



Operations and Maintenance Manual Checklist

Version no.: 01
Creation Date: July 2022

PWSID:	System Name:	
Review Date:		
Reviewer Name:		
Reviewer's Affiliation (e.g., company, organization):		
<input type="checkbox"/> By completing this checklist, I certify that I have reviewed the water system's current Operations and Maintenance manual (O&M), and the information reported is representative of the most current version being used by the water system. (For External Use Only)		
Section 1 – General Water System Information	Yes	No
1.1 Does the O&M manual include the public water system name, PWSID number, and water system type, and source water type.	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Does the O&M manual contain the name, contact information, certification level, whether they are primary or back up, and job duties of all the water system's licensed operators? (N.J.A.C. 7:10A-1.12(a)2(iv))	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Does the O&M manual include a plan to train and keep staff acquainted with their duties both in and out of emergencies? (N.J.A.C. 7:10A-1.12(a)2(iv))	<input type="checkbox"/>	<input type="checkbox"/>
1.4 If the system has any special allowances such as an interim operator or a full-time operator exemption, due to automated systems (as per N.J.A.C. 7:10A-1.10(g)1-3), are they noted in the O&M manual?	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Does the O&M manual state the last date it was modified and by whom?	<input type="checkbox"/>	<input type="checkbox"/>
Section 1 Notes:		

Section 2.A – System Description (Sources)			Yes	No
2.1 Does the O&M manual contain the name and facility ID number of all active, inactive, and emergency sources? (N.J.A.C. 7:10A-1.12(a)1(viii))	<input type="checkbox"/>	<input type="checkbox"/>		
2.2 Is a copy of the well record for each active, inactive, emergency, and proposed source (i.e., wells) attached to the O&M manual? (N.J.A.C. 7:10A-1.12(a)1(viii))	<input type="checkbox"/>	<input type="checkbox"/>		
2.3 Does the O&M manual contain a list of all interconnections along with their location, whether its permanent or emergency, its operable capacity, name, PWSID number, and contact information of the system the interconnection is with? (N.J.A.C. 7:10A-1.12(a)1(viii))	<input type="checkbox"/>	<input type="checkbox"/>		
Section 2.A Notes:				
Section 2.B – System Description (Treatment)			Yes	No
2.4 Does the O&M manual contain the name and facility ID numbers of all active, inactive, and proposed treatment plant(s)? (N.J.A.C. 7:10A-1.12(a)1(i))	<input type="checkbox"/>	<input type="checkbox"/>		
2.5 Does the O&M manual identify each active, inactive, and proposed treatment unit and/or process? (N.J.A.C. 7:10A-1.12(a)1(i))	<input type="checkbox"/>	<input type="checkbox"/>		
2.6 Does the O&M manual include an accurate diagram of the treatment train as is recommended by the NJDEP? (N.J.A.C. 7:10A-1.12(a)1(i))	<input type="checkbox"/>	<input type="checkbox"/>		
2.7 Does the O&M manual contain a list of all chemicals, what they are used for, and their Material Safety Data Sheet (MSDS) specifying they are NSF certified? (N.J.A.C. 7:10A-1.12(a)1(viii))	<input type="checkbox"/>	<input type="checkbox"/>		

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2.8 Does the O&M manual contain a plan to record, report, and resolve any system deficiencies, breaks, problems, bypasses, etc. that may impact the water quality of the system? (N.J.A.C. 7:10A-1.12(a)5(b))	<input type="checkbox"/>	<input type="checkbox"/>
2.9 Does the O&M manual contain the specifications for each treatment process? (N.J.A.C. 7:10A-1.12(a)1(i))	<input type="checkbox"/>	<input type="checkbox"/>
Section 2.B Notes:		
Section 2.C – System Description (Distribution System)		
2.10 Does the O&M manual contain a list of all storage tank(s) and booster station(s)? (N.J.A.C. 7:10A-1.12(a)1(viii))	<input type="checkbox"/>	<input type="checkbox"/>
2.11 Does the above list in the O&M manual contain the ID number and/or name, the location, installation date, capacity, and plan of inspection for each storage tank and booster station in the distribution system? (N.J.A.C. 7:10A-1.12(a)3)	<input type="checkbox"/>	<input type="checkbox"/>
2.12 Does the O&M manual contain an accurate paper map of the distribution system which depicts the system’s treatment plant(s), storage tank(s), interconnection(s), and booster station(s)? (N.J.A.C. 7:10A-1.12(a)1(v))	<input type="checkbox"/>	<input type="checkbox"/>
2.13 Do community water systems and water systems with more than 500 service connections have a GIS version of the distribution map described above available upon request? (N.J.A.C. 7:10A-1.12(a)1(v))	<input type="checkbox"/>	<input type="checkbox"/>
Section 2.C Notes:		

