

FACILITIES PLAN CHECKLIST

(Revised 2014 - incorporating 40 year bond requirements)

Project Name:

Location:

Consultant:

Date Submitted:

General Description: Provide general description of the scope of the Facilities Plan.

NOTE: In completing checklist, all items should have a checkmark in the yes box except when the question is not applicable to the scope of the project. If a yes cannot be checked, then additional information is required. Comment section provided to explain N/A or any specific comments.

SECTION I – INTRODUCTION

	<u>Yes</u>	<u>N/A</u>	<u>Pg.#</u>
Description of the planning area?	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
The implementation authority?	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
Detailed project history?	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
Signed and sealed by a WV PE?	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>

Comments on Section I:

SECTION II - CURRENT SITUATION

	<u>Yes</u>	<u>N/A</u>	<u>Pg.#</u>
All information related to current wastewater disposal practices (e.q. septic tanks, direct discharges, public sewer) provided.	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
TMDL 303d list documentation provided.	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
The name and location of all current publicly owned, privately owned and industrial collection and treatment systems in project area.	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
An Infiltration/Inflow (I/I) analysis been conducted for all existing collection systems as applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>

Did the I/I analysis include the following as applicable?

- | | | | |
|--------------------------------------|--------------------------|--------------------------|---------------------|
| Physical inspection. | <input type="checkbox"/> | <input type="checkbox"/> | <u>Pg. #</u> |
| Flow monitoring of major subsystems. | <input type="checkbox"/> | <input type="checkbox"/> | <u>Pg. #</u> |
| Smoke testing. | <input type="checkbox"/> | <input type="checkbox"/> | <u>Pg. #</u> |
| TV monitoring. | <input type="checkbox"/> | <input type="checkbox"/> | <u>Pg. #</u> |

When was the analysis performed?

Does the I/I analysis results justify the scope of work? **Pg. #**

Do the findings show the following?

- | | | | |
|--|--------------------------|--------------------------|---------------------|
| Domestic waste production. | <input type="checkbox"/> | <input type="checkbox"/> | <u>Pg. #</u> |
| Average and peak infiltration rates. | <input type="checkbox"/> | <input type="checkbox"/> | <u>Pg. #</u> |
| Inflow rates. | <input type="checkbox"/> | <input type="checkbox"/> | <u>Pg. #</u> |
| A detailed plan of operation to correct or treat the I/I problems. | <input type="checkbox"/> | <input type="checkbox"/> | <u>Pg. #</u> |

A complete sewer map of existing systems impacted by the project.

Information on existing CSO/SSOs and the LTCP. **Pg. #**

Has each receiving stream and major river basin been identified? **Pg. #**

Were existing facilities evaluated and were their maximum performance levels determined? **Pg. #**

A complete description of existing Wastewater Treatment Facilities including the following as applicable:

- | | | | |
|---|--------------------------|--------------------------|---------------------|
| Layout maps. | <input type="checkbox"/> | <input type="checkbox"/> | <u>Pg. #</u> |
| Schematic diagrams. | <input type="checkbox"/> | <input type="checkbox"/> | <u>Pg. #</u> |
| Physical condition and capacities. | <input type="checkbox"/> | <input type="checkbox"/> | <u>Pg. #</u> |
| Maintenance data. | <input type="checkbox"/> | <input type="checkbox"/> | <u>Pg. #</u> |
| Has effluent data for each discharge been provided? | <input type="checkbox"/> | <input type="checkbox"/> | <u>Pg. #</u> |
| Has stream designation for each receiving stream been provided? | <input type="checkbox"/> | <input type="checkbox"/> | <u>Pg. #</u> |

Comments on Section II:

SECTION III - FUTURE SITUATION

Yes N/A Pg.#

Does this section include detailed population projections including historical growth rate? **Pg. #**

Have detailed supporting documents for those projections been provided? **Pg. #**

Has non-residential flow been converted to equivalent dwelling units (EDU's and customer counts)?	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
Have detailed waste flow projections including the domestic water consumption of customers connected to collection systems been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
Have both average flow and peak daily flow been included in the projections?	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>

Comments on Section III:

<u>SECTION IV - ALTERNATIVES</u>	<u>Yes</u>	<u>N/A</u>	<u>Pg.#</u>
Was a complete present worth analysis made of at least two alternatives that comply with the discharge limits in the wasteload allocation (WLA) to establish cost-effectiveness?	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
Was the no-action alternative discussed?	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
Was a detailed discussion of Non-Monetary Factors (e.g. maintenance requirements, flexibility for each treatment and service option, public acceptance) provided?	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
Have alternative treatment plant sites been examined for each proposed treatment works with special consideration given to the aesthetics and costs associated with each alternative site?	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
Will the treatment works remain accessible during the 25 year flood and be completely free from damage during a 100 year flood. (Sites not meeting this criterion shall be eliminated from consideration.)	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
Has a copy of the wasteload for each evaluated discharge location and any NPDES permit requirements been addressed in this section?	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
Was a complete list of Centralized versus Decentralized service areas provided?	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
Was sludge processing and its final disposal evaluated?	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>

