

WTS-2 ADDENDUM (O&M Manual Preparer's Checklist)

1. All Facility O&M Manuals	Complete?
• O&M Manual in a binder (no loose pages)	
• P.E. Stamp (if required)	
• Table of Contents	
• Introduction	
• Treatment System Description	
• Maintenance Procedures	
• Monitoring & Sampling Requirements	
• Emergency Procedures & Telephone Contacts	
• Workplace Safety Procedures	
• Appendices (e.g., current copy of discharge permit)	
2. Municipal Wastewater Treatment Plants	Complete?
• Description of Collection System & Lift Stations	
• Sludge Handling & Biosolids Disposal	
• Operator's Daily Log Sheet (sample copy)	
• Annual Operating Budget (POTWs & GIDs)	
3. Industrial Wastewater Treatment Plants	Complete?
• Description of the Industrial Pre-Treatment System	
• Operator's Daily Log Sheet (sample copy)	
• Waste Sludge Handling & Disposal	
4. Effluent Reuse Facilities	Complete?
• Worker Safety Fact Sheet (i.e., good hygiene)	
• Effluent Warning Signs (sample illustration)	
• Annual Nitrogen Balance (if required)	
• Monitoring Wells (if required)	
5. Groundwater Pump & Treat Facilities	Complete?
• Groundwater Plume & Extraction Wells Map	
• Spent Treatment Media Handling & Disposal	
6. Wastewater Evaporation Ponds	Complete?
• Pond Liners & Leak Detection Sumps	
• Liner Inspection Checklist	
• Plant Wastewater Balance	
• Sludge Depth Monitoring & Removal	
• Monitoring or Leak Detection Wells (if required)	

Note: please refer to the discharge permit's Schedule of Compliance for the O&M Manual submittal date and any special requirements (e.g., O&M Manual to be prepared, signed and stamped by a Nevada P.E.).