



DERM-Sample O&M Manual and Guidelines

(Revision - 12/10/2018 - PA)

Sample Manual Objective:

This Operations and Maintenance (O&M) Manual is provided as a guide for the generation of a comparable manual to be customized for your own sanitary sewer collection system. It is intended to be indicative of the level of detail required by the County ordinance for this document. The material specifically supplied herein does not correspond to any actual facility, nor does the equipment listed match any real product in manufacturer, dimensions, or product number.

AN APPLICATION'S SUBMITTAL TO PLACE A DOMESTIC WASTEWATER COLLECTION AND TRANSMISSION SYSTEM INTO OPERATION (SE CERTIFICATION) SHALL NOT BE APPROVED WITHOUT THE O&M MANUAL APPROVAL.

THIS DOCUMENT(O&M SAMPLE-GUIDELINES MANUAL) CANNOT BE COPIED AND SUBMITTED AS IS TO MEET THE O&M MANUAL REQUIREMENTS. THE MANUAL TO BE SUBMITTED REQUIRES TO PROVIDE THE INFORMATION OF THE SEWER SYSTEM PROPOSED TO BE CERTIFIED ACCORDING TO THE REQUIREMENTS OF THE SAMPLE/GUIDELINES MANUAL.

Guidelines to be considered in preparing the manual:

- An O&M Manual specific to your facility must be produced and submitted by the permittee or representative to the Department of Regulatory and Economic Resources (RER), Water & Wastewater Division.
- This sample shall be used only as a template or guideline for the preparation of the O&M Manual to be submitted. The manual to be submitted shall follow the sample/guidelines RER O&M Manual format and index of contents.
- In some portions of this document, there are multiple examples for different scenarios. In creating the specific O&M Manual document, the preparer must select the correct choice and include such detailed information as the sample indicates.
- The reporting procedures section has been written to meet the requirements of the present ordinance and may be used as provided.
 - The pump station Elapsed Time (ET) meter readings must be submitted to DERM via the WEB Application specifically designed for the ET Data Entry according to Section 10 in this manual and the PSO permit. Section 10 shall be included in your manual as is (unedited). This section is to inform the permittee in reference to ET readings reporting.
- The materials relating to the collection system have been written to meet the ordinance requirements for this subject for private facilities. This material is required by Miami-Dade County Ordinance 96-166 and is more fully described in other documents in this package.

- The site plan of the sewer system must be submitted including the collection, pump station, and force main system(s) in accordance with the Section No.1 and sample site plans provided in the sample/guidelines manual. Site plan(s) shall not be approved if incomplete information is provided according to the site plan(s) requirements. The consultant should be aware that any part of the sewer system(s) (existing or new) in the property where the sewer system(s) proposed to be certified is located shall be identified as Private or Public and Existing or New (see sample site plans in this Manual Guidelines).
- The O&M manual shall be consistent with the SE construction permit-approved plans, asbuilts, FDEP / DERM certification applications, test reports, and PSO application. If any substantial deviation exist between the SE approved plans and the asbuilts, the consultant should apply for a SE permit revision before submitting the O&M Manual for approval. Contact Water&Wastewater Division (W&WD) for an evaluation of the changes in the sewer system approved and permit revision requirements (305-372-6600).
- The utility serving the sewer system proposed to be certified at the point of connection at public sewers shall be identified in the overall sewer site plan required in Section 1 of the O&M Manual. The identification note shall be similar to "Private sewers collected by W&WD, City of Miami Beach, etc, at POC".
- The folio(s) of the parcel(s) where the proposed sewers to be certified and any existing private / public sewers are located shall be listed in the overall sewer site plan required in Section 1 of the O&M Manual accordingly.
- According to the PSO specific permit conditions, a service / maintenance agreement between the permittee / property owner and the contractor company providing the services shall be attached to this manual as an Exhibit and submitted to DERM for sewer extension permits certification of completion. The agreement is applicable for new PSO permits. In addition, the agreement is required for existing PSO permits that have been modified by a SE permit certification, if the service / maintenance contractor is not the company listed in DERM's records.

Sample

Sample Cover Sheet

Operations and Maintenance Manual

SEW-EXT No. SE18-220 PSO-00108

Pump Station No. 99-108A, 99-108B, etc.
(according to 1st, 2nd, etc., pump station proposed to be certified)

Facility Name: SUNSET ROYAL APARTMENTS

7399 SW 119 Avenue
Miami, Florida 33173

Consultant Engr.: John Smith Engineering, Inc.

2022 SW 122 Avenue
Miami, Fl. 33174
Ph: (305) 230-2240
email: js@jseng.com

Service / Maintenance Contractor Company Name
(matching the contr. company listed in PSO application)

1200 NE 96 ST
North Miami, Fl. 33124

Contact Name: _____

Emergency-Phone Number: _____

Email: _____

June 10, 2018

Prepared By: _____

name & title

signature

seal of the Florida Professional Engineer
signing the manual / dated.

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Sample

Index

Section 1. Site Plan of the wastewater collection and transmission system.

Section 2. Pump station plan and pump station profile.

Section 3. Pump station equipment list and specifications.

Section 4. Pump station electrical schematic.

Section 5. Preventive maintenance schedule.

Section 6. Corrective maintenance practices.

Section 7. Reporting procedures and Pump Station-log book form .

Section 8. Collection system inspection.

Section 9. Collection system maintenance.

Section 10. Reporting ET readings to DERM Web application.

Section 1 - Overall Sewers Site Plan Comments / Check List.

