

2018 FWEA Collection Systems of the Year Guidelines and Rules for Completing Applications

The FWEA Collection System of the Year award was established in 2006 to recognize Wastewater Utilities who use Best Management Practices (BMP) and are considered outstanding in the maintenance and operation of their collection systems. The process for being nominated is a self nomination, which requires the Wastewater Utility to complete the application form and submit it along with backup information to the Awards Committee by the deadline, **February 23, 2018**.

Application Guidelines

This year, in order to standardize the application process, the Collection System Committee has created a standardized form for all utilities to complete. This form includes general information about the Nominees Collection System as well as specific performance of the utility in operating and maintaining the system.

Categories for completion include the following:

- System Size/Overview
- Collection System Performance
- Operating Budget
- Capital Budget
- Operator Training/Certification
- Safety Program
- Collection System Maintenance
- Pump Station Maintenance
- Capacity Assessment Methodology
- Inflow/Infiltration Reduction Program
- System Rehabilitation
- Regulatory Compliance
- Additional Support Information

Categories

Awards will be issued in three categories:

- Small Utilities – less than 10,000 wastewater connections
- Medium Utilities – 10,000 to 50,000 wastewater connections
- Large Utilities – Over 50,000 wastewater connections

Award Rules

Applications submitted and evaluated for this award shall comply with the following general rules:

1. No submittals shall be prepared by consultants, and must be formatted/created by an authorized utility staff member who will sign and certify preparation of the application.
2. No back to back winners (must sit a minimum of 1 year) unless the utility changes category (see above).

3. If winner is under any compliance/consent order, they must explain where they are in the process.
4. If a Collection Systems Committee (CSC) member's utility is a nominee, the member cannot vote in the category. All CSC committee members who have reviewed all the applications are eligible to evaluate the applications.
5. The applicant must be an FWEA member.
6. Ranking of the applications from each member will be recorded on the current version of the evaluation form and submitted to the Awards Sub-Committee Chair.
7. After the submission deadlines, all issues related to the evaluation of the applications will be addressed via e-mails and/or a special meeting of the CSC. Such issues include a nominee submitting in the incorrect category, questions about the nominee's eligibility, and any other questions that the committee may have.
8. After all issues have been resolved, all votes must be submitted via e-mail to the chair of the Awards Sub-Committee by a date previously specified. No votes can be changed thereafter. The selections will be ratified at the next committee meeting but the results of the voting cannot be changed. In the extraordinary case that the selections are not ratified, a new voting will be conducted electronically by a date to be specified.

For further information concerning the nomination application or to submit a nomination, contact the Awards Sub-Committee Chair, Scott Helfrick @ (770) 639-7795 or shelfrick@idexcorp.com