Has a schematic diagram of the proposed STP(s) been included? Pg. #

Has sufficient design data been provided to make a decision on the feasibility and reliability of treatment works? Pg. #

Does the STP(s) design appear reasonable in light of discharge requirements? Pg. #

Has a 1"=100' scale map for each site been provided? Pg. #

Does proposed treatment plant site conform to Buffer Zone Requirements in 47CSR31, App. B, Table E? Pg. #

To the extent necessary, were the following collection system alternatives evaluated?

Gravity Pg. #

Grinder pump/pressure Pg. #

Utilization of existing collection system Pg. #

NOTE: More than one collection system technology may be utilized in the recommended system.

Has 1"=500' scale mapping of selected alternative been provided? (These maps shall also identify existing and projected customers.) Pg. #

Comments on Section IV:

SECTION V - PLAN SELECTION AND PUBLIC PARTICIPATION Yes N/A Pg.#

This section includes a brief discussion of factors influencing the choice of the selected plan. Pg. #

At least one public meeting was held to discuss the chosen alternative as well as the reasons for rejecting other alternatives and to allow for comments. (Minutes of the meeting are included.) Pg. #

Does the project scope match the scope of work in the IJDC approved PER? Pg. #

Comments on Section V:

SECTION VI - ENVIRONMENTAL INFORMATION

Yes N/A Pg.#

Have environmental information documents been incorporated in the plan which evaluated the chosen alternative?

 Pg. #

Will the entity implement all measures necessary to prevent adverse impact to the public health, safety, or welfare or to the environment?

 Pg. #

Comments on Section VI:

SECTION VII - PROJECT SUMMARY

Yes N/A Pg.#

A summary of the proposed project, including detailed descriptions of all project facilities, systems, and appurtenances (e.g., the length and size of pipes, pumping station capacities as applicable) have been provided in this section of the plan.

 Pg. #

Comments on Section VII:

SECTION VIII - APPENDICES

Yes N/A Pg.#

Project cost estimate

 Pg. #

O&M summary

 Pg. #

Debt information

 Pg. #

User charge information

 Pg. #

Were SRF Financial Information Worksheets provided?

 Pg. #

Has a detailed project schedule been included?

 Pg. #

A resolution of acceptance if needed from the implementing agency.

 Pg. #

All governmental agreements.

 Pg. #

A copy of the current NPDES permit or waste-load allocation.

 Pg. #

A statement of availability of proposed waste-water treatment works site.

Pg. #

All other pertinent correspondence and documents.

Pg. #

Comments on Section VIII:

SECTION IX - ENVIRONMENTAL SCREENING CHECKLIST

The following questions are each followed by a series of three (3) boxes in which to respond. A negative response to each question in a category will justify the decision of "no significant impact". The statements are phrased to include both primary and secondary impacts and were based upon criteria for an impact statement (40 CFR Part 6). The Section on "Land Use Planning and Management" should determine secondary impacts due to development.

If a definite negative response cannot be made then the "possible adverse" block should be checked and that particular category discussed in the Environment Assessment (FONSI). The Environmental Assessment, when written, should summarize beneficial impacts and discuss possible adverse impacts and mitigating measures.

The phrasing "Does documentation exist. . ." was used for several questions due to the difficulty in being specific and thus possibly not relating to all situations. The Environmental Screening Checklist is worded generally to invoke in the reviewer the responsibility to deeply consider each item rather than routinely check blocks.

The items which require correspondence from environmental agencies are indicated with an asterisk(*). Other items may be answered based upon the reviewer's knowledge of the project.

NATURAL ENVIRONMENT

	<u>Yes</u>	<u>No</u>	<u>Possible Adverse</u>	<u>Page #</u>
1. <u>Air Quality</u>				
a. Does documentation exist to indicate a possible violation of ambient air quality standards as a primary impact of the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
b. Is incineration proposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
c. Is significant or excessive development planned or expected, which could yield a possible violation of ambient air quality standards as a secondary impact of the project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>