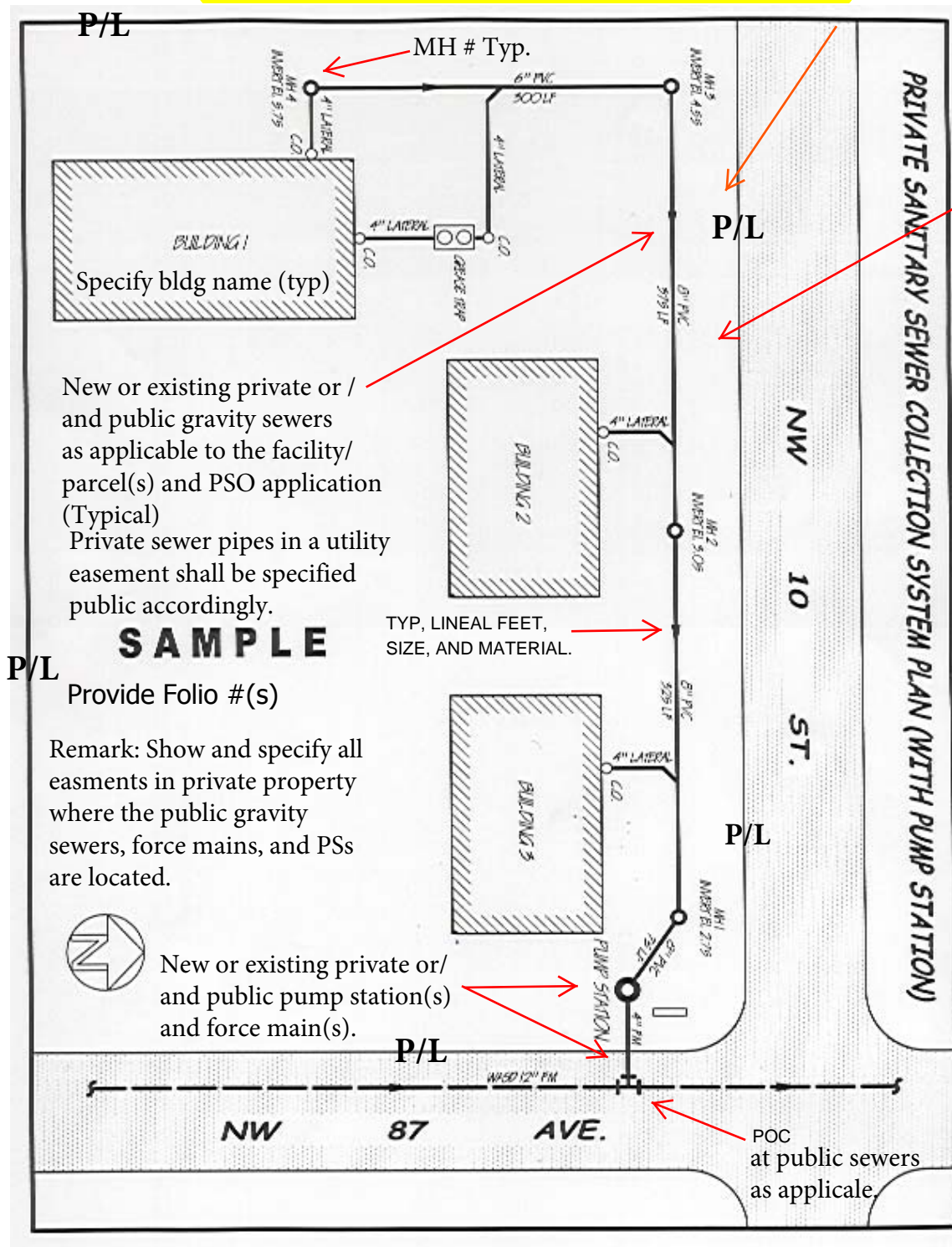
- The Overall Sewer Site Plan shall be submitted showing and specifying the collection system(s), pump station(s), force main(s), etc., **in accordance with DERM sample/guidelines site plan requirements**. Site plan drawing(s), notes, and specifications shall be legible. Site plan minimum size shall be 24" x 36" and to scale 1"=20 ft. Site plan information in the title block shall match the O&M Manual Cover sheet information for the engineer of records, company name, facility name, etc., in addition to sheet number, drawing title (Overall Sewers Site Plan), and date. The pump station plan view and profile plan(s) required in Section 2 shall be 11" x 17" minimum size or larger, plan view and profile in separate sheets for 11"x17" drawing size, and title block information matching site plan as applicable. The drawings shall be legible and the notes and specifications with a font size legible according to the plans size herein indicated. Otherwise, 24" x 36" plan(s) size shall be submitted for the pump station plan view and profile. Plan(s) shall be in accordance with the sample pump station Fig 1, 2, and 3 in this sample manual.
- Gravity sewers, manholes, pump station(s), force main(s), etc. located in a utility easement shall be specified as "Public". Manholes numbers shall be shown / specified according to the approved SE plans or/and as built plans and in sequence.

Gravity sewers, manholes, pump station(s), force main(s), etc. that are in private property and not located in a utility easement shall be specified as "Private". Manholes numbers shall be shown / specified according to the approved SE plans or/and as built plans and in sequence.

- The new pump station(s), manholes, force main(s), etc., proposed to be certified shall be specified as "private" or/and "public" according to the SE construction-permit approved plans and as-builts. Changes in pump station status shall be coordinated with W&WD.
- Any existing gravity sewer piping, manholes, pump station(s), force main(s) located in the property where the new sewer system is proposed to be certified shall be shown and specified as "Existing Private" or "Existing Public"; e.g., existing private 8" PVC, 120 LF. A symbol legend with clear specifications shall be accepted replacing the note "existing private or public".
- The new gravity sewer piping, manholes, pump stations(s), force main(s) proposed to be certified shall be specified as "New Private" or "New Public"; e.g., new gravity 8" PVC, 120 LF. A symbol legend with clear specifications shall be accepted replacing the note "new private or public".
- The point(s) of connection (POC) at public sewer system for a private sewer gravity(s) or/and pump station(s) / force main(s) system(s) shall be shown. ALL EASEMENTS SHALL BE SHOWN IN THE SITE PLAN AND IDENTIFIED WITH THE UTILITY NAME (e.g. WASD-UTILITY EASEMENT, etc.). A visible/legible specifying the utility that serves the property where the sewers proposed to be certified are located shall be included in the overall sewer plan(s) (e.g., "WASD Utility, Miami Beach Utility, etc., serves this property").

Section 1.

Bldgs location, name, number, and layout must match the current property information and asbuilts. Specify the SE number(s) related to each part(s) of the shown sewer system (existing or/and new sewers).



Provide note "Sewer system served by utility name"

New or existing private or / and public gravity sewers as applicable to the facility/ parcel(s) and PSO application (Typical)
Private sewer pipes in a utility easement shall be specified public accordingly.

SAMPLE

P/L Provide Folio #(s)

Remark: Show and specify all easements in private property where the public gravity sewers, force mains, and PSs are located.



New or existing private or/ and public pump station(s) and force main(s).

Sample 1

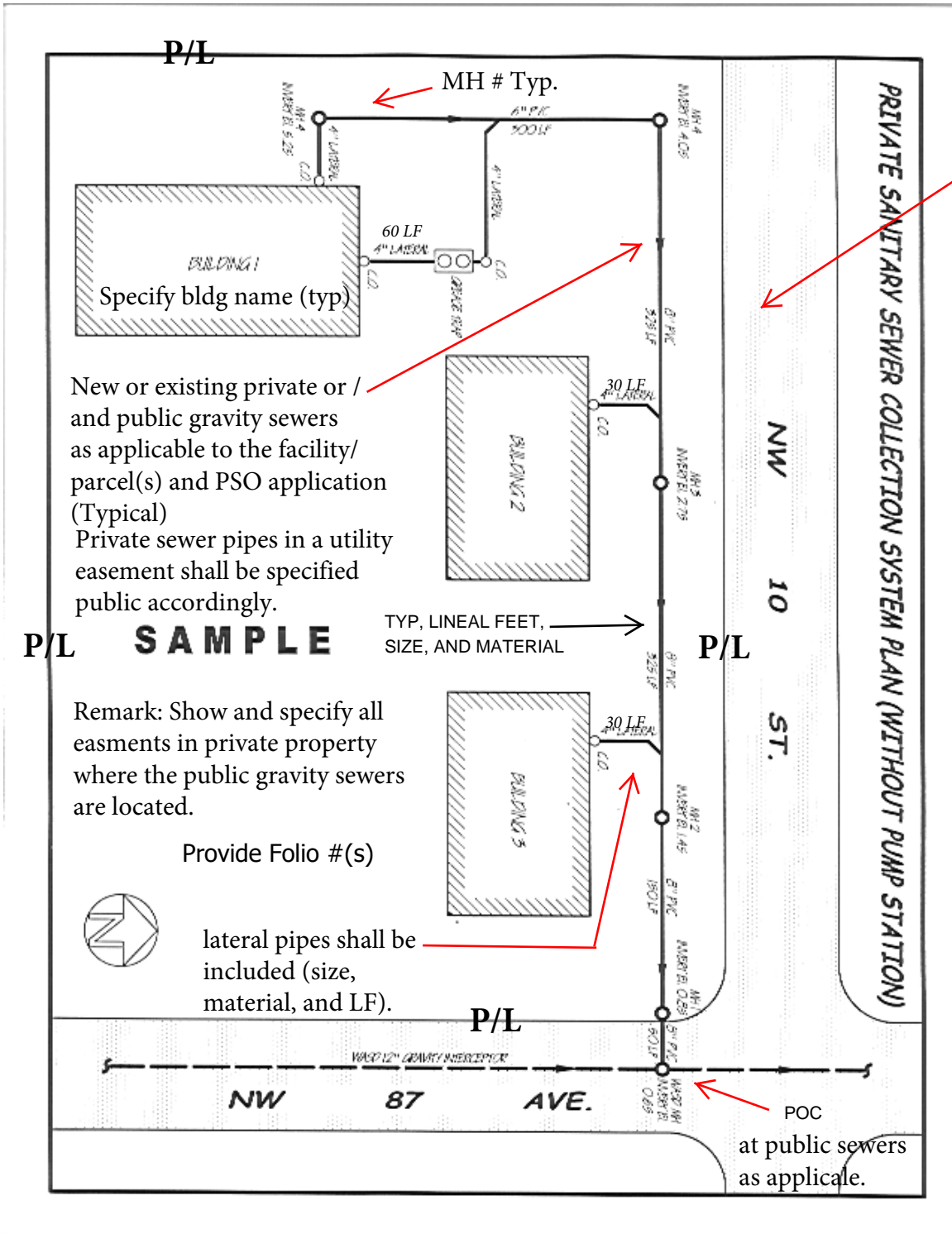
SHEET 1 of 2 Sunset Rotal Apartments 7399 SW 119 Ave Miami Fl.
John Smith Engineering Date: June 10, 2009

Site Plan Name: OVERALL SEWER SITE PLAN

Show property lines for the boundary of the property(s) and listing- showing ALL FOLIOS where the sewer system (existing or/and new sewers proposed to be certified are located (Typical for Sample 2)

Section 1.

Bldgs location, name, number, and layout must match the current property information and asbuilts. Specify the SE number(s) related to each part(s) of the shown sewer system (existing or/and new sewers).



SHEET 2 of 2

Sunset Rotal Apartments 7399 SW 119 Ave Miami Fl.

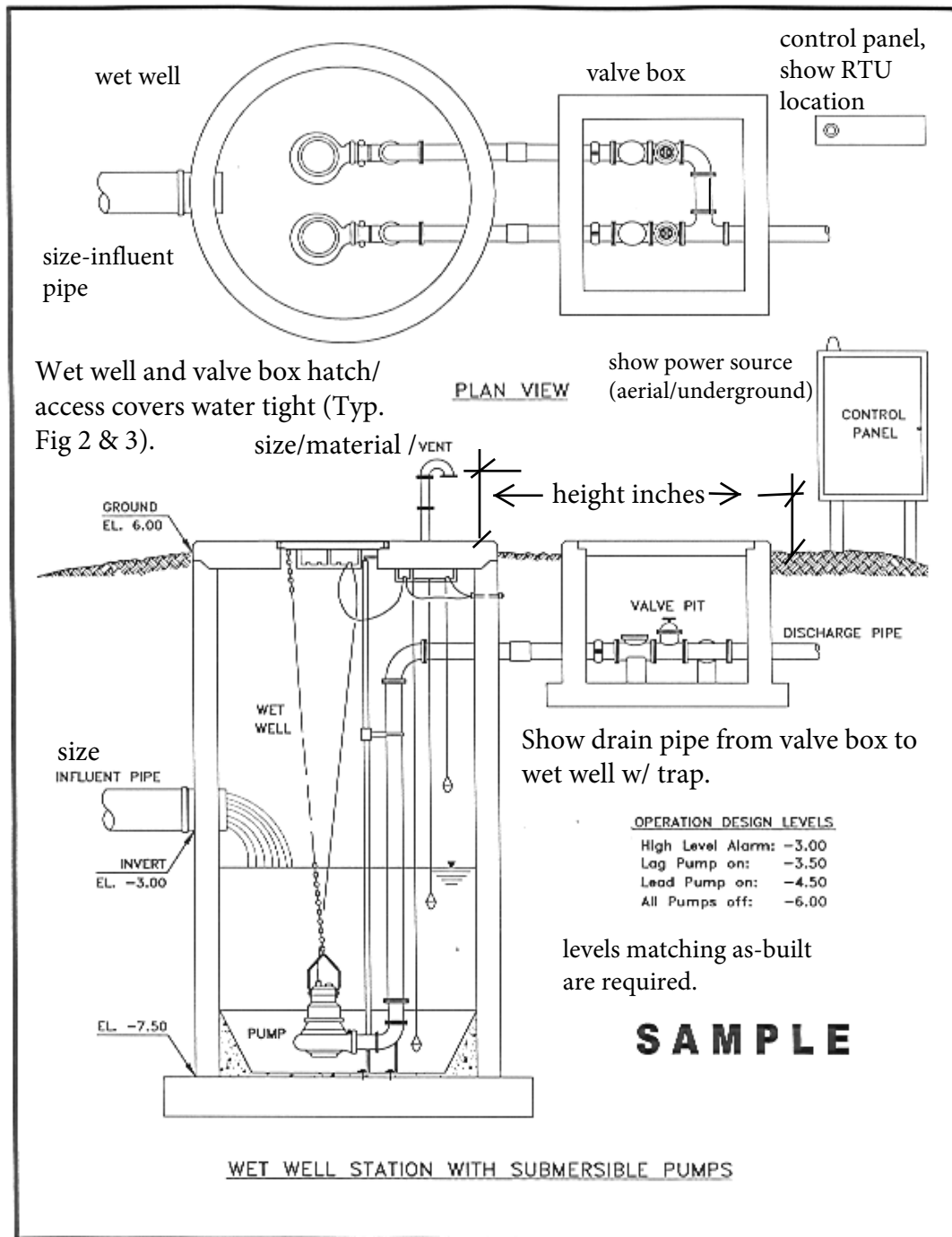
John Smith Engineering

Date: June 10, 2009

Sample 2

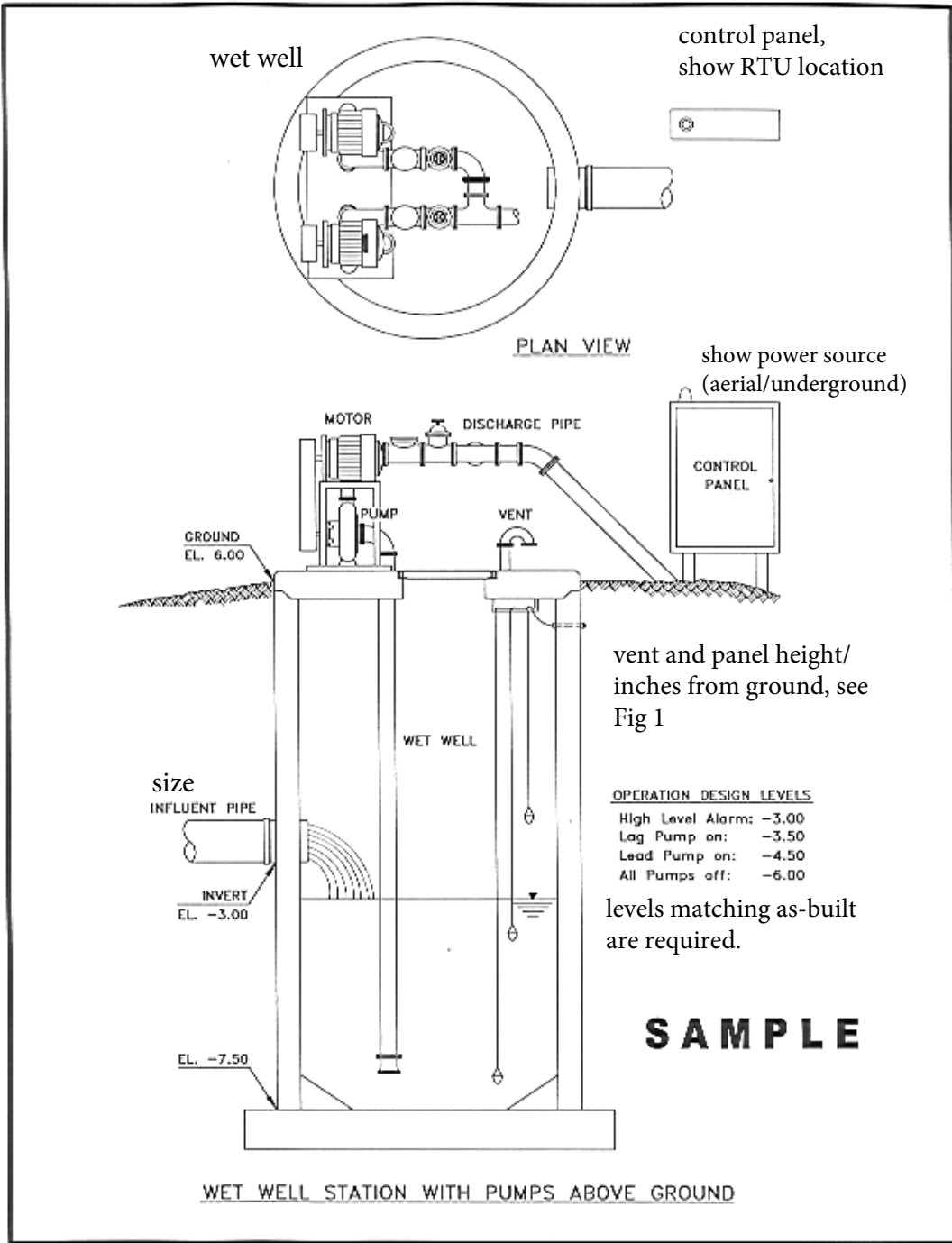
Site Plan Name: OVERALL SEWER SITE PLAN

Section 2



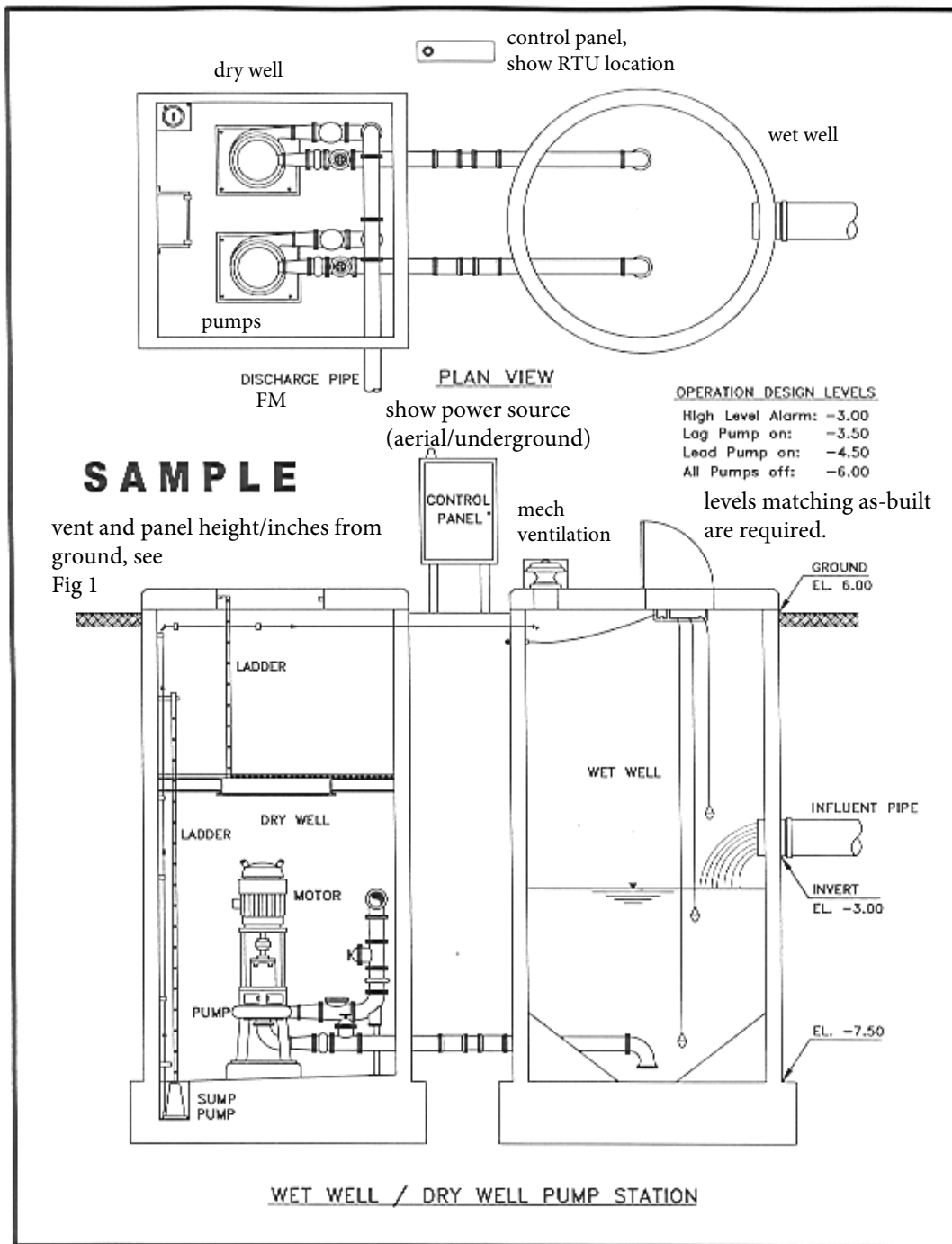
NEW PUMP STATION

FIG. 1



NEW PUMP STATION

FIG. 2



SAMPLE
