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: Thomas Andes, Superintendent II - Line Operations