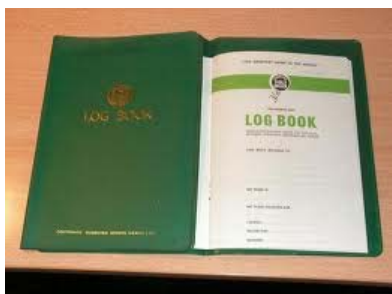


Operations - Recordkeeping

Proper DEWATS operations include recordkeeping. Use this page for guidance in DEWATS compliance.



Record drawings show the infrastructure already installed, and its location. Operators should prepare “As-built” drawings if record drawings are not available.



Maintain an operator’s log book. It serves as a record of past activities and conditions that can be used for troubleshooting, and helps maintain compliance.



Keep copies of the permits in the permanent record. They contain instructions on monitoring and compliance.

Record drawings

Record drawings of the facility document final installation of the system. Specifically, what has been constructed, and where on the site each feature of the construction is located. Accurate record drawings help operators understand how the system works, the flow patterns, and where critical operation points are located. The record drawings are helpful in troubleshooting and training of new operators. If there are no record drawings available, the operator should create “As-built” drawings to document as accurately as possible what has been installed.

Operation and Maintenance Manual

The Operations and Maintenance Manual (O&M Manual) provides critical information about the facility, and instructions for operation and maintenance over time. This includes startup procedures, sampling schedule, troubleshooting, and health and safety considerations. Additionally, any owner’s manuals for purchased mechanical components should become part of the O&M manual to provide ready access to information for proper operations and troubleshooting.

If your DEWATS system has no O&M Manual, consider preparing one.

Operators’ Logbook

Use the logbook to document day-to-day activities, such as repairs, visits by regulatory personnel, flow meter readings, samples taken, injuries, and general operating conditions. This is a permanent and official record that will be used for compliance and troubleshooting. The senior operator should sign the log book after each shift.

Even for small DEWATS systems that only require weekly or monthly service of monitoring, an Operator’s Log Book is important. It will serve to remind operators of previous activities, and owners of any compliance issues. It also serves as a legal document that owners can use to demonstrate compliance.

Official Correspondence

DEWATS system owners should maintain copies of all official correspondence as official records, and share these with operators. Such documents may include:

- Permits issued by regulatory authority. It contains information on monitoring, reporting, and general compliance;
- Letters from regulatory officials. Maintain copies of all correspondence as a permanent record;
- Enforcement orders or fines; and
- Sampling results which include Chain of Custody and laboratory reports.