vent and panel height/inches from ground, see Fig 1

NEW PUMP STATION
FIG. 3

Section 3.

Pump Station Equipment List & Specifications

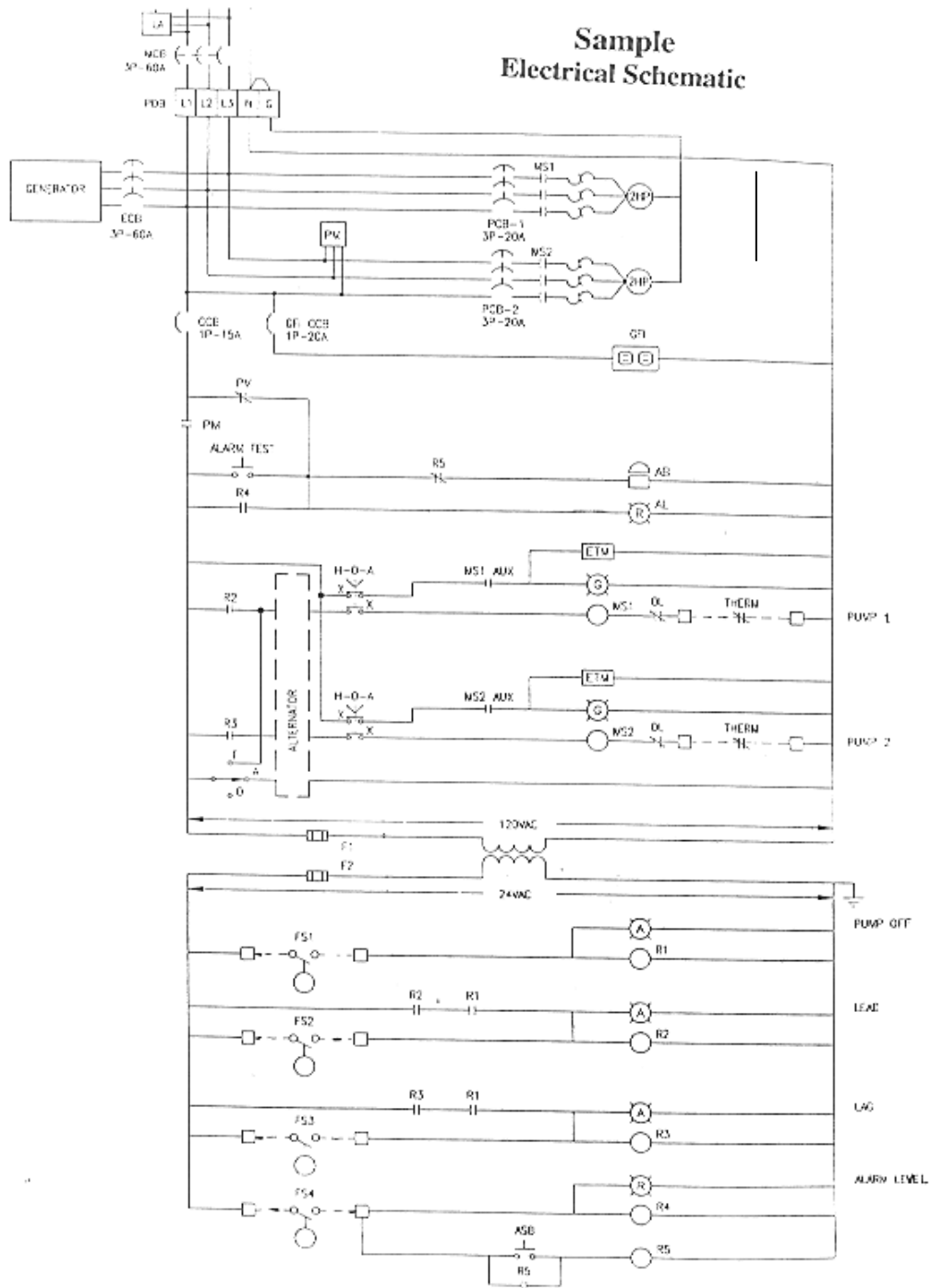
Pump Station - Emergency Contact Sign (ECS) installed as per attached Exhibit A YES_____, No_____. attached to this manual a current-picture of ECS.

