dry weather overflows or SSO problems? If so, does the report addresses the following:

- Schedule for routine inspections
- Removal of illicit connections
- I/I Control program
- Repair of leaky tidegates, if any.
- Adjustment and/or repair of regulators
- Management, operation and maintenance program
- Adequate capacity at the treatment plant
- Eliminating small systems bottlenecks

YES	NO	N/A

Overall, does the implementation of BMP #6 meet the objectives of your permit?

If no, list all deficiencies that must be resolved and when they can be resolved:

7. Control of Floatables and Settleable Solids (VI. Control of Solid and Floatable Materials in CSO)

Have you determined whether aesthetic problems from floatables and settleable solids exist in the receiving

If so, do you plan to implement any of the following control measures?

- Floatables quantification
- Booming and Skimming of open waters
- Source controls (Street cleaning, public education, solid waste collection and/or
- In-line netting
- Screens
- Catch basin hoods
- Others, please specify: _____.

YES	NO	N/A

Overall, does the implementation of BMP #7 meet the objectives of your permit?

If no, list all deficiencies that must be resolved and when they can be resolved:

8. Combined Sewer System Replacement

Do you have a master drainage plan that clearly delineates combined sewers?

Do you plan any combined sewer system replacement?

If yes, is there an approved engineering plan for this project?

Any plan for sewer separation?

Overall, does the implementation of BMP #8 meet the objectives of your permit?

If no, list all deficiencies that must be resolved and when they can be resolved:

YES	NO	N/A

Note: Check N/A if conditions are not in the permit:

9. Combined Sewer/Extension

Do you anticipate any future combined sewer system extensions?
 If yes, is there an approved engineering plan for this project?
 Any assessment of the effect of increased flow on POTW and receiving water?
 Any plan for flow retention?
 Overall, does the implementation of BMP #9 meet the objectives of your permit?
 If no, list all deficiencies that must be resolved and when they can be resolved:

YES	NO	N/A

10. Connection Prohibitions

Did you report any sewer system backup into houses or streets?
 Are you within 95% of WWTP design flow?
 Do you have any SSO problems?
 If so, is there an I/I Control Program?
 Do you have an adequate management, operation and maintenance program?
 Do you have adequate capacity at the treatment plant?
 Other problems? _____.
 Overall, does the implementation of BMP #10 meet the objectives of your permit?
 If no, list all deficiencies that must be resolved and when they can be resolved:

YES	NO	N/A

11. Septage and Hauled Waste

Do you have an approved pretreatment or a mini-treatment program in SPDES permit?
 Any report of discharge or release of septage or hauled waste upstream of a CSO?
 If yes, any documentation of actions taken?
 Does the report include locations where septage and hauled waste is accepted?
 If locations are upstream from CSOs, do you have a plan to prevent discharge of septage and hauled waste
 Do you have a dedicated location to discharge septage at the WWTP?
 Overall, does the implementation of BMP #11 meet the objectives of your permit?
 If no, list all deficiencies that must be resolved and when they can be resolved:

YES	NO	N/A

Note: Check N/A if conditions are not in the permit:

12. Control of Run-off (VII. Pollution Prevention)

Do you have a storm water control ordinance and NYSDEC technology standards for redevelopments and new developments in separate areas?

Do you require quantity control in accordance with the NYSDEC technology standards in combined areas?

Do the separate sewered areas comply with MS4 requirements?

Do you have an adequate pollution prevention program?

Water conservation program

Annual household hazardous waste collection

Autumn leaf collection

Fertilizer and pesticide management

Enforcement of litter laws

Overall, does the implementation of BMP #12 meet the objectives of your permit?

If no, list all deficiencies that must be resolved and when they can be resolved:

YES	NO	N/A

13. Public Notification (VIII. Public Notification)

Do you have a written public notification plan?

Does the plan list all methods use to notify the public of CSO events?

Does the plan list locations where sign are posted?

Do you comply with Discharge Notifications Act requirements at all outfalls?

Overall, does the implementation of BMP #13 meet the objectives of your permit?

If no, list all deficiencies that must be resolved and when they can be resolved:

YES	NO	N/A

14. Characterization and Monitoring (IX Monitoring to Characterize CSO Impacts on Receiving Streams)

Have you characterized the combined sewer system for CSO locations and waterbodies?

Do you have a plan to monitor outfalls for flow volume, frequency, and duration of CSOs?

Have you identified the methods of monitoring flow and other parameters at the CSOs?

Do you have:

- Methods of measuring water quality data and designated uses of receiving water?
- Methods of monitoring CSO events at each CSO location and impact on receiving water?

Have you identified a method to measure rainfall within the municipal area?

Have you performed sampling of representative outfalls? Is the data included in the report?

Overall, does the implementation of BMP #14 meet the objectives of your permit?

If no, list all deficiencies that must be resolved and when they can be resolved:

YES	NO	N/A

15. Annual report:

Does the plan contain the necessary information to document the implementation of the BMPs?

Were the BMPs effective in controlling and minimizing CSO discharges?

If no, list all deficiencies that must be resolved and when they can be resolved:

YES	NO	N/A

ADDITIONAL COMMENTS (if necessary)

Scroll down to the bottom of page to complete form

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name and Official Title (type or print):		Date Signed:
Signature	Phone:	Fax: