



REPORT ON OPERATIONS AND MAINTENANCE ACTIVITIES ON MUNICIPAL COLLECTION SYSTEMS

Municipality: _____

Reporting Period: _____ to _____

Licensed Operator of Record: _____

Total Feet of Sewer Line Operated and Maintained: _____ ft.

Date: _____

Note: When providing responses for the sections below, attached additional pages if necessary.

Section 1 – Collection System Maintenance

1. Sewer Line Cleaning: _____

Date	Location	Length (feet)	Debris removed (tons)
1.			
Notes:			
2.			
Notes:			
3.			
Notes:			

Municipal Collections System Report (Cont'd.)

2. Manhole and Sewer Line Inspection: _____

Date	Location	Length (ft)	CCTV(√)
1.			
Notes:			
2.			
Notes:			
3.			
Notes:			

3. Other Collection system preventive maintenance
(ex: manhole repair, sewer spot repair, easement clearing, etc.):

Date	Location	Remedial Action and Cost (\$)
1.		
Notes:		
2.		
Notes:		
3.		
Notes:		

Municipal Collections System Report (Cont'd.)

4. Blockages:

Main Blockages

Date	Location	Cause and Remedial Action

Lateral Blockages

Date	Location	Cause and Remedial Action

5. Sanitary Sewer Overflows (SSO's): Attach copy of report sent to NJDEP

Date	Location	SSO Amount (gals)

Municipal Collections System Report (Cont'd.)

6. Odor Complaints:

Date	Location	Cause and Remedial Action

7. New Connection and/or change in use of building:

Address	Block & Lot	Use	GPD	Date Connected

Section 2 – Pump Station Maintenance

1. List any Non-Preventable Maintenance Activities (Unscheduled alarms, Emergencies):

Pump Station	Problem & Repair/ Maintenance/ Corrective Action Made

2. List any Major Equipment (Pumps, Motors, etc.) out-of-service during the month:

Pump	Equipment Name	Out Of Service Date	Back In Service Date

Section 3 - Extraneous Flow (I/I) Investigation

Dry weather investigation

Date	Location of Monitoring Manhole	Length of Tributary sewers (inch-miles)	Total Flow (gpd)	Extraneous Flow (gpd)
1.				
Notes:				
2.				
Notes:				
3.				
Notes:				

Wet weather investigation

Date	Location of Monitoring Manhole	Length of Tributary sewers (inch-miles)	Total Flow (gpd)	Extraneous Flow (gpd)
1.				
Notes:				
2.				
Notes:				
3.				
Notes:				

Section 4 – Other Activities:

a. Employee training (no. of attendees, course title and cost)

Notes:

b. Sewer map revisions and recordkeeping improvements

Notes:

c. Equipment purchase (item and cost)

Notes:

d. Collection system construction and maintenance contracts (title, brief description and cost).

Notes:

e. Other

Notes:

Licensed Operator: _____ License #: _____

Print Name

_____ Date: _____

Signature

By the 10th day following the reporting period. Kindly submit to by email to info@rahwayvalleysa.com or by regular mail to:

**Executive Director
Rahway Valley Sewerage Authority
1050 East Hazelwood Avenue
Rahway, New Jersey 07065**