**Section 371.161 Chronological Summary of Required Actions**

The PO must contain a summary of all actions which are necessary to assure efficient and reliable start-up and continued operation of the wastewater treatment facilities. The summary must list the actions in chronological order and reference the portions of the PO where each action is discussed in detail. Related implementation dates must be included for each action listed. All applicable actions from the following list, along with any necessary additional actions, must he listed in the chronological summary and discussed in subsequent sections of the PO.

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| ACTION | START  DATE | END  DATE | PLAN OF OPERATION  REFERENCE SECTION |
|  |  |  |  |
| Prepare and submit the Start-Up |  |  |  |
| Services proposal to the Agency. |  |  |  |
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| Construct the treatment facilities. |  |  |  |
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| Submit the draft O&M Manual to the Agency. |  |  |  |
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| Submit the final PO to the Agency. |  |  |  |
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| Publish the new sewer use ordinance to accommodate industrial discharges. |  |  |  |
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| Publish the industrial pretreatment ordinance. |  |  |  |
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| Employ Chief Operator (Superintendent). |  |  |  |
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| Review user charge and industrial cost recovery systems. |  |  |  |
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| Employ Senior Operator. |  |  |  |
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| Employ Chief Chemist. |  |  |  |
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| Review budget considerations for initial operation. |  |  |  |
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| Begin influent sampling program. |  |  |  |
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| Begin development of a detailed emergency procedures plan. |  |  |  |
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| Begin development of detailed guidance on the employee safety training program. |  |  |  |
| ACTION | START  DATE | END  DATE | PLAN OF OPERATION  REFERENCE SECTION |
|  |  |  |  |
| Identify all of the unusual waste discharges. |  |  |  |
|  |  |  |  |
| Finalize the system and procedures for notification of unusual industrial waste discharges. |  |  |  |
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| Identify actions and assignments to be accomplished by other city department. Coordinate the action plan. |  |  |  |
|  |  |  |  |
| Identify and begin acquiring equipment and materials to implement the emergency operation plan. |  |  |  |
|  |  |  |  |
| Finalize cooperative assistance agreements with other agencies. |  |  |  |
|  |  |  |  |
| Assemble manufacturers' manuals and other equipment literature. |  |  |  |
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| Begin development of the action plan for process control and "fine tuning." |  |  |  |
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| Employ shift operators. |  |  |  |
|  |  |  |  |
| Employ maintenance crew. |  |  |  |
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| Conduct training on equipment maintenance. |  |  |  |
|  |  |  |  |
| Begin acquiring inventory of tools and spare parts. |  |  |  |
|  |  |  |  |
| Begin acquiring lubricants for new equipment. |  |  |  |
|  |  |  |  |
| Review and update the operating budget and revenue program. |  |  |  |
|  |  |  |  |
| Begin acquiring laboratory supply inventory including test reagents. |  |  |  |
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| Being employee training in emergency procedures. |  |  |  |
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| ACTION | START  DATE | END  DATE | PLAN OF OPERATION  REFERENCE SECTION |
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| Finalize O&M Manual. |  |  |  |
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| Start review of laboratory analytical and reporting requirements with operators and laboratory staff. |  |  |  |
|  |  |  |  |
| Conduct training in heavy metals sample collection and analysis with laboratory staff. |  |  |  |
|  |  |  |  |
| Start safety training program. |  |  |  |
|  |  |  |  |
| Review and approval of final O&M Manual by Chief Operator. |  |  |  |
|  |  |  |  |
| Acquire a stock of laboratory records, calculation sheets, and reporting sheets. |  |  |  |
|  |  |  |  |
| Start review of process control and detailed start-up procedures with facility staff. |  |  |  |
|  |  |  |  |
| Begin training of facility staff on maintenance management system usage. |  |  |  |
|  |  |  |  |
| Submit final O&M Manual to the Agency. |  |  |  |
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| Begin pre-start-up maintenance schedule. |  |  |  |
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| Conduct "wet" and "dry" testing of all equipment. |  |  |  |
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| Move into new laboratory. |  |  |  |
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| Inventory new equipment and supplies furnished by the contractor. |  |  |  |
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| Test new laboratory apparatus. |  |  |  |
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| File treatment facility design, construction and operations records, manufacturers' manuals, and as-built drawings. |  |  |  |
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| Conduct operational start-up of facility. |  |  |  |
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| ACTION | START  DATE | END  DATE | PLAN OF OPERATION  REFERENCE SECTION |
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| Start periodic safety reviews with facility staff. |  |  |  |
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| Conduct the first annual plant safety review and modify the safety program, if necessary. |  |  |  |
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| Initiate annual emergency procedures update and employee training program. |  |  |  |
|  |  |  |  |
| Complete first annual facility operation and maintenance report. |  |  |  |
|  |  |  |  |
| Update the O&M Manual based on first year of operating experience. |  |  |  |