**Section 371.300 Submission of Operation and Maintenance Manuals**

a) A draft O&M Manual must be submitted to the Agency for review.

The draft should be as complete as possible considering available information. Outlines of O&M Manuals will not be approved as draft manuals.

b) Draft manuals must substantially address:

1) The requirements of 35 Ill. Adm. Code 371.220 through 371.240 for O&M Manuals prepared for municipal wastewater treatment facilities;

2) The requirements of 35 Ill. Adm. Code 371.260 through 371.280 for O&M Manuals prepared for municipal wastewater pumping stations and collection systems.

c) When the final O&M Manual is submitted for review, it must be accompanied by the review checklist which is provided by the Agency. This checklist shall be completed and signed by the Chief Operator or a staff person of similar position and training.

d) In a cover letter submitted with the final O&M Manual, the grantee must list the items from the checklist considered not applicable to the project.

e) Final O&M Manuals must substantially address, with no significant omissions:

1) The requirements of 35 Ill. Adm. Code 371.220 through 371.240 for O&M Manuals prepared for municipal wastewater treatment facilities;

2) The requirements of 35 Ill. Adm. Code 371.260 through 371.280 for O&M Manuals prepared for municipal wastewater pumping stations and collection systems.

f) If the Agency fails to approve the final O&M Manual, both copies shall be returned to the grantee for revisions and corrections.

g) If the Agency approves the final O&M Manual, one copy will be returned to the grantee and one copy will be retained by the Agency.