



APPLICATION
for the
Florida Department of Environmental Protection (DEP)
2022 Plant Operations Excellence Awards
for Domestic Wastewater Facilities

The deadline for submitting
an application is
November 30, 2022
Submit this application to
the delegated local program
or DEP office that regulates
your system.

I. AWARD CATEGORY

- A. Facility Type Type I Type II Type III
- B. DEP District Office Northwest Southwest Northeast
- Southeast Central South

II. FACILITY IDENTIFICATION

- A. Facility Name _____
- B. DEP Identification Number _____

III. AWARD NOTIFICATION

A. Permittee/Owner

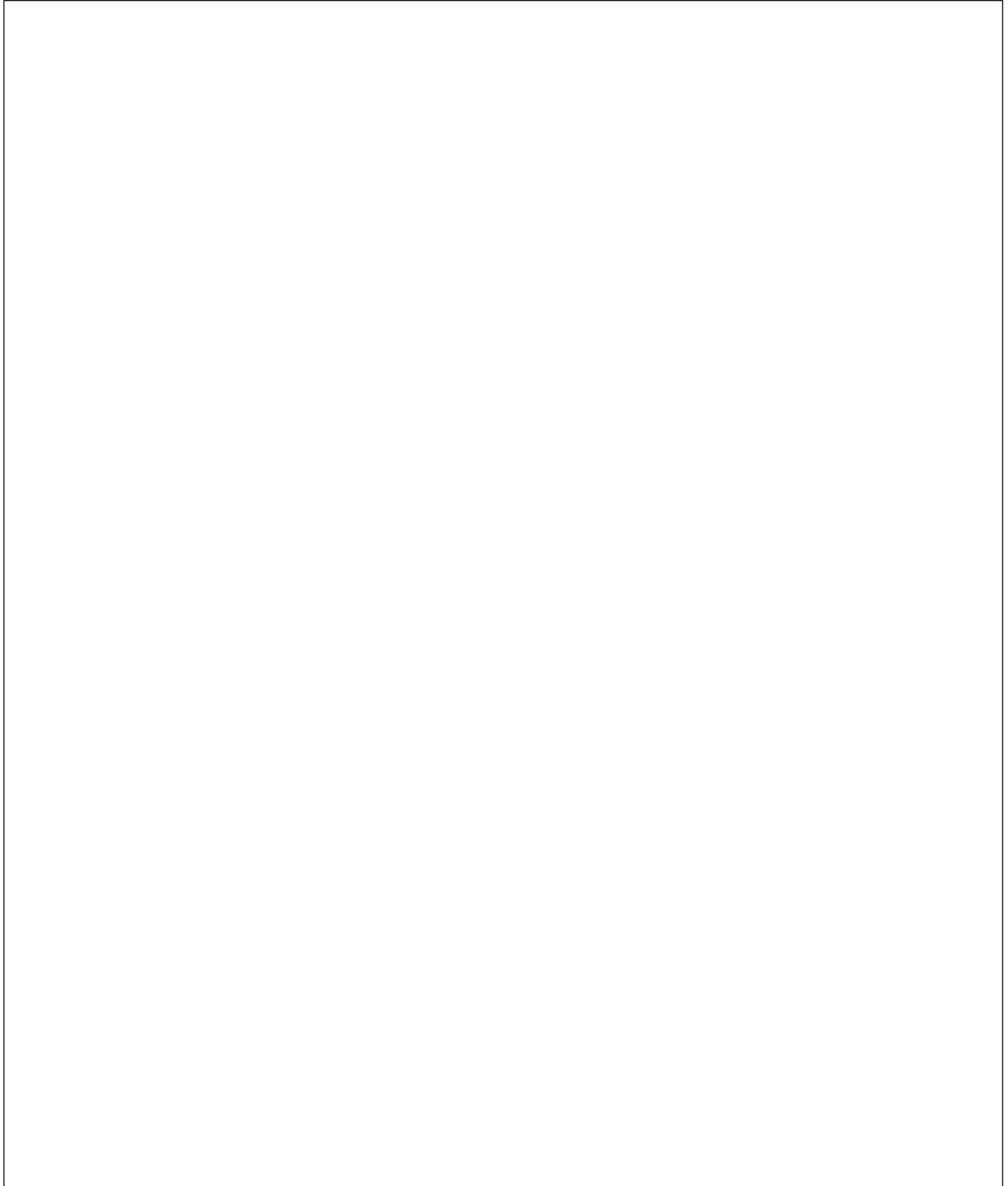
- Name _____
- Email _____
- Organizational Title _____
- Organizational Address _____

B. Application Contact

- Name _____
- Email _____
- Title _____
- Address/Telephone _____

IV. DESCRIPTION OF THE TREATMENT PLANT

Provide a brief description of the treatment plant from the influent entering the headworks to the effluent and biosolids use or disposal (attach additional pages if necessary).

