

PNCWA Operator of the Year Award

The following is a suggested outline for applicants to follow in preparing their supporting material that will be submitted to the judging committee. Inasmuch as the award will go to an operator for his excellence in operation and not for the quality of the supporting material, it is essential that the submitted reports be somewhat uniform. Applicants will be asked to follow this outline as closely as possible. It is also hoped that this outline will assist the applicant in preparing his material.

- I. Title Page
 - a. Name and title of the applicant
 - b. Name and title of supervisor assisting in preparing material
 - c. Name and address of plant
 - d. Nominating section
 - e. Year
- II. Plant Description
 - a. Type
 - b. Degree of treatment
 - c. Capacity MGD
 - d. Description of industrial wastes, if any
 - e. Receiving waters
 - f. Flow diagram indicating capacity of units
 - g. Pump stations and collection system maintained outside of the plant by plant personnel
- III. The Applicant
 - a. Picture?
 - b. Use this section exclusively to supplement the rest of the material by describing the applicant and why he is deserving of the Operator of the Year Award. Include any material deemed pertinent, however, this section must be limited to six (6) pages including any pictures, letter of recommendation, special awards, etc. Emphasize how the applicant has demonstrated his ingenuity and proficiency, his major contributions to improve the operations, improved procedures, inventions or “gimmicks”, etc.
- IV. Plant Operation
 - a. Operational Program
 - i. Describe daily, weekly, monthly operational procedures or routines
 - ii. Describe any operational problems and how they are overcome
 - b. Maintenance Program
 - i. Describe routine maintenance schedule
 - ii. Describe any spare parts index or unique ideas for managing maintenance supplies
 - c. Testing Program
 - i. List tests performed and frequency of performance
 - ii. Indicate how test results affect the operational program as described earlier
 - iii. List efficiency tests performed and the average of their results
 - d. Personnel
 - i. Indicate number of people employed at the plant with a brief job descriptions for each
 - e. Budget
 - i.
- V. Records
- VI. Activities of the Applicant
- VII. Plant Appearance