PIMA COUNTY DEPARTMENT OF ENVIRONMENTAL QUALITY
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OPERATION AND MAINTENANCE PLAN REQUIREMENTS AND GUIDANCE SHEET FOR PRIVATE SEWER COLLECTION SYSTEMS.

Requirements:
In accordance with Arizona Administrative Code R18-9-E301.E., in addition to the Notice of Intent to Discharge requirements specified in R18-9-A301.C., an applicant shall submit a signed certification on a form approved by the department that:

a. Confirms that an operation and maintenance manual exists for the sewage collection system;
b. Confirms that the operation and maintenance manual addresses components of operation and maintenance specified on the certification form;
c. Provides the 24-hour emergency number of the owner or operator of the sewage collection system; and
d. Provides an address where the operation and maintenance manual is maintained and confirms that the manual is available for inspection at that address by the Department on request.

There are no department approved forms available at this time. All formats will be accepted that include all of the above information.

Guidance:
As a minimum the operation and maintenance manual should include but not be limited to the following:

1. Cover sheet with private sewer collection system name, project owner, and revision date.

2. Site plan of private sewerage system, including locations of sewer lines, manholes, clean outs, vaults, lift stations, and house/building sewer connections.

3. Preventative maintenance program, including inspection schedule of all sewer collection system components. Include any scheduled cleaning and the type of equipment to be used.

4. Odor control.

5. Insect and vector control.

6. Root control.

7. Commercial and Industrial waste control, including grease.

8. Manhole and confined space safety, including hazardous gas detection equipment and the proper procedures to follow if low oxygen levels or explosive or hazardous gas is detected at the manhole.

9. Traffic and public safety plan if excavation is needed for repairs or maintenance.

10. Clean up and disinfection procedures, from overflows or routine maintenance. This should include immediate containment of sewage, personal protective equipment, proper disposal of solid and liquid waste from a cleanup, and the type and solution of the disinfectant to be used.

11. Record keeping.

12. Emergency phone numbers and contacts. Include owner or association contacts.