Section 2.D – System Description (Emergency Power)	Yes	No
<p>2.14 Does the O&M manual contain a list of emergency power sources available to the utility, which includes the type of power source, location, frequency of inspection, and amount of fuel on-site, if applicable? (N.J.A.C. 7:10A-1.12(a)1(viii))</p>	<input type="checkbox"/>	<input type="checkbox"/>
Section 3– Routine Operations and Maintenance	Yes	No
<p>3.1 Does the O&M manual describe the procedure for starting up and shutting down both the water sources and treatment processes? (N.J.A.C. 7:10A-1.12(a)2)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3.2 Does the O&M manual list the routine maintenance that must be performed? (N.J.A.C. 7:10A-1.12(a)2(ii))</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3.3 Does the O&M manual list the frequency, timing, and responsible party for each task that must be performed? (N.J.A.C. 7:10A-1.12(a)2(iv))</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3.4 Is the location of the reports listed below noted in the O&M manual and are they easily accessible upon request? (N.J.A.C. 7:10 and N.J.A.C. 7:10A)</p> <ul style="list-style-type: none"> • Monthly Operating Report Form <input type="checkbox"/> • Daily Start-up Checklist <input type="checkbox"/> • Weekly/Monthly Inspection Report <input type="checkbox"/> • Maintenance Activity Report <input type="checkbox"/> • Incident/Follow-up Action Report <input type="checkbox"/> • Annual Consumer Confidence Report <input type="checkbox"/> • Licensed Operator Log Sheets, Record Keeping Forms, Worksheets, etc. <input type="checkbox"/> • The most up to date sampling plans for disinfection byproducts, revised total coliform rule, lead and copper, and water quality parameters <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>
<p>3.5 Does the O&M manual contain a standard operating procedure for handling water quality complaints and a distribution system flushing schedule? (N.J.A.C. 7:10A-1.12(a)2(i)(11) and N.J.A.C. 7:10A-1.12(e)(3))</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3.6 Does the O&M manual specify where the operating instructions for all system components, required to run and maintain the water system (e.g., treatment process and well pumps), are located? (N.J.A.C. 7:10A-1.12(a)5)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3.7 Does the O&M manual outline a plan for routine inspection and maintenance of each treatment unit, storage tank, pump, well, and valve? (N.J.A.C. 7:10A-1.12(a)1(iv) and N.J.A.C. 7:10A-1.12(a)2(i)(10))</p>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>3.8 Does the O&M manual note the location of the last inspection report for the major components of the water system such as storage tanks, pumps, treatment units, wells, and valves? (N.J.A.C. 7:10A-1.12(a)3(ii))</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Section 3 Notes:</p>		
<p>Section 4- inventory</p>		
<p>4.1 Does the O&M manual list the location and quantity of on-site safety equipment such as fire extinguishers, eye wash stations, and first aid kits? (N.J.A.C. 7:10A-1.12(a)1(viii))</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4.2 Does the O&M manual contain the location, quantity, and specifications of all necessary spare components? (N.J.A.C. 7:10A-1.12(a)1(viii))</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Section 4 Notes:</p>		

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Section 5- Equipment repair/supply contact information	Yes	No
<p>5.1 Does the O&M manual contain the name and contact information for the water system's suppliers and repair technicians for all chemicals and components? (N.J.A.C. 7:10A-1.12(a)1(viii)) Notes:</p>	<input type="checkbox"/>	<input type="checkbox"/>
Section 6- Emergency Operation Procedures	Yes	No
<p>6.1 Does the O&M manual contain an Emergency Operations Plan that addresses facility and system security? (N.J.A.C. 7:10A-1.12(a)1(iii))</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>6.2 Does the Emergency Operations Plan include the names, contact information, and responsibilities of all facility personnel to be contacted in the event of an emergency? (N.J.A.C. 7:10A-1.12(a)1(iii))</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Section 6 Notes:</p>		
Section 7- Water Quality Monitoring Plan	Yes	No
<p>7.1 Does the O&M manual contain the water system's monitoring schedule, an implementation plan, and a copy the laboratory contract? (N.J.A.C. 7:10A-1.12(a)1(vi) and N.J.A.C. 7:10A-1.12(a)2(i)(7))</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>7.2 Does the O&M manual specify the responsible party for submitting analytical results to the state? (N.J.A.C. 7:10A-1.12(a)2(i)(7))</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Section 7 Notes:</p>		

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Section 8- Water Quality Violation Response Procedure	Yes	No
8.1 Does the O&M manual contain standard operating procedures for responding to acute violations? (N.J.A.C. 7:10A-1.12(b))	<input type="checkbox"/>	<input type="checkbox"/>
8.2 Does this procedure include notifying the NJDEP within 24 hours and the phone number for both the Bureau of Safe Drinking Water and the NJDEP hotline? (N.J.A.C. 7:10A-1.12(b))	<input type="checkbox"/>	<input type="checkbox"/>
8.3 Does this procedure include notifying the NJDEP within 6 hours of any system deficiencies, breaks, complaints, etc., within the system that may result in or necessitate deviation from the routine O&M procedures and any situations that have the potential to affect public health? (N.J.A.C. 7:10A-1.12(b) and N.J.A.C 7:10-2.4(b))	<input type="checkbox"/>	<input type="checkbox"/>
8.4 Does the O&M manual contain standard operating procedures for responding to non-acute violations? (N.J.A.C. 7:10A-1.12(a)2(i)(6))	<input type="checkbox"/>	<input type="checkbox"/>
Section 8 Notes: 		