

PLAN OF OPERATION –Generic

City/County/UD/Authority (???? County or ??? and ??? Counties), Tennessee

Loan No.: SRF/CW?/CG? 200?-???

Date

The Loan Recipient is free to use a different/preferred format.

Wastewater Treatment Facilities – **Description of Particular Treatment Process, if applicable**

1.	Summary of Implementation Dates	
	<u>Date</u>	<u>Action</u>
	Month Year Not applicable Repeating Time Frame etc.	Start construction
	Month Year Not applicable Repeating Time Frame etc.	Perform start-up procedures, initiate operation, and complete construction
	Month Year Not applicable Repeating Time Frame etc.	Certify performance

2.	Staffing and Training	
	<u>Date</u>	<u>Action</u>
	Month Year Not applicable Repeating Time Frame etc.	Creation/Updating of a staffing plan including the organizational structure, job descriptions, number of staff, and license requirements for operators that ensures that supervisory, operations, maintenance, laboratory support, and administration personnel are hired in a timely manner
	Month Year Not applicable Repeating Time Frame etc.	Identification of training needs, training sources, and the scheduling of staff training for the new process, etc. , to ensure that supervisory, operations, maintenance, laboratory support, and administration personnel are trained in a timely manner
	Month Year Not applicable Repeating Time Frame etc.	Hiring of a chief operator that begins work on the project site by the 50% completion of construction

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3.	Records, Reports, and Laboratory Control	
	<u>Date</u>	<u>Action</u>
	Month Year Not applicable Repeating Time Frame etc.	Establishment of an adequate laboratory
	Month Year Not applicable Repeating Time Frame etc.	Review of laboratory requirements with operator(s) and laboratory staff
	Month Year Not applicable Repeating Time Frame etc.	Create an inventory of laboratory supplies
	Month Year Not applicable Repeating Time Frame etc.	The ultraviolet disinfection facilities design, construction, and operation records and as-built plans are completed and on file at the superintendent's office
	Month Year Not applicable Repeating Time Frame etc.	Establish and identify a recording and reporting system
	Month Year Not applicable Repeating Time Frame etc.	Acquire/develop any special forms needed for reporting or process control requirements
	Month Year Not applicable Repeating Time Frame etc.	Develop a schedule for forms completion and submission as required
	Month Year Not applicable Repeating Time Frame etc.	Specify any special training needs related to a laboratory control program

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3.	Records, Reports, and Laboratory Control	
	<u>Date</u>	<u>Action</u>
	Month Year Not applicable Repeating Time Frame etc.	Completed design, construction, and operation records and as-built plans are on file at the superintendent’s office

4.	Process Control and Start-up Procedures	
	<u>Date</u>	<u>Action</u>
	Month Year Repeating Time Frame etc.	Identify and evaluate the condition and performance of the critical assets that are a part of the wastewater treatment facilities
	Month Year Not applicable Repeating Time Frame etc.	Develop and implement an action plan for process control and fine-tuning of the facilities
	Month Year Not applicable Repeating Time Frame etc.	Identify any necessary actions related to a start-up such as dry and wet testing of equipment, instrument calibration, etc.
	Month Year Not applicable Repeating Time Frame etc.	Identify any necessary actions related to a review of process control procedures during the start-up period

5.	Safety	
	<u>Date</u>	<u>Action</u>
	Month Year Not applicable Repeating Time Frame etc.	Appraise and appropriately consider all hazardous conditions in the safety and health plan
	Month Year Not applicable Repeating Time Frame etc.	Develop effective employee safety programs that are responsive to identified needs and guidance in advance of start-up

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5.	Safety	
	<u>Date</u>	<u>Action</u>
	Month Year Not applicable Repeating Time Frame etc.	Appraise and appropriately consider all hazardous conditions in the safety and health plan
	Month Year Not applicable Repeating Time Frame etc.	Implement employee safety training in advance of start-up
	Month Year Not applicable Repeating Time Frame etc.	Implement ongoing employee safety training

6.	Emergency Operating Plan	
	<u>Date</u>	<u>Action</u>
	Month Year Not applicable Repeating Time Frame etc.	Develop emergency operating procedures
	Month Year Not applicable Repeating Time Frame etc.	Implement emergency operating procedures
	Month Year Not applicable Repeating Time Frame etc.	Include a comprehensive contingency plan for emergency operations in the O&M Manual
	Month Year Not applicable Repeating Time Frame etc.	Review and update the comprehensive contingency plan for emergency operations in the O&M Manual

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6.	Emergency Operating Plan	
	<u>Date</u>	<u>Action</u>
	Month Year Not applicable Repeating Time Frame etc.	Substantially implement the comprehensive contingency plan for emergency operations in advance of start-up
	Month Year Not applicable Repeating Time Frame etc.	Issue appropriate instructions and specific response guidance in order to minimize the possibility of plant failures under all conditions that may occur
	Month Year Not applicable Repeating Time Frame etc.	Conduct advance training to ensure effective emergency response plan implementation

7.	Maintenance Management	
	<u>Date</u>	<u>Action</u>
	Month Year Not applicable Repeating Time Frame etc.	Develop forms and implement training schedules and procedures for maintenance and management of the facilities specifically addressing complex equipment maintenance problems, personnel training, supplies of chemicals used in the treatment process or process control, laboratory supplies, the provision of necessary maintenance tools, and spare parts inventory

8.	O&M Manual	
	<u>Date</u>	<u>Action</u>
	Month Year Not applicable Repeating Time Frame etc.	Develop or amend the O&M Manual and forward a copy of the Amendment to the State Revolving Fund (SRF) Loan Program for review by 6 months post initiation of operation of the facilities
	Month Year Not applicable Repeating Time Frame etc.	Future date(s) for updating the O&M Manual to ensure the most effective operations guidance is provided based upon actual operating experience

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9.	Operations Budget	
	<u>Date</u>	<u>Action</u>
	Month Year Not applicable Repeating Time Frame etc.	Review budgetary constraints on implementation and provide for a process for adequate budget controls
	Month Year Not applicable Repeating Time Frame etc.	Review the user charge system

10.	Other elements	
	<u>Date</u>	<u>Action</u>
	Month Year Repeating Time Frame etc.	Determine areas for improved water and energy efficiency and implement these efforts to the maximum extent practicable for the City/UD's wastewater treatment facilities
	Month Year Not applicable Repeating Time Frame etc.	Review and establish actions and timing related to the development and implementation or revision of sewer use ordinances, pretreatment ordinances, or other local rules or regulations
	Month Year Repeating Time Frame etc.	Establish procedures for preparing an annual O&M Report for planning purposes that reviews staffing, training, budget planning, maintenance, water and energy efficiency , and future construction