**NASSAu County’s s.e.pt.i.c. program OPERATION AND MAINTENANCE MANUAL**

[INSERT DATE OF MANUAL]

**FOR [INSERT MODEL NUMBER]**

*[INSERT TECHNOLOGY DIAGRAM]*

*[INSERT COMPANY LOGO AND CONTACT INFORMATION]*

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3. **DEFINITIONS**

Insert key definitions here

1. **INTRODUCTION**

Describe treatment process, procedures, and include diagram of technology. What are the performance expectations? Include a table of expected performance.

1. **COMPONENTS LIST**

[include a detailed diagram and list of all system components the particular technology model]

1. **TOOLS, EQUIPMENT, & SPARE PARTS**

Include a list of tools, equipment, and spare parts that every O&M Provider should have. Include monitoring tools such as test strips, and meters (pH, DO, etc.)

1. **ROUTINE MAINTENANCE PROCEDURES**

Detailed instructions and tutorial for O&M, Detail Frequency of maintenance

1. **ROUTINE SAMPLING & MONITORING PROCEDURES**

Detailed instructions for taking samplings and measuring various parameters in the effluent. Include table of parameters, instruments, expected ranges, and where to measure.

1. **TROUBLESHOOTING PROCEDURES**

List of conditions and potential solutions that are common to the technology. Table form is preferred

1. **RECORD KEEPING AND REPORTING REQUIREMENTS**

Detail manufacturer record keeping and reporting requirements and include statement that the service provider shall report all maintenance and service calls to the Nassau County Soil and Water Conservation District. Service reports and photos can be emailed to septicreplace@nassaucountyny.gov.

**APPENDIX**

1. **MAINTENANCE CHECK LISTS**

Include copy of manufacturer's recommended maintenance checklist

1. **SAMPLE OPERATION AND MAINTENANCE AGREEMENT**

**APPENDIX**