

**eCMAR SECTION INSTRUCTIONS:
Staffing and Preventative Maintenance**

1. Plant Staffing

1.1 Was your wastewater treatment plant adequately staffed last year?

Fill in the box below the question that best describes your situation. If you check the "NO" box or the "Could use more help..." you are required to explain your answer in the box provided below.

1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?

Fill in the box below the question that best describes your situation. If you check the "NO" box, you are required to explain your answer in the box provided

2. Preventative Maintenance

2.1 Did your plant have a documented and implemented plan for preventative maintenance on major equipment items?

Fill in the box below the question that best describes your situation. If you check the "NO" box, you are required to explain your answer in the box provided. A "documented" plan is defined below. "Implemented" means that your preventative maintenance plan is actually being done as described.

Documented:

Written paper, video, photographs or computer records in organized assemblages or in assorted files/locations that tangibly shows evidence or proof of specific work accomplishments and maintenance activities. This may include but is not limited to paper files, notebooks, binders, computer records, videos, or photos.

2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication and other tasks necessary for each piece of equipment?

Fill in the box below the question that best describes your situation. If you check the "NO" box, you are required to explain your answer in the box provided.

2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?

Fill in the box below the question that best describes your situation. If you check the "NO" box, you are required to explain your answer in the box provided.

3. O&M Manual

3.1 Did your plant have a detailed O&M Manual that was used as a reference when needed?

Click the appropriate "YES or "NO" button. The intent of this question is to know if you have an O&M Manual that is useful and was used for O&M information in the past year.

4. Overall Maintenance/Repairs

4.1 Rate the overall maintenance of your wastewater plant.

Fill in the box below the question that best depicts your assessment of the overall maintenance of your plant and describe why you rated it as you did in the comment box. However you rated it, you are required to explain your rating in the box provided.