

MISSISSIPPI PEER REVIEW EVALUATION

District Number: _____

Public Water System: _____

Review Team Members: _____

Date: _____

Address: _____

Contact Name: _____

Certified Waterworks Operator Name: _____

Telephone Number: _____

TECHNICAL

1.	Is the water treatment plant functioning properly? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does there seem to be at least a 0.2 mg/l free disinfectant residual throughout the distribution system at the time of inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (<i>Corrosion control plants</i>) Does the operator know what the target pH should be and is the finished water pH within an acceptable range of this value? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (<i>Iron removal plants</i>) Is the finished water Fe < 0.3 mg/l? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (<i>Surface water plants</i>) Is effluent turbidity level consistently below 0.3 NTU? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (<i>Surface water plants</i>) Is TOC removal consistent with plant raw water quality? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (<i>Surface water plants</i>) Are constant residual monitors for turbidity and disinfectant operating properly and did confirmatory grab samples (at least once per shift) agree with monitor results? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (<i>Surface water plants</i>) Are raw water process samples collected and analyzed once per shift and whenever raw water quality changes significantly? (pH, alkalinity, TOC, turbidity, color, etc.)
2.	Are records available showing that all water storage tanks have been inspected, cleaned, and painted (if needed) within the past 5 years? (Maintenance contracts, tank inspection reports, painting contract.) <input type="checkbox"/> Yes <input type="checkbox"/> No	
3.	Are bacteriological samples taken after tank maintenance and available for review? <input type="checkbox"/> Yes <input type="checkbox"/> No	

4.	Is the water system overloaded? (i.e. serving customers in excess of MSDH approved design capacity, consecutive systems overloaded if supplier overloaded or based on hydraulic calculations or pressure recording.) <input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Is the certified waterworks operator or authorized representative present for survey? <input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Is the logbook up to date and properly maintained and does it show that MSDH Minimum JOB Guidelines for Water Works Operators are being met? <input type="checkbox"/> Yes <input type="checkbox"/> No Is chlorine recorded as required? pH, Fe, and Fluoride if applicable. <input type="checkbox"/> Yes <input type="checkbox"/> No Are major events recorded such as major leaks, chlorine cylinder replacements, equipment repairs, etc.
7.	Is the water system properly maintained at the time of survey? <input type="checkbox"/> Yes <input type="checkbox"/> No Is the grass cut? <input type="checkbox"/> Yes <input type="checkbox"/> No Is the packing nut leaking excessively? <input type="checkbox"/> Yes <input type="checkbox"/> No Are the tanks painted? <input type="checkbox"/> Yes <input type="checkbox"/> No Is the plant presentable
8.	Did the operator satisfactorily demonstrate his/her ability to perform all water quality tests required to properly operate this system? [Must have applicable test kits, fresh reagents, and follow proper sampling and testing procedures (including fluoride if applicable)]. <input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Is needed water system equipment in place and functioning properly (no significant deficiencies noted)? <input type="checkbox"/> Yes <input type="checkbox"/> No Are there any unprotected direct openings into the well or surrounding the well? <input type="checkbox"/> Yes <input type="checkbox"/> No Is required equipment in place? (i.e., phosphate feeders on all wells if required) <input type="checkbox"/> Yes <input type="checkbox"/> No Is equipment sized correctly? <input type="checkbox"/> Yes <input type="checkbox"/> No Are site buildings, tank hatches, and facilities adequately protected from vandals? (i.e. locked, fenced) <input type="checkbox"/> Yes <input type="checkbox"/> No Is the well discharge piping properly equipped? (i.e. check valve, flow measuring device, pressure gauge, shutoff valves)
10.	Are there operation and maintenance manuals and standard operating procedures for all equipment on the system available for review? <input type="checkbox"/> Yes <input type="checkbox"/> No
11.	Does water system routinely track water loss and are acceptable records available for review? (Requires metered connections and master meter or annual pump test with run time. Must show quarterly calculations) <input type="checkbox"/> Yes <input type="checkbox"/> No
12.	Does the water system have the ability to provide water during emergencies? (Credit given for generators/backup power systems, can give credit for emergency tie-ins if hydraulics work.) <input type="checkbox"/> Yes <input type="checkbox"/> No

13. Are there accurate and updated as-built maps of the system located in a readily available location?
 Yes No

14. Is there any indication that the water system is/has been experiencing pressure problems in any part(s) of the distribution system? (Based on operator information, customer complaints, MSDH records, hydraulics or pressure recording.)
 Yes No

MANAGERIAL

1. Are all SDWA required records maintained in logical and orderly manner and available for review? (Must be separated by type, in one location. CCR data sheet will show samples required in previous year.)

