

Your wastewater treatment plant is due for a routine inspection. Please complete the checklist and return it to the ADEQ inspector prior to the follow-up phone call. Completion of this checklist and any associated corrective actions may increase compliance.

WWTP Name: _____ Permit #: _____ Date: _____

Name and title of person completing form: _____

Missing forms, plans or templates? Visit azdeq.gov/forms or click below:



[Contingency Reporting Form](#)
[Contingency Plan Template](#)
[Well Maintenance Guidance](#)

Go paperless! Managing your permits and reporting is easier than ever with myDEQ. Login or register today at azdeq.gov/myDEQ

Easily addressed common deficiencies:

- Not having a current copy of the signed APP permit on-site
- Non-submittal of Self-Monitoring Reporting Forms (SMRFs)
- Non-submittals of both 5-day notifications and 30-day investigative reports
- Failure to have a contingency plan on-site
- Not maintaining a lab book on-site
- Failure to maintain WWTP in good working condition
- Operations & maintenance



Failure to maintain liner



Scum floating in clarifier



Poorly sealed POC well



Bar screen full of solids



O&M manual



Flow meter calibration



Missing reclaim signage



Vegetation within impoundment



Pre-Inspection Checklist Wastewater Treatment Plants (WWTPs)

General Paperwork Review

Do you have the following documents on-site and available at the time of inspection?

- Yes No 1. Signed Aquifer Protection Permit (APP)
- Yes No 2. Operation & Maintenance (O&M) Manual(s)
- Yes No 3. Ten (10) years of records
- Yes No 4. Contingency plan
- Yes No 5. Maintenance records
- Yes No 6. Records:
 - Yes No a. Sampling
 - Yes No b. Log books
 - Yes No c. Bench log sheets
 - Yes No d. Lab work; including lab results and quality assurance plan (QAP)
 - Yes No e. Lab methodology
 - Yes No f. Ten (10) years
 - Yes No g. Sanitary sewer overflows (SSOs)
- Yes No 7. Operator certification(s)

Physical Facilities

Perform a walk-through of your systems and verify that the following components are installed and in good condition (if applicable).

- Yes No N/A 1. Headworks: functioning bar screen, grit chambers and removal, etc.
- Yes No N/A 2. Equalization basin(s): functioning, matching permitting
- Yes No N/A 3. Aeration, Nitrification, Oxidation ditches: good aeration, chocolate milk color
- Yes No N/A 4. Anoxic and Denitrification: no bubbles
- Yes No N/A 5. Clarifiers: primary/secondary, floating solids and scum, algae growth, weirs
- Yes No N/A 6. Process pumps: return/waste activated sludge (RAS/WAS) properly working
- Yes No N/A 7. Disinfection: chlorination and/or UV as permitted, UV bulbs burned out, etc.
- Yes No N/A 8. De-chlorination: properly stored, adequate mixing
- Yes No N/A 9. Digesters: (an)aerobic, no uniform aeration, temperature outside range, etc.
- Yes No N/A 10. Sludge removal: sludge drying beds, centrifuges, presses, etc.
- Yes No N/A 11. Facultative/treatment impoundments: maintained, liner integrity, freeboard
- Yes No N/A 12. Storage/disposal ponds: vegetation, liner integrity, berms, etc.
- Yes No N/A 13. Point of Compliance (POC) wells: maintained, protected, pad in good shape etc.
- Yes No N/A 14. Flow meters: inflow/outflow, properly calibrated
- Yes No N/A 15. Reuse: proper signage, no ponding or interaction with humans, etc.
- Yes No N/A 16. Lab reagents: pH and specific conductance not expired

If you have answered "No" to any of the above questions, list the corrective action(s) taken to address the situation(s). If any deficiencies have not been addressed, please provide a brief explanation why. Use additional paper if needed.
