



REPORT ON OPERATIONS AND MAINTENANCE ACTIVITIES ON MUNICIPAL COLLECTION SYSTEMS

Section 1 – Collection System Maintenance

Municipality: _____

Reporting Period: _____ to _____

Licensed Operator of Record: _____

Total Feet of Sewer Line Operated and Maintained: _____ ft.

Date: _____

1. Sewer Line Cleaning: _____

Date	Location	Length (feet)	Debris removed (tons)
1.			
Notes:			
2.			
Notes:			
3.			
Notes:			

2. Manhole and Sewer Line Inspection: _____

Date	Location	Length (ft)	CCTV(√)
1.			
Notes:			
2.			
Notes:			
3.			
Notes:			

3. Other Collection system preventive maintenance
(ex: manhole repair, sewer spot repair, easement clearing, etc.):

Date	Location	Remedial Action and Cost (\$)
1.		
Notes:		
2.		
Notes:		

4. Blockages:

Main Blockages

Date	Location	Cause and Remedial Action

Lateral Blockages

Date	Location	Cause and Remedial Action

5. Sanitary Sewer Overflows (SSO's): Attach copy of report sent to NJDEP

Date	Location	SSO Amount (gals)

6. Odor Complaints:

Date	Location	Cause and Remedial Action

7. New Connection and/or change in use of building:

Address	Block & Lot	Use	GPD	Date Connected

Section 2 - Pump Station Maintenance

1. List any Non-Preventable Maintenance Activities (Unscheduled alarms, Emergencies):

Pump Station	Problem & Repair/ Maintenance/ Corrective Action Made

2. List any Major Equipment (Pumps, Motors, etc.) out-of-service during the month:

Pump Station	Equipment Name	Out Of Service Date	Back In Service Date

Section 3 – Extraneous Flow (I/I) Investigation

Dry weather investigation

Date	Location of Monitoring Manhole	Length of Tributary sewers (inch-miles)	Total Flow (gpd)	Extraneous Flow (gpd)
1.				
Notes:				
2.				
Notes:				
3.				
Notes:				

Wet weather investigation

Date	Location of Monitoring Manhole	Length of Tributary sewers (inch-miles)	Total Flow (gpd)	Extraneous Flow (gpd)
Notes:				
Notes:				
Notes:				

Section 4 – Other Activities:

- a. Employee training (no. of attendees, course title and cost)

- b. Sewer map revisions and recordkeeping improvements

- c. Equipment purchase (item and cost)

- d. Collection system construction and maintenance contracts (title, brief description and cost).

- e. Other

Licensed Operator: _____ License # : _____
Print Name

_____ Date: _____
Signature

By the 10th day following the reporting period, Kindly submit to:

**Passaic Valley Sewerage Commission
600 Wilson Avenue
Newark, New Jersey 07105
Attn. Jack Spoto, Superintendent of Line Operations**