## **Operation and Maintenance Plan/Log for Aerobic Treatment Units**

Facility Name

- 1. Maintain treatment unit according to the manufacturer's instructions and document all repairs and maintenance on the attached log. A copy of this owner's plan for all units will be maintained by the owner for reference.
- 2. Inspect unit sludge levels once per 5 years. Pump out sludge when necessary.

Dates of sludge pumping \_\_\_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_,

Volume of sludge pumped \_\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

- 3. Once per week, check chlorine and dechlorination tablets and add tablets as necessary. Shake down tubes at least weekly, discard and replace disintegrated tablets as needed.
- 4. Once per week, check all electrical equipment, and document problems, repairs and maintenance on the Maintenance Log.
- 5. Immediately repair the unit when any alarms are activated and document the problem and repairs on the Maintenance Log.
- 6. Sample for permit listed parameters once per year in accordance with the instruction from the commercial laboratory to ensure that the sampling and holding requirements are consistent with Part I of the permit. Maintain results of sampling data, including date and time of sampling with the Maintenance Log.
- 7. Maintain dated receipts for all chemical or equipment purchased, and maintenance performed.
- 8. Maintain file with name and contact information for mechanical and electrical maintenance contractors, sampling and testing contractors.

Owner Signature

# Weekly Maintenance Log Aerobic Treatment Units Check boxes or make notes as applicable

Date	ate Operator Chlorine Units		Dechlorination Unit		Electrical	Alarm Activated	Note any other problems,	
	Initials	Problems Noted	Tablets Added	Problems Noted	Tablets Added	Pumps, Motors Operating	Activated Repairs Made	problems, repairs and maintenance with system and the visual quality of the discharge

#### **Operation and Maintenance Plan/Log for Septic Tank Sand Filters**

Facility Name

- 1. Maintain all manufacturer's instructions and document all repairs and maintenance on the attached log. A copy the owner's plan will be maintained for all treatment units by the owner for reference.
- 2. Inspect septic tank sludge levels once per 5 years. Pump septic tank sludge when necessary.

Dates of septic tank inspection \_\_\_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_,

Dates of septic tank pumping \_\_\_\_\_\_, \_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

Volume of septic tank pumping \_\_\_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_,

- 3. Once per week, check chlorine and dechlorination tablets and document on Maintenance Log. Shake down tablets, discard and replace disintegrated tablets as needed.
- 4. Rake sand, as needed, if the sand filter is open to the atmosphere.
- 5. Once per week, check all electrical equipment and document problems, repairs and maintenance on the Maintenance Log.
- 6. Once per year, sample for permit listed parameters in accordance with the instruction from the commercial laboratory to ensure that the sampling and holding requirements are consistent with Part I of the permit. Maintain results of sampling data, including date and time of sampling with the Maintenance Log.
- 7. Maintain dated receipts for all chemical or equipment purchased, and maintenance performed.
- 8. Maintain file with name and contact information for mechanical and electrical maintenance contractors, sampling and testing contractors

**Owner Signature** 

# Weekly Maintenance Log Septic Tank Sand Filters Check boxes or make notes as applicable

Date	Date Operator Chlorine Units		nits	Dechlorination Unit		Rake Sand Filter	Electrical	Note any other problems, problems, repairs and
	Initials	Problems Noted	Tablets	Problems Noted	Tablets	Filler	Pumps,	maintenance with system
			Added		Added		Motors	and the visual quality of the discharge
							Operating	uischarge

## **Operation and Maintenance Plan/Log for Aerobic Treatment Units**

Facility Name

- 1. Maintain treatment unit according to the manufacturer's instructions and document all repairs and maintenance on the attached log. A copy of this owner's plan for all units will be maintained by the owner for reference.
- 2. Inspect unit sludge levels once per 5 years. Pump out sludge when necessary.

Dates of sludge pumping \_\_\_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_,

Volume of sludge pumped \_\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

- 3. Once per week, check chlorine and dechlorination tablets and add tablets as necessary. Shake down tubes at least weekly, discard and replace disintegrated tablets as needed.
- 4. Once per week, check all electrical equipment, and document problems, repairs and maintenance on the Maintenance Log.
- 5. Immediately repair the unit when any alarms are activated and document the problem and repairs on the Maintenance Log.
- 6. Sample for permit listed parameters once per year in accordance with the instruction from the commercial laboratory to ensure that the sampling and holding requirements are consistent with Part I of the permit. Maintain results of sampling data, including date and time of sampling with the Maintenance Log.
- 7. Maintain dated receipts for all chemical or equipment purchased, and maintenance performed.
- 8. Maintain file with name and contact information for mechanical and electrical maintenance contractors, sampling and testing contractors.

Owner Signature

# Weekly Maintenance Log Aerobic Treatment Units Check boxes or make notes as applicable

Date	ate Operator Chlorine Units		Dechlorination Unit		Electrical	Alarm Activated	Note any other problems,	
	Initials	Problems Noted	Tablets Added	Problems Noted	Tablets Added	Pumps, Motors Operating	Activated Repairs Made	problems, repairs and maintenance with system and the visual quality of the discharge

#### **Operation and Maintenance Plan/Log for Septic Tank Sand Filters**

Facility Name

- 1. Maintain all manufacturer's instructions and document all repairs and maintenance on the attached log. A copy the owner's plan will be maintained for all treatment units by the owner for reference.
- 2. Inspect septic tank sludge levels once per 5 years. Pump septic tank sludge when necessary.

Dates of septic tank inspection \_\_\_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_,

Dates of septic tank pumping \_\_\_\_\_\_, \_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

Volume of septic tank pumping \_\_\_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_,

- 3. Once per week, check chlorine and dechlorination tablets and document on Maintenance Log. Shake down tablets, discard and replace disintegrated tablets as needed.
- 4. Rake sand, as needed, if the sand filter is open to the atmosphere.
- 5. Once per week, check all electrical equipment and document problems, repairs and maintenance on the Maintenance Log.
- 6. Once per year, sample for permit listed parameters in accordance with the instruction from the commercial laboratory to ensure that the sampling and holding requirements are consistent with Part I of the permit. Maintain results of sampling data, including date and time of sampling with the Maintenance Log.
- 7. Maintain dated receipts for all chemical or equipment purchased, and maintenance performed.
- 8. Maintain file with name and contact information for mechanical and electrical maintenance contractors, sampling and testing contractors

**Owner Signature** 

# Weekly Maintenance Log Septic Tank Sand Filters Check boxes or make notes as applicable

Date	Date Operator Chlorine Units		nits	Dechlorination Unit		Rake Sand Filter	Electrical	Note any other problems, problems, repairs and
	Initials	Problems Noted	Tablets	Problems Noted	Tablets	Filler	Pumps,	maintenance with system
			Added		Added		Motors	and the visual quality of the discharge
							Operating	uischarge

# Weekly Maintenance Log Aerobic Treatment Units **With UV Disinfection** Check boxes or make notes as applicable

Date	UV Unit Operating	Aerator Motor operating	Alarms Operable/ activated	Comments Maintenance performed etc.	STP Discharge observations	Operator's Initial