		<u>Yes</u>	<u>No</u>	Possible <u>Adverse</u>	<u>Page #</u>
d.	Does documentation exist to indicate a possible violation of noise standards as a primary or secondary impact of the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
2. <u>Water Quality</u>		<u>Yes</u>	<u>No</u>	Possible <u>Adverse</u>	<u>Page #</u>
a.	Will the proposed discharge cause a violation of existing stream standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
b.	Are present stream standards being legally challenged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
c.	A sediment and erosion control plan will not be submitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
d.	Does documentation exist to indicate if existing or future development could affect the quality or quantity of groundwater (e.g. groundwater recharge area)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
3. <u>Water Supply</u>		<u>Yes</u>	<u>No</u>	Possible <u>Adverse</u>	<u>Page #</u>
a.	There is an existing or possible future public water supply downstream of the proposed discharge.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
b.	The project will cause a significant amount of water to be transferred from on sub-basin to another (relative to the 7-day 10-year low flow of the diverted basin).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
c.	There is an existing or proposed groundwater supply source (aquifer) to which the project is discharging.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>

		<u>Yes</u>	<u>No</u>	<u>Possible Adverse</u>	<u>Page #</u>
4.	<u>Biology</u> (*)				
a.	Endangered or threatened species are not included in the initial or future service areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
b.	Documentation exists to indicate wildlife and/or their habitat will be affected by treatment works location or future development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
c.	Documentation exists to indicate aquatic life will be affected by the proposed treatment works (i.e. discharge is located near or adjacent to a shellfish harvesting area).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
		<u>Yes</u>	<u>No</u>	<u>Possible Adverse</u>	<u>Page #</u>
5.	<u>Sensitive Areas</u>				
a.	The service area includes or is part of an area designated or considered sensitive by a local, state or federal agency(ies).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
b.	The service area includes streams which have or are being considered for designation as a Wild and Scenic River.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
		<u>Yes</u>	<u>No</u>	<u>Possible Adverse</u>	<u>Page #</u>
6.	<u>Wetlands</u> (*)				
a.	Wetlands, either fresh or salt water, are included in the service area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
b.	Those wetlands in the service area will be affected directly or indirectly (related to land use) by either STP location or interceptor routing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>

LAND USE PLANNING AND MANAGEMENT

A negative response to all questions will indicate minimal secondary impacts due to development.

		<u>Yes</u>	<u>No</u>	<u>Possible Adverse</u>	<u>Page #</u>
7.	<u>Existing Land Use</u>				
	a. The project does not conform to existing land use plans or could cause significant changes to existing land use patterns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
		<u>Yes</u>	<u>No</u>	<u>Possible Adverse</u>	<u>Page #</u>
8.	<u>Reserve Capacity</u>				
	a. The STP or pump station will have an initial reserve capacity greater than 50% of its design average capacity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
		<u>Yes</u>	<u>No</u>	<u>Possible Adverse</u>	<u>Page #</u>
9.	<u>Vacant Land</u>				
	a. Large areas of existing vacant land will be subject to increased development pressure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
		<u>Yes</u>	<u>No</u>	<u>Possible Adverse</u>	<u>Page #</u>
10.	<u>Population Changes</u>				
	Documentation exists which indicates that the proposed project will induce population changes or migration which could:				
	Overload sewerage facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
	Affect demand or availability of energy sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
(*)	Prime agricultural land will be lost for its natural uses due to interceptor routing or subsequent development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
	Flood plains will be open to development due to interceptor routing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
	Sludge disposal will occur in an area with inadequate sanitary landfill(s) or on land unsuitable for land application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>

	<u>Yes</u>	<u>No</u>	<u>Possible Adverse</u>	<u>Page #</u>
The recommended project is documented as using more energy than other feasible alternatives considered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>

SOCIO-ECONOMIC ENVIRONMENT

The project will require the acquisition of residential properties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
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Parks or recreational areas will be acquired for or affected through development by STP construction or interceptor routing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
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	<u>Yes</u>	<u>No</u>	<u>Possible Adverse</u>	<u>Page #</u>
A buffer zone does not exist between a plant or pump station and an existing or proposed park.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>

Documentation exists which suggests the local populace cannot afford their local share of the proposed project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
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No buffer zone or effective barrier exists between the proposed project and existing residential areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
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Interceptor routings do not provide for the use of existing roads or right-of-ways where feasible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
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(*) The project will affect known or potential archaeological sites as identified by the Federal Register, state preservation officer or other interested parties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
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(*) A registered historic site(s) exists in the service area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
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A local historic site(s) eligible for federal registration exists in the service area as defined by the state historic preservation officer or other interested parties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
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	<u>Yes</u>	<u>No</u>	<u>Possible Adverse</u>	<u>Page #</u>
The project threatens to violate a Federal, State or local law or requirement, which was originally imposed to protect the environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
The project as proposed has developed a significant level of public controversy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
Inadequate evidence of public participation in the project exists.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>
Has a statement been received on the availability and estimated cost of proposed sites?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Pg. #</u>

Comments on Section IX:

SECTION X - REVIEW SUMMARY AND RECOMMENDATIONS

What portions of the project have already proceeded or could proceed to design or building while deficiencies are corrected?

Recommendations (specify conditions, if any, on approval):

Engineer

Date

Engineering Section Manager

Date