**Section 371.168 Operation and Maintenance Manual**

This element of the PO identifies necessary actions and related implementation schedules for the preparation and submission of the facility O&M Manual. Personnel responsible for completing each action must be identified by name and title. The submission date of the final O&M Manual must allow sufficient lead time for the manual to be reviewed 30 days prior to facility start-up.

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|  | ACTION | START DATE | END DATE | RESPONSIBLE PERSONNEL |
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| a) | Prepare the draft of the O&M Manual. |  |  |  |
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| b) | Submit the draft O&M Manual to the Agency for review and approval. |  |  |  |
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| c) | Order and compile the O&M library references. |  |  |  |
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| d) | Obtain the Chief Operator's comments and input for inclusion in the final O&M Manual. |  |  |  |
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| e) | Submit the completed O&M library to the treatment facility. |  |  |  |
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| f) | Finalize the O&M Manual. |  |  |  |
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| g) | Submit final O&M Manual for review to the Chief Opertor. |  |  |  |
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| h) | Submit final O&M Manual and the Chief Operator's review checklist to the Agency for review. |  |  |  |
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| i) | Update the O&M Manual and, if necessary, add materials to the O&M library based on the first year of operating experience. |  |  |  |