

**WAC 246-272B-04200 Operations and maintenance manual.** The O&M manual must include the following information:

(1) Name, telephone number, fax number, mailing address, and email address for the following:

- (a) Operator;
- (b) Owner;
- (c) Design engineer;
- (d) Installer;
- (e) Electrician;
- (f) Pumper;
- (g) Management entity;
- (h) Primary contact person for the management entity; and
- (i) Third party guarantor, if any.

(2) Owner and operator responsibilities;

(3) Copies of LOSS legal documents including, but not limited to, the management contract;

(4) LOSS information including:

(a) Narrative description of treatment and dispersal process and components;

(b) LOSS flow diagram or schematic; and

(c) Design criteria:

(i) Number and type of units served;

(ii) Design flow;

(iii) Soil type and drainfield hydraulic loading rate;

(iv) Sieve analysis, if any;

(v) Drainfield capacity;

(vi) Tank capacities; and

(vii) Treatment component capacities.

(5) Normal operation and maintenance procedures and schedules, including at a minimum:

(a) Summary and schedule of permit conditions to be met;

(b) Flow metering reading;

(c) Recommended component settings;

(d) Process control information;

(e) Periodic facilities inspection to verify efficiency of operation, adequacy of performance, and general condition of the equipment and components;

(f) Periodic inspection of scum and sludge levels and the integrity of LOSS sewage tanks and tanks on individual lots and cleaning filters, pumping tanks, or making repairs as needed;

(g) Periodic maintenance of pumps, motors, and switches;

(h) Periodic calibration of sampling and measuring devices;

(i) Replacement or repair of worn or damaged equipment;

(j) Methods that provide dosing and resting cycles for the drainfield; and

(k) Other maintenance activities as needed, depending on the type of system.

(6) Trouble-shooting guide listing possible failure and malfunction situations and responses to repair, replace, or modify LOSS components to restore LOSS function;

(7) Abnormal operation procedures including, but not limited to:

(a) Emergency contact information for the owner, management entity, operator, pumper, local health jurisdiction, department, and any contractors or maintenance provider; and

(b) Emergency notification procedures to alert and advise customers, the department, and the local health jurisdiction.

(8) Documentation of repairs;

- (9) Ongoing component testing methods and schedules;
- (10) Recordkeeping procedures for the following:
  - (a) Operator inspections;
  - (b) Monitoring and sampling;
  - (c) Routine and emergency maintenance;
  - (d) Repairs;
  - (e) Modifications; and
  - (f) Annual reports.
- (11) Safety procedures, including where to find a copy of the following department of labor and industries rules:
  - (a) Chapter 296-809 WAC, Confined spaces;
  - (b) Chapter 296-62 WAC, General occupational health standards;
  - (c) Chapter 296-823 WAC, Occupational exposure to bloodborne pathogens; and
  - (d) Chapter 296-803 WAC, Lockout/tagout (control of hazardous energy).
- (12) Electrical component information and wiring diagram for alarms, panels, pumps, dosing controls;
- (13) Manufacturer cut sheets for all components requiring routine or periodic maintenance;
- (14) Annual operating permit renewal schedule and fee schedule, including where to find the current application form;
- (15) Copies of the following LOSS documents:
  - (a) Department approval letter of the engineering report, plans and specifications, and final O&M manual;
  - (b) Current operating permit;
  - (c) Construction completion report submitted with final O&M manual; and
  - (d) LOSS record drawings submitted with final O&M manual showing the locations of all easements.
- (16) Initial component testing information submitted with the final O&M manual, including:
  - (a) Tank water tightness testing results;
  - (b) Pipe pressure testing results;
  - (c) Pump chamber drawdown information; and
  - (d) Drainfield squirt heights.
- (17) The final monitoring and reporting plan in its own section of the O&M manual that meets the requirements in WAC 246-272B-04300 submitted with the final O&M manual; and
- (18) Any other information required by the department.

[Statutory Authority: RCW 70.118B.020. WSR 11-12-035, § 246-272B-04200, filed 5/25/11, effective 7/1/11.]