

PART C

CLEAN WATER ACT RECOGNITION AWARDS

PRETREATMENT PROGRAM EXCELLENCE

STORM WATER MANAGEMENT EXCELLENCE

COMBINED SEWER OVERFLOW (CSO) CONTROL EXCELLENCE

INSTRUCTIONS, QUESTIONNAIRE FORMAT AND FORMS

2004 Clean Water Act Recognition Awards Pretreatment, Stormwater and CSO Excellence Awards Instructions, Questionnaire, Format and Forms

BURDEN STATEMENT

Section 501 (e) of the Clean Water Act (CWA), as amended authorizes a program to recognize municipalities and industries that demonstrate outstanding technological achievements, innovative processes, devices or other outstanding methods in their waste treatment and pollution abatement programs. Recognition is made through EPA's National Clean Water Act recognition awards program. The program aims to heighten public awareness of the contributions wastewater treatment facilities and programs make to clean water, and encourages public support for effective wastewater management. The design, operating and environmental compliance information of the wastewater treatment facility or pollution abatement programs is needed to complete the questionnaire. Participation in the awards recognition program is voluntary. No confidential information is involved for this collection activity.

The public reporting burden for this collection of information is estimated to average 8 hours per respondent annually. For State respondents, the reporting burden is estimated to average 6 hours per response annually. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

To comment on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including the use of automated collection techniques, EPA has established a public docket for this ICR under Docket ID No. OW-2003-0064, which is available for public viewing at the Water Docket in the EPA Docket Center (EPA/DC), EPA West, Room B102, 1301 Constitution Ave., NW, Washington, DC. The EPA Docket Center Public Reading Room is open from 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding legal holidays. The telephone number for the Reading Room is (202) 566-1744, and the telephone number for the Water Docket is (202) 566-2426. An electronic version of the public docket is available through EPA Dockets (EDOCKET) at <http://www.epa.gov/edocket>. Use EDOCKET to submit or view public comments, access the index listing of the contents of the public docket, and to access those documents in the public docket that are available electronically. Once in the system, select "search," then key in the docket ID number identified above. Also, you can send comments to the Office of Information and Regulatory Affairs, Office of Management and Budget, 725 17th Street, NW, Washington, DC 20503, Attention: Desk Office for EPA. Please include the EPA Docket ID No. OW-2003-0064, Water Docket and OMB control number 2040-0101 in any correspondence. For the Pretreatment Program information collection, please refer to EPA ICR number 0002.09, EPA Docket ID no. OW-2003-0009, and OMB control number 2040.0009 in any correspondence.

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**PRETREATMENT PROGRAM EXCELLENCE AWARDS
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Introduction

The Environmental Protection Agency's (EPA) Clean Water Act (CWA) Recognition Awards is authorized by Section 501(a) and (e) of the CWA. A framework to implement the awards program is 40 Code of Federal Regulations (CFR) part 105. The goal of the national awards program is to heighten overall public awareness of the industrial wastewater and wet weather flow control measures and to encourage public support of programs that protect the operations of treatment facilities, the health and safety of municipal employees and the public, the quality of the nation's receiving waters, and the reuse and recycling of effluent and sludge.

This package includes nomination instructions and forms to apply for three of the five CWA Awards program categories, including Pretreatment Program Excellence, Storm Water Management Excellence and Combined Sewer Overflow Control (CSO) Program Excellence. Information specific to each category is noted in the instructions.

The Pretreatment Program Excellence awards encourages public support of programs that protect the operations of treatment facilities, the health and safety of municipal employees and the public. The applicant must demonstrate how they implemented all pretreatment requirements in 40 CFR Part 403, approved pretreatment programs, and all requirements of National Pollutant Discharge and Elimination System (NPDES) permits.

Storm Water Management Excellence awards recognize outstanding efforts to manage storm water, either on a voluntary basis or in response to regulatory or statutory requirements. It increases overall public awareness of industrial wastewater and wet weather flow control measures. Innovative storm water control programs or projects in compliance with all applicable regulatory requirements, NPDES permits, management plans and programs are recognized.

The CSO awards recognize projects that are consistent with EPA's 1994 National CSO Control Policy. Nominated projects should be cost-effective, show an innovative approach to planning, and, where possible, have documented environmental benefits.

AWARDS CRITERIA

- 1.** States should recommend facilities, projects and programs to their EPA regional offices facilities for consideration of an award. Nominations for the national awards should be recommended by EPA regions and submitted to headquarters by the national deadline date of June 18, 2004.

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2. Prior to submitting formal nominations to EPA headquarters, EPA regions must screen potential nominees using Quarterly Noncompliance Reports (QNCRs), the Permit Compliance System (PCS) data, the Office of Compliance's Online Tracking Information System (OTIS) to apply the Agency's Integrated Data for Enforcement Analysis (IDEA) system, and other sources including institutional knowledge.
3. For the National Pretreatment Program Excellence Awards, EPA regions (and States recommending nominations to Regions) are asked to nominate facilities that warrant recognition for their operation of exemplary pretreatment programs. For example, realizing dramatic environmental gains or going beyond minimum requirements in 40 CFR Section 403 by conducting extensive outreach, pollution prevention, or training.
4. Nominees for the National Storm Water Management Excellence Awards should be implementing innovative storm water control programs or projects and be in compliance with all applicable regulatory requirements, NPDES permits, management plans and programs.
5. For the National CSO Control Program Excellence Awards, nominees should be implementing programs consistent with EPA's 1994 National CSO Control Policy. Nominated programs should also be cost-effective, show an innovative approach to planning, and, where possible, have documented environmental benefits.
6. Winners of the EPA's 2003 national awards should not re-apply in the same award category until 2006. However, 2003 national winners are eligible to apply for a national award this year in any of the other awards program categories.

