

Appendix A

Information Request Forms



STEARNS & WHEELER^{LLC}
Environmental Engineers & Scientists

1545 Iyannough Road, Route 132
Hyannis, MA 02601-1840
tel: 508-362-5680
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DATA GATHERING REQUEST FORM

PROJECT NAME: Engineering Feasibility and Cost Analyses of Nitrogen Reduction from Selected POTWs in Massachusetts

We have been commissioned by the State of Massachusetts Department of Environmental Protection (MassDEP) to conduct the above referenced project. The following is a list of information that we have been asked to obtain regarding your treatment plant. The information can be hard copy, but electronic files are preferred, if available. Electronic items can be put on CD and mailed to CDM at the address included in the letterhead, Attention: Marc Drainville, or emailed to mrdrainville@stearnswheler.com. For large items such as plans or reports, we will borrow them, make copies and return them.

The typical information needed is:

1. DMR reports from January 2004 through December 2006.
2. Three years of process data that you collect that may not be reported on the DMRs, for example:
 - a. COD data, if collected
 - b. Influent temperature
 - c. Primary effluent/ secondary influent parameters (BOD, TSS, Nitrogen, etc)
 - d. Alkalinity
 - e. Typical MLSS and MLVSS maintained in aeration basins (for activated sludge plant)
 - f. Typical RAS rates
 - g. Sludge wasting rates
 - h. Total plant sludge production
3. Operating cost data:
 - a. Cost of electricity (copy of electric bill is fine)
 - b. Chemical costs
 - c. Sludge disposal costs
4. Drawings of plant site plan, hydraulic profile and process flow schematic.
5. Drawings of process tanks and equipment or a copy of a previous engineering report that summarizes tank & equipment sizes.



One Cambridge Place, 50 Hampshire Street
Cambridge, Massachusetts 02139
tel: 617 452-6000
fax: 617 452-8000

DATA GATHERING REQUEST FORM

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We have been commissioned by the State of Massachusetts Department of Environmental Protection (MassDEP) to conduct the above referenced project. The following is a list of information that we have been asked to obtain regarding your treatment plant. The information can be hard copy, but electronic files are preferred, if available. Electronic items can be put on CD and mailed to CDM at the address included in the letterhead, Attention: Maureen Neville, or emailed to nevillemd@cdm.com. For large items such as plans or reports, we will borrow them, make copies and return them.

The typical information needed is:

1. DMR reports from January 2004 through December 2006.
2. Three years of process data that you collect that may not be reported on the DMRs, for example:
 - a. COD data, if collected
 - b. Influent temperature
 - c. Primary effluent/ secondary influent parameters (BOD, TSS, Nitrogen, etc)
 - d. Alkalinity
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PROJECT COMMISSIONED BY: MADEP

1. Request information about plant history (when first constructed, dates of upgrades).
2. What is the sewer service area? Are there any expected major flow increases?
3. Request information regarding plant staffing (number of employees, duties, any contract operations).
4. Request information regarding operating mode (number of tanks in service, etc).
5. Ask if there are any concrete plans to use any existing unused areas on the site?
6. Ask about operating concerns or problems (high flows, high loads, industrial flows, etc).
7. Ask if there are any upgrades that are currently in study or design phase?
8. Does facility currently nitrify in the winter even if not required (or is nitrification suppressed by taking tanks out of service)?
9. What kind of foundations are predominant on the site (piles, etc)?
10. Where are the samplers at the facility? Does the influent sampler include all in-plant recycle flows?
11. Take Photos of plant (sign, overview, etc).