



# 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:		
3.		
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)
4.				
Notes:				
5.				
Notes:				
6.				
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 or Type Name

\_\_\_\_\_  
   Signature

Date: \_\_\_\_\_

By the 10<sup>th</sup> 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  
 email: collectionssystemreport@pvsc.com**