- Pumps: (2) Acme model A1A/s 1800 rpm 7 ¾ inch impeller
Rated 65 gpm @ 65 foot head 5 hp
Serial numbers 1000501 and 1000502
- Motors: (2) Acme model B1A/2 1750 rpm 5 hp
240 volts 23 Amps F.L.A.
Serial numbers 2000503 and 2000504
- Control Panel: Acme Model C1A/2 control panel with audio & Visual
Alarms 100 Amp rating
Serial number 50055
- Float Switches: Acme model D2A/2 120 volt 5 amp rating
- Plug Valves: Acme model E2A/2-4" plug valves
- Check Vales: Acme model F2A/2-4" spring check valves
- Air Compressor: Acme model G2A/2, 120 volt, ½ Hp.
- Control Panel: Acme model H2A/2, two-pump control, 120/208v, 3 phase.
- ET Meters: Acme model J2A/2, non-resettable elapsed running time meter
- Pump Impeller: Model and diameter.
- Mfr. Pump
Curve-Diagram: Showing GPM / TDH pump rating and maximum/minimum capacity
and system curves with operating point, min/max points, impeller size(s)
curve(s), and HP curves.
- Remote
Telemetric Unit (RTU) Include RTU-mfr. cutsheets in manual specifying the minimum
required monitoring / alarm notificaiton points (high water level, pump
1 failure, pump 2 failure, pump station power failure, and PS control
panel alarm activation).

Remark: Pump station (PS) specifications shall be consistent with the SE construction permit plans and asbuilts. Any proposed change in the pump station capacity in the asbuilts plans shall require a RER-DERM SE permit revision before the SE certification package and O&M manual are reviewed and approved by RER-DERM. Please contact RER-DERM, Water &Wastewater Division (W&WD) (305-372-6600) for permit revision requirements.

Section 4

specify power source (aerial/underground) and
show RTU in diagram and spec's voltage/ph



Remark: A complete symbol legend / abbreviations list for all the electrical components shown, specified and listed in the electrical diagram(s) included in the O&M manual including mfr. cut-sheets shall be provided.

Section 5

Sample

Preventive Maintenance Schedule

<u>Equipment</u>	<u>Activity</u>	<u>Frequency</u>
Pump motor	Lubricate bearings	s/a
	Check running amperes	a
	Measure insulation resistance	b/a
Drive Belt	Check	m
Drive Belt	Replace	a
Pump	Check bearings	m
	Lubricate bearings	a
	Check packing	m
	Replace packing	b/a
	Check outflow pressure	a
Gate Valve	Lubricate	a/n
	Exercise	a
Check Valve	Check	s/a
Control Panel	Check for tripped breakers	m
	Check for corrosion	s/a
	Tighten connections	b/a
Bubbler system	Replace pump diaphragm or cylinder	a
	Replaced flexible air tubing	b/a
Floats	Clean	a/n
Locks	Lubricate	s/a
Hatch cover	Check	s/a
Electrical	Check indicator and alarm lamps	s/a
RPZ Check Valve	Test for proper operation	a
Property	Check, clean and maintain as req.	m
RTU	As per RTU mfr. requirements.	spec's

Schedule key: b/a – biannually; a – annually; s/a – semi-annually; m – monthly; a/n – as needed

Section 6

Sample

Corrective Maintenance Practices

Pumps

- Pumps shall be maintained in accordance with the directions of the pump manufacturer, the service / maintenance agreement between the permittee and the contractor, and the PSO permit conditions.
- New seals shall be installed whenever the pump is opened for work. Clearances shall be within designated ranges.

Pump motors

- Motors shall be maintained in accordance with the directions of the manufacturer.
- Bearings shall be replaced when play exceeds manufacturers rated value or when pump is rewound. Bearings shall be installed with approved tools.

Control Panel

- All work in the control panel shall be performed in accordance with the National Electrical Code, NFPA 70.
- Failed components shall be replaced with equal components carrying UL approval, when such components are of a type so reviewed.

Float Switches

- Float switches, which fail in service, shall be replaced with new switches.

Section 7

Sample

Reporting Procedures

Elapsed Time (ET) Meter Readings

- ET Meters shall be read monthly and reported/submitted to the RER – Water & Wastewater Division (W&WD) - PSO Program, via the WEB Application specifically created for the submittals (see reporting guidelines in Section 10 of this manual). An authorization letter is required from the permittee when a person, company, etc., shall report the ET readings in behalf of the permittee. Contact W&WD (305) 372-6600 for requirements and a sample letter.
- A copy of the WEB Application Guidelines is attached to this Manual in Section 10. Pump(s) readings shall be reported according to PSO specific permit conditions.

Changes in the **sanitary sewer collection system (SSCS)**

- All changes in the length of pipe sections, pipe sizes, manholes, pump station, etc. of the wastewater collection / transmission system (WCTS) must be reported to RER- Water & Wastewater Division - PSO Program (305) 373-6600.
- You must submit a new site plan of the wastewater collection/transmission system, within 60 days of the effective date of the changes, showing the existing sewer lines as well as the new sewer lines (or changes). Submittal shall be according to PSO permit conditions and the site plan in Section 1 of this manual.

Pump Station Log Book

- All scheduled and emergency maintenance shall be recorded in the pump-station log book according to the PSO permit conditions.
- The logbook shall be maintained at the site of the facility served, in a location protected from the weather and according to the PSO permit conditions.
- The log book entries shall be according to the PSO permit conditions.
- If the maintenance requires more than one day, the starting and finishing dates shall be recorded.
- The 8 1/2"x11" page(s) / log form(s) in the bound log book shall list the following minimum information: work description, company name that performed the work, and the completion date of the work.

Sanitary Sewer Overflows (SSOs)

- All overflows must be reported to DERM within 24 hours of the event.

- The report shall include the time and duration of the event, the actions taken to correct the overflow, and the estimated volume of the overflow. The initial reporting of the overflow shall be by verbal communication calling DERM complaint desk (305) 372-6955 within four (4) hours from the time that the event was detected by the permittee or/and his/her representative and the service / maintenance contractor. A follow up written report shall be submitted within five (5) days to DERM.

Significant equipment failures shall be reported to DERM within 48 hours of the event or otherwise indicated to the permittee or his/her representative by a DERM's inspector during an inspection of the site. Notification shall be by verbal communication to DERM complaint desk (305) 372-6600 followed by written notification. Reports shall be made for failures of the pumps, pump motors, and level control systems.

Sanitary Sewer Evaluation Survey (SSES) Annual Report:

The permittee shall submit a SEWER System Evaluation Survey (SSES) Annual Report to DERM Waster & Wastewater Division (W&WD) no later than March 1st of each calender year according to the PSO permit conditions. The report shall document all rehabilitation work completed to prevent and eliminate Infiltration / Inflow (I/I) within the collection/trnasmission system. The report format is available online at <https://www.miamidade.gov/permits/home.asp> or calling DERM-W&WD at (305) 372-6600.