- Yes No Bacteriological sample results - 5 years
- Yes No WQ analysis (nitrates, inorganics, P-Chems, fluoride, Rad, VOC's)
- Yes No Lead and Copper results - 12 years
- Yes No Inspection Reports - 10 years
- Yes No Annual Reports - 3 years
- Yes No Operator's Logbook - 5 years
- Yes No Actions taken by the system to correct violations - 3 years
- Yes No Records concerning a variance or exemption - 5 years
- Yes No All other MSDH correspondence - 3 years

2. Have acceptable written policies and procedures for operating this water system been formally adopted and are these policies and procedures available for review? (Must have By-laws or Job Description for Employees (employee handbook) and water users agreement (connection fees, late charges, deposits) plus at least two of the following: Emergency or contingency plan (agreements for generators, chain of command, phone numbers, etc.) Subdivision policy (written procedure to give developers requiring MSDH approval, construction inspections, final approval before meters installed, who will collect bacteriological samples), Flushing program, Fire hydrant policy)

- Yes No Are these policies present? Yes No

3. Is there a scheduled maintenance program?

- Yes No

4. Is there an adequate flushing program?

- Yes No

5. Is there a valve maintenance program?

- Yes No

6. Are there adequate repair materials on hand or can they be obtained in a reasonable time?

- Yes No

7. Does the system have an adequate safety policy?

- Yes No

8. Does the utility maintain a complaint log detailing the location and nature of water quality complaints?

- Yes No

9. Do the rules and regulations governing system operation include the following provisions covering:

- Yes No The water system's responsibilities to the customer?
- Yes No The customer's responsibility for receiving service?
- Yes No The connection fees and deposits required for service?

10. Have all board members (in office more than 12 months) completed Board Member Training? [Must have certificate (or copy), does not apply to Municipalities with population over 10,000]

- Yes No N/A Attended training?
- Yes No N/A Copies of certificates present?

11.	Does the system have other written documents or information to provide orientation and/or training to new members of the Board on duties and responsibilities of their position? <input type="checkbox"/> Yes <input type="checkbox"/> No
12.	Does the Board of Directors meet monthly and were minutes of Board meetings available for review? (Minimum quarterly, if system has an officially designated full time manager) <input type="checkbox"/> Yes <input type="checkbox"/> No
13.	Does the governing Board hold regularly scheduled publicly announced meetings? <input type="checkbox"/> Yes <input type="checkbox"/> No
14.	Are accurate minutes and records of all Board meetings and actions prepared and maintained? <input type="checkbox"/> Yes <input type="checkbox"/> No
15.	Has the water system had any SDWA violations since the last inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No
16.	Has the water system developed a long range improvements plan and was this plan available for review? (Engineering report, or list of goals prepared by operator and adopted by board, can give credit for major improvement project within past 5 years.) <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Does this long range plan include provisions for: <input type="checkbox"/> Yes <input type="checkbox"/> No Facility replacement <input type="checkbox"/> Yes <input type="checkbox"/> No Alternative sources <input type="checkbox"/> Yes <input type="checkbox"/> No Emergency response <input type="checkbox"/> Yes <input type="checkbox"/> No Long-range budgeting
17.	Is there an up to date hydraulic model of the system? <input type="checkbox"/> Yes <input type="checkbox"/> No
18.	Does the water system have a set organizational structure/chart for operations? <input type="checkbox"/> Yes <input type="checkbox"/> No
19.	Does the water system have a purchase order and/or inventory tracking system? <input type="checkbox"/> Yes <input type="checkbox"/> No
20.	Does the water system have an effective cross connection control program in compliance with MSDH regulations? <input type="checkbox"/> Yes <input type="checkbox"/> No Is a copy of their CCC policy and certification form available for review? <input type="checkbox"/> Yes <input type="checkbox"/> No Does the system have records available showing the location of any required backflow prevention assemblies and all required test report forms?
21.	Is a copy of this system's MSDH approved bacti sampling site plan and lead/copper sample site plan available for review and do bacti results clearly show the approved site plan is being used for routine monitoring? (Sampling points should be rotated) <input type="checkbox"/> Yes <input type="checkbox"/> No

FINANCIAL

1.	Are water rates adequate?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Is the system current with all loan payments and required reserve balances (if applicable)? Does the water system have an officially adopted policy requiring that water rates be routinely reviewed and adjusted as appropriate and is a copy available for review? Has a comprehensive rate analysis been performed in the past 5 years? Have rates increased in the past 5 years? Does balance sheet show receipts exceed expenditures? Is each water user individually metered (no dual hookups)? Are water bills based on water usage?
2.	Does the water system have a cut off policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No	Has a policy on past due accounts, collections, and conditions for shut-off and restoration of service been officially adopted? Is a copy of the policy available for review? Is a copy of the most recent cut off list available for review? Is the policy being enforced as adopted? Are late payment charges and reconnect fees collected?
3.	Does the water system have an annual budget?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No	Is an operational budget adopted each year? Does the budget reflect short term and long range financial needs? Are financial statements compared to budgeted revenue and expenses?
4.	Do rules and regulations governing system operation include provisions for:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No	Prospective customers having excessive requirements for service? Conditions under which water main extensions for connecting new customers may be made? Procedures for resolving billing disputes?
5.	Are routine financial audits performed on the water system?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No	Is a General Accounting (GA) Audit (or Rural Development A-133 Audit) performed annually on the water system? (Rural Water Systems) Is the water system current in submitting the required financial report with the State Auditor's Office? (Municipal Systems) Is the municipality current in submitting audit reports to the State Auditor's Office?