A large, empty rectangular box with a thin black border, intended for the user to provide a description of the treatment plant. The box is currently blank.

V. RECORDKEEPING AND REPORTING

A. Were the following reports submitted in a timely manner and in accordance with Department rules (January 2021 to the time of application)?

- 1. Discharge Monitoring Reports Yes No NA
- 2. Ground Water Monitoring Reports Yes No NA
- 3. Reclaimed Water or Effluent Analysis Reports Yes No NA
- 4. Treatment Facility Biosolids Annual Summary Yes No NA
- 5. Capacity Analysis Reports Yes No NA
- 6. Sanitary Sewer Overflow Reports Yes No NA

B. Did you take and report all samples required by the permit or Department rules? Yes No

C. Are the following records up-to-date and available to all operators at a convenient location?

- 1. Record Drawings (Plans and Specifications) Yes No
- 2. Operation and Maintenance Manuals Yes No
- 3. Daily Operation and Maintenance Logs Yes No
- 4. Domestic Wastewater Facility Permit Yes No

D. Do operation and maintenance manuals include the following?

- 1. Procedures for Normal Operation, Process Control, and Troubleshooting Yes No
- 2. Maintenance and Repair Procedures (Including a List of Recommended Spare Parts and Supply Inventories)
 Yes No
- 3. Monitoring Procedures Yes No
- 4. Safety Procedures Yes No
- 5. Emergency Operating Procedures Yes No
- 6. Sewer Overflow Response Plan Yes No
- 7. Cybersecurity Yes No

VI. OPERATOR STAFFING

A. During the last 12 months, has this facility been staffed in accordance with the requirements of Chapter 62-699, F.A.C.?

- Yes No

B. Classification of Lead or Chief Operator _____

C. Number of Operators on Staff

A____B____C____D____

VII. INFRASTRUCTURE

- A. If known, provide the plant’s original design flow and basis_____MGD_____, level of treatment _____, and year that operations were initiated_____.
- B. Provide the year and description of any significant plant and sewer upgrades and expansions. Note any updates to address capacity issues, treatment upgrades, septic-to-sewer, improve resiliency, etc.

- C. Complete and attach at the end of this application a **Layout Sketch of the Treatment Facility** using a Flow Process Diagram to identify the effluent/reclaimed water and biosolids treatment processes.
- D. Complete and attach at the end of this application a **Service Area Layout Sketch**. Draw a conceptual sketch (provides relative position but need not be dimensionally correct nor accurately scaled) which depicts and identifies, as applicable: the significant seweraged and unsewered communities and industrial parks; the plant; the reuse or disposal systems; the discharge surface waters; and the reclaimed water or effluent and biosolids application areas.
- E. Collection and Transmission System

- 1. Collection System Action Plan/Asset Management (Describe goals, staffing, funding, scheduled inspection, cleaning and implementation of any pipe assessment, repair, and replacement plans.)

- 2. Infiltration and Inflow (Describe conditions of and problems caused by infiltration and inflow during wet and dry weather, including overflows and bypasses; and activities, studies, analysis, detection, and correction techniques used to remedy problems.)

- 3. Collection and Transmission System Overflows (Provide information on overflows and bypasses experienced during the past 3 years, including: frequency of the overflows, its causes, and corrective/preventive actions taken.)

VIII. NARRATIVE OF AWARD JUSTIFICATION FOR THE PLANT BASED ON OUTSTANDING/INNOVATIVE PLANT OPERATIONS AND MAINTENANCE

Provide a brief narrative that summarizes how the facility's performance excelled over the past year including how this represents DEP's values of accountability, innovation, communication, service, and integrity. Include at least three, up-to-date photographs (no brochures or photocopies) which depicts these operation and maintenance practices. Include captions with photographs. Potential topics to choose from to address in the narrative include:

- Process Control and Field Monitoring
- Plant Equipment Maintenance and Management
- Laboratory Management
- Pollution Prevention
- Reuse Implementation
- Biosolids Management
- Septage Management
- Hazardous Waste/Toxic Waste Controls
- Sanitary Sewer Overflow Response
- Collection System Controls
- Collection System Maintenance Management
- Sewer Use Ordinance
- Financial Management
- Public Education
- Automation
- Safety Education
- Plant Staffing and Training
- Operation and Maintenance Reviews and Best Management Practices Fats, Oils and Grease Handling

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Service Area Layout
(Photocopies are acceptable.)

Plant Name: _____ DEP Facility Identification Number: _____

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Layout Sketch of the Treatment Facility
(Photocopies are acceptable.)

Plant Name: _____ DEP Facility Identification Number: _____