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**ICR No. 1287.07, OMB Control # 2040-0101
ICR No. 0002.09, OMB Control No. 2040.0009**

<p>PRETREATMENT PROGRAM EXCELLENCE AWARDS STORM WATER MANAGEMENT EXCELLENCE AWARDS COMBINED SEWER OVERFLOW CONTROL PROGRAM EXCELLENCE</p>
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NOMINATION QUESTIONNAIRE, FORMAT AND FORMS

I. APPLICANT/NOMINEE AND COMPLIANCE CERTIFICATION

**A. Official Name of Program or Project _____
(Should be consistent with the NPDES Permit, if applicable, and will be engraved on any awards material.)**

City and State _____

B. Nomination Category (check 1, 2, 3 or 4 below.)

1. Municipal Pretreatment Program: 0-5 SIUs____; 6-20 SIUs____ More than 21 SIUs____.

2. Municipal Storm Water Management Program or Project _____.

3. Industrial Storm Water Management Program or Project _____.

4. Municipal CSO Control Program or Project _____

C. Previous national Clean Water Act Award winner? _____ If yes, what year?_____,

D. Application Contact Name_____

Address _____

Phone No. _____ Fax No. _____

**E. EPA Regional Representative making the recommendation and certifying compliance record.
(Please attach copy of NPDES permit, PCS Summary or other documentation)**

Signature /Date

Date and results of Regional enforcement screening (Attach QNCR and PCS printout)

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II. AWARD NOTIFICATION OFFICIAL

A. Elected Administrator (i.e., Mayor, Authority Board President)

Name _____

Organization Title _____

Organizational Address _____

III. POLITICAL NOTIFICATION

A. Plant's US Senators and Representatives Names and Addresses:

B. State Governor's Name and Address: _____

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INSTRUCTIONS

The section below should be completed by the appropriate EPA Pretreatment, Storm Water, or CSO Coordinator. Additional questions specifically for the Pretreatment Program awards are noted.

I. COMPLIANCE:

If your answer to questions (a) through (c) is "yes", please attach an explanation of why you still wish to nominate this program for an excellence award.

YES NO

_____ _____ a) During the 12 months prior to the nomination, the nominee may not appear on the quarterly noncompliance report (QNCR), except when listed as "resolved." Has the nominated program been in reportable noncompliance (RNC) or significant noncompliance (SNC) for CWA requirements at any time since February 2002?

If you answered "yes" to (a) above, please attach a copy of the report on which the nominated program appeared.

_____ _____ b) Is the program the subject of a pending administrative or judicial CWA enforcement action at the time of nomination?

_____ _____ c) Has the program significantly violated a milestone in an ongoing administrative or judicial compliance schedule within two years of its nomination?

Coordinators should answer Sections (d) through (j) for the Pretreatment Program awards only. If your answer to (d) through (g), is "no", please attach an explanation of why you still wish to nominate this program for an excellence award.

_____ _____ d) Total Wastewater Flow from all Treatment plants Operated by the Control Authority.

_____ _____ e) Over the past 12 months, have all SIUs discharged to the POTW been operated under current permits (not expired) or other control mechanisms?

_____ _____ f) Has each SIU been inspected and sampled at least once per year for the last 3 reporting years?

(g) Has the POTW incorporated the definition of Significant Industrial User (40 CFR 403.3(l) into its legal authority.

_____ _____ h) Has the pretreatment program been incorporated into the POTW's NPDES permit?

_____ _____ i) Date of last PCI _____. Date of last Audit _____.

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_____ j) The last PCI or audit DID DID NOT (Circle one) indicate deficiencies that were of significant concerns to the EPA Regional Coordinator nominating the POTW for the award or that otherwise indicated areas of concern regarding administration, implementing or enforcement of the approved pretreatment program.

Attach a copy of the latest Audit/PCI (without attachments) and discuss the POTW's response to the findings.

_____ k) The significant noncompliance (SNC) rate for SIUs for the POTW over the last 12 months or over the last reporting period: _____%.

This represents _____ SIUs of the total _____ SIUs permitted by the POTW.

If the SNC rate exceeded 10 percent, the Regional Coordinator should provide a written explanation for continuing the nomination process for the POTW.

II. WRITTEN NARRATIVE

A. Provide a two page written narrative to describe the reason for the award..

The applicant should include in the package a composition narrative as documentation to support their outstanding, unique and innovative water quality achievements based on the criteria for the awards program category. The categories for consideration are Pretreatment Program Management, Storm Water Management Excellence, and Combined Sewer Overflow Control Program Excellence. The principal reason for the nomination should be included. The narrative should consist of no more than two pages.

EPA is placing special emphasis on programs that use a watershed approach and integrate pretreatment with combined sewer overflow and municipal storm water control programs to minimize wet weather impacts.

B. Include photographic prints that may be used in publications of EPA's award recognition program.

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as of February 23, 2004

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