



National Association of Clean Water Agencies

**2006 Peak Performance Awards
Application Packet**





Instructions for NACWA Peak Performance Awards Application - 2006

PLEASE NOTE: *The NACWA Peak Performance Application form was revised slightly in 2006. Please use the attached form or last year's form. Please do not use application forms previous to 2004. The new MS Excel spreadsheet is attached, or download the new version from: www.nacwa.org or www.cleanwatercentral.org*

Eligibility

All treatment facility applicants must be publicly owned by a NACWA member agency. Treatment facilities must provide, at minimum, secondary treatment, or advanced primary treatment with a 301(h) waiver. Treatment facilities of all sizes are eligible (i.e., no minimum hydraulic design capacity).

1. Agency Name

Please indicate the name of the agency as it should appear on the award certificate.

2. Facility Name

Please indicate the name of the facility as it should appear on the award certificate.

3. Facility Address

Please indicate the location address of the facility.

4. Contact

Please indicate the person to contact regarding questions on the award application. This person will also receive a confirmation either by email or fax upon receipt of the application, unless otherwise indicated.

5. Contact Phone / Fax / Email

Please indicate the phone, fax and email information for the person to contact regarding questions on the award application. If neither a fax nor an email is provided, the contact will not receive a confirmation of application receipt.

6. Facility Effluent Quality for 2006

Please summarize the facility's effluent results for the requested parameters. For flow, indicate the average daily flow in million gallons per day (MGD) when the facility is in operation. For the remaining parameters, (BOD, CBOD, TSS, ammonia-nitrogen, and phosphorus), please indicate (if available) the average effluent concentration (milligrams per liter) for 2006.

7. NPDES Number

Please indicate the applicable state or federally-issued NPDES permit number for the facility.

8. Design Capacity

Please indicate the average daily design flow for the plant.

9. Treatment Level

Please indicate the highest level of treatment attained at this treatment plant for the majority of flows treated. If the facility attains higher removal of pollutants (e.g., nutrients) beyond traditional secondary levels within the existing secondary treatment structures, indicate "advanced secondary treatment." Respond with "tertiary treatment" if the plant has additional physical structures/units (e.g., filters), providing physical, chemical, or additional biological treatment to remove nutrients or other parameters.

10. Application For (Award Type)

Circle or highlight the award for which this facility is applying. The available awards include:

- **Platinum Awards:** *Platinum Awards* recognize 100% compliance with NPDES permits over a consecutive five-year period. *Platinum Awards* will be given to facilities with a consistent record of full NPDES compliance for the calendar years of 2002 through 2006. As part of this application packet, is a list of facilities that, based on NACWA's records, are eligible for a *Platinum Award* if the facility once again attains full compliance for the entire 2006 calendar year. If your agency has a facility that you believe is eligible for a *2006 Platinum Award*, but is not included on the enclosed list, please fax a copy of your *Gold Award* certificates from the past four years (2002, 2003, 2004 and 2005) to Robin Davis at NACWA's National Office, phone: 202/533-1802, fax: 202/833-4657.

* NOTE: Beginning this award cycle, NACWA is changing the eligibility requirements for the receipt of a *Platinum Award*. Upon receipt of a *Platinum Award*, member facilities that continue to attain full compliance may receive *Platinum Awards* in successive years. For instance, if a facility earned a *Platinum Award* in 2005, it may be eligible for a *Platinum Award* in 2006 if it attains full compliance for the entire 2006 calendar year.

In addition, *Platinum Award* certificates will show the number of consecutive years in full compliance. If your facility has attained full compliance for a longer consecutive time period than shown in the attached list of facilities, and you would like this to be reflected on the 2006 *Platinum Award* certificate, please submit additional award applications for prior years (must be consecutive with time period listed)

- **Gold Awards:** *Gold Awards* recognize 100% compliance with NPDES permits for the past calendar year, and are presented to facilities with no NPDES permit violations in 2006.
- **Silver Awards:** *Silver Awards* are presented to facilities with no more than five NPDES violations in 2006.

11. Total Permit Violations

Please indicate the number of permit violations the facility experienced in 2006.

12. Total Compliance Points

To determine the number of compliance points, you should determine how many comparisons of analytical result data (either individual sample results, or aggregated averages), have been made with the facility's permit limits. For instance, if the facility effluent is sampled daily for BOD and has daily, weekly, and monthly concentration limits in its permit, the total number of compliance points would be calculated by summing up the number of comparisons made to the permit limits. This would include 365 daily sample results, plus 52 weekly averages, plus 12 monthly averages ($365 + 52 + 12 = 429$ compliance points). Daily, weekly, and monthly mass limitations for BOD would add another 429 compliance points. Another example would be parameters with solely monthly average limits that are sampled once per year. These would constitute one compliance point each. For each limited parameter that is monitored continuously, please use 365 compliance points.

