### 1. All Facility O&M Manuals
- 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
- 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
- Description of the Industrial Pre-Treatment System
- Operator’s Daily Log Sheet (sample copy)
- Waste Sludge Handling & Disposal

### 4. Effluent Reuse Facilities
- 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
- Groundwater Plume & Extraction Wells Map
- Spent Treatment Media Handling & Disposal

### 6. Wastewater Evaporation Ponds
- 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.).