

**DNREC – DIVISION OF WATER – GROUNDWATER DISCHARGES SECTION  
CHECKLIST FOR O&M MANUAL  
EMERGENCY CONTINGENCY PLAN FOR WASTEWATER TREATMENT FACILITIES**

Wastewater Treatment Plant Operation and Maintenance (O&M) Manuals must be prepared in accordance with Section 6.7 of the DNREC's Regulations Governing the Design, Installation and Operation of On-Site Wastewater Treatment and Disposal Systems. The following checklist is supplied to assist in the preparation of the Emergency Contingency Plan portion of the O&M Manual required in Section 6.7.2.2.6. Emergency Contingency Plans should be specific to your site and include all necessary considerations. Please provide a narrative regarding each of the applicable items and site specific items.

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| <input type="checkbox"/> | 1. Determine the potential for natural disaster in the area where the wastewater treatment system is located. This should include an estimate of the severities and frequencies of occurrence for each natural disaster investigated.                              |
| <input type="checkbox"/> | 2. Identify the most vulnerable components of the treatment system and indicate priorities for repair. Suggest techniques to reduce vulnerability of the key components.   |
| <input type="checkbox"/> | 3. Inventory the emergency equipment, materials, and chemicals available within the treatment system and ensure there is an appropriate amount of equipment and supplies. This inventory should be printed in the Emergency Contingency Portion of the O&M Manual. |
| <input type="checkbox"/> | 4. Prepare a list of essential records, maps, and inventories and develop a program for the protection of these documents.   |
| <input type="checkbox"/> | 5. Establish a program for local fire and police departments to periodically review the treatment system for adequacy of fire prevention methods and security measures. These agencies should also be made aware of any potential chlorine gas emergencies.        |
| <input type="checkbox"/> | 6. Ensure all treatment system personnel have an emergency response card that outline each individual's emergency condition duties. Sample cards should be included in the O&M Manual.   |
| <input type="checkbox"/> | 7. Designate the area that is to serve as the emergency response center. List the equipment and staffing requirements for this center.   |
| <input type="checkbox"/> | 8. Ensure auxiliary personnel are aware of the requirements to assist when conditions exceed capability of existing staff or when staff members are unable to reach their assigned emergency positions.  |
| <input type="checkbox"/> | 9. Prepare treatment process diagrams to show how units may be bypassed during emergencies and to assist in locating problem areas during emergencies.   |
| <input type="checkbox"/> | 10. Identify likely emergency conditions and develop response plan actions and prevention recommendations for that particular system.  |
| <input type="checkbox"/> | 11. Establish a program for training personnel in emergency operating procedures.  |
| <input type="checkbox"/> | 12. Prepare a list of local contractors and repair services that can be used in selecting firms to assist during emergencies.  |
| <input type="checkbox"/> | 13. Determine the probability of power failures that would affect the treatment system. List key personnel at utility companies to be contacted during emergencies.  |
| <input type="checkbox"/> | 14. Identify that a failsafe alarm system is installed at the treatment plant and at remote pumping station.   |
| <input type="checkbox"/> | 15. Establish a plan to ensure that chlorination or lime can be provided to any potential spill of raw or inadequately treated wastewater.   |
| <input type="checkbox"/> | 16. Ensure that there is a program for placing emergency standby equipment into service periodically.  |
| <input type="checkbox"/> | 17. Coordinate with the local water utility and establish priorities for repairing lines and facilities after a disaster.  |