Section 8

Sample

Collection System Inspection

Inspection of the wastewater collection / transmission system:

Manholes inspection:

All system manholes shall be opened and inspected for proper condition. Normal condition shall be taken to mean having a normal flow and not surcharged above the top of the outflow pipe, having inserts, and are not damaged allowing inflow/infiltration

Cleanouts inspections:

All cleanouts shall be checked to confirm that they are not damaged and properly capped to prevent inflow/infiltration.

Wastewater collection/transmission system inspection:

The permittee/property owner or his/her/its service-maintenance contractor shall perform quarterly or less inspections of the wastewater collection / transmission system to detect equipment malfunction and defects that could affect the sewer system normal operation according to the PSO permit requirements.

Ten Year Inspection Cycle:

A complete inspection of the entire collection system shall be conducted every ten years and a Sanitary Sewer Evaluation Survey (SSES) submitted to RER Wastewater Permitting Section. The Sanitary Sewer Collection System (SSCS) shall be evaluated for infiltration/inflow according to the provisions and requirements set forth in the EPA Sewer System Infrastructure Analysis and Rehabilitation Handbook. The survey shall include a smoke test and measurement of minimum system flow (Plan-B SSCS only). The second survey (2nd Cycle) was due to be turned in to DERM by November 12, 2012 (for existing PSO permits that have not submitted the SSES report), third survey (3rd Cycle - for new PSO permits) shall be turned in to DERM by November 12, 2022, and once every ten years after that date. The permittee shall contact the Wastewater Permitting Section (305) 372-6600 to verify the due date for the SSES report. Inspection work done on parts of the system after November 12, 2017, may be considered as current for the third survey. Problems discovered by the survey shall be corrected within 30 days.

Section 9

Sample

Collection System Maintenance

Cleanouts:

Broken or damaged cleanouts shall be replaced or repaired when damage is detected. Cleanouts and caps in traffic areas shall be of metallic construction.

Manholes:

Surcharged manholes shall be corrected when detected. Surcharges caused by surcharges in the public utility shall be reported immediately to the public utility and to DERM. Surcharges created within the facility shall be cleared by jetting the downstream piping as required. Incorrect slopes shall be re-laid to the correct slope.

Manholes without flow shall be flow tested from upstream to confirm flow capacity, unless the manhole is at the end of the line.

Pipes:

Leaking pipes shall be repaired by the best appropriate means. Intruding roots shall be removed where located, and the opening grouted. Broken sections of pipe shall be replaced when detected.

Requirements for Service / Maintenance Agreement between permittee and contractor:

1. According to the PSO permit conditions, a service / maintenance agreement between the permittee and the contractor company providing the service / maintenance to the private wastewater system shall be attached to this manual as an Exhibit or separately submitted to DERM for sewer extension (SE) permits-certification of completion applications.
2. The service/maintenance agreement is ONLY applicable for wastewater systems proposed to be certified and requiring a Private Sewer Operating (PSO) Permit. Please contact W&WD-DERM for PSO permit requirements at (305) 372-6600 or Pablo Asencio-W&WD (305) 372-6431, email pablo.asencio@miamidade.gov.
3. The service / maintenance agreement is required for new PSO permits.

4. In addition, the service-agreement is required for facilities with current PSO permits and existing facilities without current PSO permits that have a wastewater system modified by a SE permit-certification of completion application and as a result of the current PSO permit or the existing facility wastewater system modification, the current PSO permit requires to be modified or the existing facility without a operating permit requires a new PSO permit.

5. If a facility has a current PSO permit and the service / maintenace contractor listed in the PSO application and submitted in the service agreement is not the company listed in DERM's permit-records, a new agreement is required to be submitted for approval.

6. The service and maintenace agreement between the permittee or an authorized person, Corp, LLC, LLP, etc, shall include the following PSO permit conditions requirement:

a) The collection and transmission wastewater system shall be inspected no less than quaterly.

b) Any wastewater overflow(s) shall be addressed by the service/maintenance contractor within 24 hours from the date and time that the overflow condition(s) is identified.

c) Service / maintenance contractor(s) with main business office located out of Miami-Dade County shall provide evidence in the service agreement that they have the capabilities to respond to a wastewater overflow according to requirement in b) above and PSO permit conditions.

7. As an option to the permittee signing the service agreement, a certified letter from the property owner authorizing an officer of a Corp, LLC, LLP, etc., that operates the wastewater system to sign the agreement in behalf of the permittee shall be attached to the service agreement.



Section 10

ET WEB Filings Application

Miami-Dade County

RER - Environmental Resources Management

Pump Station Information

RER – Environmental Resources Management - Revised 8/20/2012



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ET Filing Application

REQUIREMENT – ABOUT

As required by the Environmental Protection Ordinance (Chapter 24 of the Miami-Dade County Code) and Specific Condition No. 2 of the Private Sanitary Sewer Operating (PSO) Permit, all permitted facilities that have a private sanitary sewer pump station(s) must collect monthly Elapsed Time (ET) readings and submit to **RER – Environmental Resources Management** by the 14th day of the following month.

The ET data is necessary in order to maintain current and updated information regarding the operating conditions and moratorium status of the private sanitary sewer pump station(s).

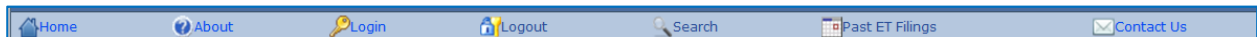
The application runs from the following WEB address:

https://derm.miamidade.gov/rer/pso_psu_et_filings/

*Note: As with all secured internet applications, after **15** minutes of inactivity the system will automatically log off the user. **Please make sure you use the underscore (_) when entering the WEB address.***

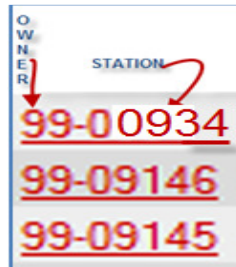
Step 1 - Login

From the **HOME** Screen the application has menu options at the top; the starting point is the Login Screen.



The ET application is for authorized users only. The Web Application system requires a User Name and Password in order to maintain and/or submit the ET readings data. The **User Name** is defined by the combination of the **pump station owner ID** and the **PSO pump station permit number**. The default pump station owner ID for ALL private Pump stations is **99**. The **PSO pump station permit number** must be entered as a five character number; you must enter zeros in front as necessary. The **User Name** format shall be as **99-XXXXX**. If your permitted facility has two or more pump stations, you must add the letter A, B, C, etc., at the end of the User Name.