What Parameters Should Be Reported?

Include all parameters specified in the facility's NPDES permit that have specific permit limitations. With the exception of facility flow rates, do not include parameters that have monitoring only requirements. You may change the units reported on the form, if your permit or sampling program uses different units.

Please use the Excel spreadsheet application form where possible, however, if the survey form is not adequate to show all permit requirements and discharge results, it may be modified (e.g., replace BOD with CBOD) or a separate table may be submitted. For example, if the permit has daily, seasonal, or other limits the table should list these and indicate the number of violations. If a separate table is submitted, please ensure that it includes responses to questions 1 to 12.

Please report average daily flow for each month, even if flow is not limited in your permit, however, do not include a flow limit, unless exceedances of the limit are considered violations of the permit.

Number of Violations

For each parameter limited in your NPDES permit, list the number of permit violations (if any), occurring in the calendar year.

What to Submit

Each application must include a copy of the applicable federal or states-issued NPDES permit requirements (except for those facilities discussed below). You need only submit the portion of the permit directly applicable to your effluent limitations. A copy of a completed Discharge Monitoring Report (DMR) from a typical month that includes permit limitations may be substituted for a copy of the permit requirements. If your facility submitted a copy of permit limits along with a 2003, 2004, or 2005 *Peak Performance Award* application, AND the facility's permit limits have not changed in the past three years, you do not need to include a copy of the facility permit requirements for 2006. NACWA has provided a list of facilities with permit requirements already on file in this application packet.

How to Submit Your Application

There are several methods to submit your *Peak Performance Award* application. The most preferable method, especially if you are submitting a significant number of pages or several applications, is by U.S. postal service at the following address:

Robin Davis
NACWA National Office
1816 Jefferson Place, N.W.
Washington, D.C. 20036.

In this way, NACWA receives your award application in a properly compiled format, and the application forms are most legible.

For those applicants that have relatively standard permit requirements, we encourage you to visit *CleanWater Central*[™] (www.cleanwatercentral.org) to complete your application online. You must use your NACWA website user id and password to login into *CleanWater Central*, and then click on the *Peak Performance Awards* logo found on your agency profile page (see detailed instructions below).

If you need additional forms, or would like an electronic copy of the Excel spreadsheet application, these may be downloaded from NACWA's web site, (www.nacwa.org). Completed forms may be faxed to: Mark Hoeke at 202/318-1472 or e-mailed to Mark Hoeke at mhoeke@dfinet.ch. If you do not receive e-mail or fax confirmation of application receipt within two weeks of your submittal, please contact Mark Hoeke at 202/361-7446 or mhoeke@dfinet.ch.

Instructions for Online Award Application and Submittal

Visit www.cleanwatercentral.org to complete and submit an online application form for the 2006 *Peak Performance Award Program*. NACWA is pleased to offer this convenient online application for your convenience. Simply follow these steps to submit your survey response online:

1. Go to the *CleanWater Central* homepage at www.cleanwatercentral.org
2. Click on "Enter private subscribers area"
3. Enter your NACWA Member Pipeline ID (website ID) and password. Click on "login." [Don't know your agency's user ID and password? Contact Mark Hoeke, phone: 202/361-7446 or mhoeke@dfinet.ch]
4. At your agency profile page, click on the *Peak Performance Award* icon (located on the right-side of the screen)
5. Select the facility for which you would like to submit a *Peak Performance* application, and complete the application. If your facility does not appear on the list, click on "Add Facility"
6. You may save your online application for later submittal by clicking on "Save."

Will I Receive a Confirmation That My Award Has Been Received?

After submitting your award application via mail, fax, online, or e-mail, you (or the contact listed on the application) should receive a confirmation by e-mail (if provided), or fax within 10 working days from the date of submitting your application. If you do not provide an email, nor a fax number where you can be reached, you will not receive a confirmation. If you do not receive confirmation, please contact Mark Hoeke at 202/361-7446 or mhoeke@dfinet.ch.

Deadline for Submittals

Award applications must be submitted or postmarked by **May 11, 2007**.

Questions?

Please contact Mark Hoeke via email: mhoeke@dfinet.ch, or phone: 202/361-7446, with any questions you may have regarding completion of the *Peak Performance Award Program* and awards presentation should be directed to Robin Davis, at NACWA's National Office, phone: 202/533-1802 or e-mail: rdavis@nacwa.org.

*** Thank you for your interest in NACWA's *Peak Performance Awards Program* ***