

# COLLECTION SYSTEM OF THE YEAR EVALUATION FORM

Agency Name: _____	Review Date: _____	Category: <input type="checkbox"/> Small	<input type="checkbox"/> Medium	<input type="checkbox"/> Large
Local Section Represented: _____	Evaluator: _____	<i>(Circle One)</i>		
Print Name: _____		Date: _____		

**The Following Are The Minimum Requirements For Consideration As A Finalist. There Must Be A Yes Checked In Each Of The Following Blocks To Be Eligible For The Award**

	Yes	No	Comments:
Regulatory Compliance Program .....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Injury and Illness Prevention Program .....	<input type="checkbox"/>	<input type="checkbox"/>	_____
CWEA Membership for at Least One Staff Member ...	<input type="checkbox"/>	<input type="checkbox"/>	_____
V.H.S. / DVD Video Submitted	<input type="checkbox"/>	<input type="checkbox"/>	_____
Nomination Package Completed .....	<input type="checkbox"/>	<input type="checkbox"/>	_____

REGULATORY COMPLIANCE	Agency has not adopted a compliance ethic. Compliance programs are outdated or non existent.	Agency has limited knowledge of compliance requirements. Documentation in this area is lacking	Agency has good knowledge of best management practices. Program is designed to prevent noncompliance with environmental regulations.	Agency has demonstrated a thorough understanding of regulatory compliance and fully implements effective, documented, strategies to assure continuous compliance.	Comments: _____ _____ _____ _____
15%	Rating 1 2	Rating 3 4	Rating 5 6	Rating 7 8	% X Rating =

ADMINISTRATIVE PROCEDURES	No administrative procedures were available for review. No mapping system was being utilized.	No written procedures were being utilized. However staff was aware of non written procedures. Mapping consisted of some formal and some hand drawn maps.	Written procedures were available. S.O.P.'s are not documented but staff is aware of proper procedures. Mapping is current and maintenance documentation was available for review.	Written procedures and S.O.P.'s are in use. Mapping system provided for an overview of past and present activities. All maintenance activities were documented and utilized for trending future maintenance and rehabilitation needs.	Comments: _____ _____ _____ _____
10%	Rating 1 2	Rating 3 4	Rating 5 6	Rating 7 8	% X Rating =

MAINTENANCE PROGRAM	Reactionary maintenance program in place. No formal written procedures were provided.	A preventative maintenance program is being performed but is very informal and does not address "Hot Spots" or other areas within the system.	A formal preventative maintenance program is in place. Agency is proactive when addressing trouble spots. Use of CCTV aids in system analyses.	Agency uses predictive, and preventive, maintenance programs. In addition to CCTV, at least one other method of prediction is being utilized.	Comments:
10%	Rating 1 2	Rating 3 4	Rating 5 6	Rating 7 8	% X Rating =
SAFETY PROGRAM	Agency is non-compliant with regards to an Injury, Illness, prevention, Plan. (IIPP) Forms were not posted or unavailable for review. Respiratory protection, confined space entry, or traffic control programs were not available.	Agency had an IIPP available to be reviewed. Forms were available for review. Respiratory protection, confined space entry, and traffic control programs were not kept current.	Agency had an IIPP available to be reviewed. Forms were available and posted for review. Respiratory protection, confined space entry, and traffic control programs were updated and available for review. Agency had 1 or more lost time work accidents.	Agency had an IIPP available to be reviewed. Forms were available and posted for review. Respiratory protection, confined space entry, and traffic control programs were updated and available for review. Agency had "0" lost work-time accidents.	Comments:
15%	Rating 1 2	Rating 3 4	Rating 5 6	Rating 7 8	% X Rating =
TRAINING PROGRAM	The agency did not have a formal written training program. Employees interviewed did not demonstrate they had an understanding of the basic elements of the jobs they perform.	The agency trains personnel through OJT. Training does not include competency testing. Documentation of training is lacking or was not available for review. Employees interviewed demonstrated adequate knowledge of the jobs they perform.	The agency had a written training program that started with the initial employee orientation. Employees interviewed demonstrated excellent knowledge of the jobs they perform.	The written training program was job specific to Collection personnel and incorporated OJT as well as technical instructions. Employees interviewed demonstrated the effectiveness of the program. Documentation outlined past and future employee goals.	Comments:
10%	Rating 1 2	Rating 3 4	Rating 5 6	Rating 7 8	% X Rating =

EMERGENCY PROCEDURES	The agency does not have a written draft of SSOP or Emergency Procedures.	The agency provided a working draft of a SSOP and an Emergency Procedure.	The agency has a formal SSOP and an Emergency Procedures in place and documented. Mutual Aid agreement is verbal but not documented.	The agency has an updated SSOP and Emergency Procedures in place & documented. Participates in County and State wide emergency exercises. Has a written Mutual Aid agreement approved and in place.	Comments:

15%	Rating 1 2	Rating 3 4	Rating 5 6	Rating 7 8	% X Rating =
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SIGNIFICANT ACCOMPLISHMENTS	This segment is designed to be an open range defined by the agencies accomplishments over the past year. The evaluators should base their scores on how the accomplishments impacted <i>this</i> agency. This segment is not intended to be compared to other agencies. A top score can be awarded here for the agency even if the accomplishment is less than significant to a competing agency.	Comments:

25%	Rating 1 2 3 4 5 6 7 8	% X Rating =
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**OVERALL RATING: This scale is to be use as a guide ( Add all Rating scores together and select the number below)**

<b>GOOD</b>														
5.0	5.1	5.2	5.3	5.4	5.5	5.6	5.7	5.8	5.9	6.0	6.1	6.2	6.3	6.4
<b>VERY GOOD</b>														
6.5	6.6	6.7	6.8	6.9	7.0	7.1	7.2	7.3	7.4					
<b>EXCELLENT</b>														
7.5	7.6	7.7	7.8	7.9	7.8									

<u>Improvement Essential</u>	<u>Improvement Desired</u>	<u>Good</u>	<u>Very good</u>	<u>Excellent</u>
Agency does not meet the standards set by others competing for this years award	Agencies performance is Inconsistent with regards to other agencies competing for the same award.	Agency consistently fulfills all award requirements. Results of interview and comments from Awards Committee indicate the agency Is a top performer.	Agency is a superior performer that exceeds most award requirements and expectations. Employees' are very knowledgeable.	Agencies application and interview are clearly exceptional with regard to all major awards criteria. Site visit reflects a professional organization.

Selected for Honorable Mention    Yes     No     Selected as Collection System of the Year | Yes     No

Committee Chair Signature \_\_\_\_\_ Date: \_\_\_\_\_