

State of Wisconsin
 Department of Natural Resources
 Bureau of Community Financial Assistance
 PO Box 7921
 Madison WI 53707-7921
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dnr.wi.gov

Wastewater Collection System Operation and Maintenance Manual Certification Checklist

Form 8700-310 (R 5/07)

Notice: This form is authorized by s. NR 162.12(1)(k)(1), Wis. Adm. Code. Receipt of this information by the Department of Natural Resources (DNR) is mandatory to obtain a CWFPA loan. Failure to submit a completed form may result in denial of loan funds for the project. Personal information collected on this form will be used for program administration and may be made available to requesters as required by Wisconsin Open Records law [s. 19.31–19.39, Wis. Stats.].

Facility Information

Municipality Name	Clean Water Fund Project No.	Plan & Spec Approval No.	WPDES Permit No.
Address	City	State	ZIP Code

Name of Firm that Prepared Manual

Name of Individual who Prepared Manual	Phone Number (include area code)	Email
Checklist Completed By	Phone Number (include area code)	Email

Municipal Acceptance

We certify that to the best of our knowledge and belief, the information provided on this form and any associated attachments are true, accurate and complete.

Project Engineer Name	Title
Signature	Date Signed
Authorized Representative Name	Title
Signature of Authorized Representative	Date Signed

Operator Acceptance

I certify that I have reviewed the Operation and Maintenance Manual developed for this project and find that the manual meets the information and training requirements for this wastewater collection system.

Operator Name	Title
Signature	Date Signed

Leave Blank – DNR Use Only	
This certification checklist has been reviewed by me and is acceptable.	
DNR Reviewer Name	Date Received
Reviewer Signature	Date Reviewed

NOTE: An acceptable Operation and Maintenance (O&M) Manual must address the applicable items in this checklist. For upgrading projects, addenda or revisions to the existing O&M manual may be provided. The applicable portions of this checklist should then be completed for the addenda or revisions. Manufacturers' Manuals and other standard reference materials do not need to be included with the copy of the manual provided to DNR.

**Wastewater Collection System
Operation and Maintenance Manual
Certification Checklist**

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Wastewater Collection Systems Recommended Reference Materials	Check if Provided
1. Wastewater Collection Systems Management (WEF MOP-7)	<input type="checkbox"/>
2. Operation & Maintenance of Wastewater Collections Systems (Calif. State Univ. -Sacramento Field Study Training Manuals)	<input type="checkbox"/>
3. Collection Systems: Methods For Evaluating & Improving Performance (Calif. State University-Sacramento Manual)	<input type="checkbox"/>
4. Confined Space Entry (WEF) or other:	<input type="checkbox"/>
5. Safety & Health at Wastewater Systems (WEF MOP-1)	<input type="checkbox"/>
6. Biological Hazards at Wastewater Treatment Facilities (WEF)	<input type="checkbox"/>
7. WEF or other Collection System Reference Books as they apply. List additional books, if provided:	<input type="checkbox"/>
8. Security Vulnerability Self-Assessment Guide for Wastewater Systems (WRWA)	<input type="checkbox"/>
9. Wisconsin Administrative Code as they apply: <input type="checkbox"/> NR 110 - Sewerage Systems <input type="checkbox"/> NR 208 - Compliance Maintenance <input type="checkbox"/> NR 210 - Sewage Treatment Works	<input type="checkbox"/>

COMMENTS
