

WAC 173-245-060 Operation and maintenance manual. (1) The proposed method of operation and maintenance of the domestic wastewater facility must be stated in the engineering report or plans and specifications and must be approved by the department. The statement must be a discussion of who will own, operate, and maintain the facility and what the staffing and testing requirements are. The owner shall follow the approved method of operation after the facility is constructed, unless changes have been approved by the department.

(2) In those cases where the facility includes mechanical components, a detailed operation and maintenance manual must be prepared before completing the construction. The purpose of the manual is to present technical guidance and regulatory requirements to the operator to enhance operation under both normal and emergency conditions. Two copies of the manual must be submitted to the department for approval before completing the construction.

(3) In order to assure proper operation during construction and timely review and approval of the final operation and maintenance manual, a draft manual must be submitted in the early stages of the construction of a facility. In addition, manufacturer's information on equipment must be available to the plant operator before unit start up.

(4) The operation and maintenance manual shall include the following list of topics. For those projects funded by the environmental protection agency the manual shall also follow the requirements of the EPA publication, *Considerations for Preparation of Operation and Maintenance Manuals*.

(a) The assignment of managerial and operational responsibilities, including plant classification and classification of required operators.

(b) A description of plant type, flow pattern, operation, and efficiency expected.

(c) The principal design criteria.

(d) A process description of each plant unit, which includes function, relationship to other plant units, and schematic diagrams.

(e) A discussion of the detailed operation of each unit and description of various controls, recommended settings, fail-safe features, etc.

(f) A discussion of how the treatment facilities are to be operated during anticipated maintenance procedures, and under less than design loading conditions, if applicable, such as initial loading on a system designed for substantial growth.

(g) A section on laboratory procedures that includes sampling techniques, monitoring requirements, and sample analysis.

(h) Recordkeeping procedures and sample forms to be used.

(i) A maintenance schedule incorporating manufacturer's recommendations, preventative maintenance and housekeeping schedules, and special tools and equipment usage.

(j) A section on safety.

(k) A section stating the spare parts inventory, address of local suppliers, equipment warranties, and appropriate equipment catalogues.

(l) Emergency plans and procedures.

(5) In those cases where the facility does not include mechanical components, an operation and maintenance manual, which may be less detailed than that described in subsection (4) of this section, must be submitted to the department for approval before completing the construction. The manual shall fully describe the treatment and disposal

system and outline routine maintenance procedures needed for proper operation of the system. (See also, WAC 173-240-080.)

[Statutory Authority: RCW 90.48.110. WSR 00-15-019 (Order 00-07), § 173-245-060, filed 7/11/00, effective 8/11/00. Statutory Authority: RCW 90.48.035. WSR 87-04-020 (Order DE 86-34), § 173-245-060, filed 1/27/87.]