As an example, if your PSO permit number is 438, your User Name shall be: 99-00438. If your PSO permit number is 452 and you have two pump stations (A and B), the User Names for your two pump stations shall be as: 99-00452A and 99-00452B.



The first password is **temporarily** set and the Web Application user will be given the ability to change the password. First time users may call the PSO program at 305-372-6600 for the first password. You may also request your password via e-mail to: PSO@miamidade.gov You must provide the facility's **PSO Permit Number** in your e-mail. In the event the user is unable to log on to the system the '*Forgot your password?*' link will auto launch an email so that the user can request the password update.

LOGIN

[Forgot your password? Click here?](#)

User Name:

Password:

Note: This system is for authorized users only.

Note: As with all secured internet applications, after 15 minutes of inactivity the system will automatically log off the user.

Changing Password

A link to the Change Password screen is available from the menu. We recommend that the initial password be changed so that a unique and secure password is established by the account user.

CHANGE PASSWORD

Pump Station Information

Old Password:

New Password:

Confirm Password:

We recommend you follow our Complexity Requirements when choosing a new password:

- Passwords must be comprised of three of the following four elements:
 - An upper case character (A-Z)
 - A lower case character (a-z)
 - One numeral character (0-9)
 - A special character (1@#\$%)

Step 2 – Searching for a Pump Station Record

Once logged onto the system the application will launch the ‘**Search**’ screen displaying the pump station owner and pump station number. A detailed grid illustrates the station address, category and moratorium status. An appendix provides the details on Category and Moratorium codes. The **hyperlink** on the grid provides the **link** to the ET reading information screen.

SEARCH:

Pump Station Information

Pump Station Owner:

Pump Station Number:

Sort Order:

Click Here Enter Data:	Category:	Address:	Moratorium:	Moratorium Date:
99-00934	ET	8865 SW 16 ST/M-DCPS-MIAMI CORAL P	IN	
Select Hyperlink to enter data				

Step 3 – Elapse Time & Reading Information

The ET’s information screen will be used to enter readings. The screen is divided into **4** areas, **Pump Station information and Note**, **Previous Readings Information**, **Current Readings Information and Comments** and **Action Buttons**.

Area 1 contains the station details and its associated number of meters/pumps.

Area 2 contains the previous month’s reading for the pump station and its associated meters. This area is for VIEWING purposes the last reading information CANNOT be changed.

Area 3 contains the Current Readings Information. This is the area used to enter the current month's reading and any associated comments.

Area 4 contains the buttons used to save or cancelling data entry.

ET'S INFORMATION

Pump Station: 99-00934
 Address: 8865 SW 16 ST/M-DCPS-MIAMI CORAL P # of Pumps: 2

Note: All electronic submittals are considered original documents and the person and/or corporation submitting the electronic file is considered the corporate official or authorized representative, who shall be responsible for the validity of the information provided.

Previous Readings Information:
 Reading Date: 1/1/1858 ET Meter 1 Reading: 1 ET Meter 2 Reading: 1

Current Readings Information:
 Reading Date: [] ET Meter 1 Reading: 0 ET Meter 2 Reading: 0

Comments: []

Area 4 Action Buttons: Save & Continue, Save & Go Back to PS List, Save & Logout, Don't Save and Return to List

Area 1 Station Info and Note (points to Pump Station/Address)

Area 2 Previous Month's Info (points to Previous Readings Information)

Area 3 Current Readings and Comments (points to Current Readings Information)

NOTE: All records were entered with a previous reading of 1/1/1858

Area 3 - Entering readings

- o tab to the **Reading Date**, select month and date for the *first* new reading using the Calendar pop up (always enter **OLDEST TO NEWEST**):

Current Readings Information:
 Reading Date: [] ET Meter 1 Reading: 0

Calendar: December, 2011
 Today: December 1, 2011

	1	2	3	4	5	6	7	8
	DATE	READING PUMP 1	TIME PUMP 1 (hours)	READING PUMP 2	TIME PUMP 2 (hours)	# OF DAYS IN PERIOD	TOTAL TIME PUMP 1 + PUMP 2	AVG. DAILY OPERATING HOURS
First Row corresponds to the Last ET Reading Submitted to DERM								
1	8/16/2011	002353.35	N/A	002718.47	N/A	N/A	N/A	N/A
2	9/15/2011	002354.73	1.38	002718.48	0.01	30.00	1.39	0.05
3	10/28/2011	002357.52	2.79	002718.49	0.01	43.00	2.80	0.07
4	11/28/2011	002359.48	1.96	002718.49		31.00	1.96	0.06

NOTE: The first time you use this application you'll need to enter June and July 2012 data. Enter oldest to newest June then July and report to PSO program staff.

- o tab to **ET Meter 1** and enter meter reading, continue pressing tab until all meters have been reported:

ET Meter 1 Reading:	ET Meter 2 Reading:
<input type="text" value="10"/>	<input type="text" value="12"/>

Entering Comments

- o Tab to the Comments area and enter comments such as pumps are out of service, meters replaced, etc. There is no spellcheck for this field.
- o Enter Comments as needed

Comments:

This is the reading for Meter 1 and Meter 2 for December 2011

Area 4 - Saving Entries

- o **Save and Continue** – saves the entered data and displays the newly entered data in the previous reading info. The application will return message stating 'Record has been Saved', additional reading can be saved.

Save & Continue
Save & Go Back to PS List
Save & Logout
Don't Save and Return to List

The record has been saved.

- o **Save & Go Back to PS List** – saves the entered data and goes back to the pump station list screen. The user has the ability to enter data for other stations.

Save & Continue
Save & Go Back to PS List
Save & Logout
Don't Save and Return to List

The record has been saved. The pump station List is displayed.

- o **Save & Logout** – saves the entered data and logs the account off the system.

Save & Continue
Save & Go Back to PS List
Save & Logout
Don't Save and Return to List

The record has been saved. The user account is logged off.

- o **Don't Save and Return to List** – Clears the screen and returns user to search screen. This button is also used when you want to cancel and return to the Search screen.

NOTE:

1. It is necessary that you enter at least the previous two months worth of ET Readings. For instance, if you are entering JUN & JUL-2012, you MUST enter the oldest readings first, in this case, JUNE and then JULY.



2. After you have entered the first two ET readings for the first time, please send an e-mail to PSO@miamidade.gov indicating that you have entered the first two readings. The Department requires your notification in order to assure the link of your account to the Department's database.

3. After that, you may continue entering the readings every month without having to notify the Department.

Rules to Remember

- o Each new reading must be later than all previous readings
- o Meter readings cannot be blank. If the reading is the same as the previous month, you must still enter it.
- o Current and previous readings cannot be exactly the same
- o System does not allow changes to previous readings.
- o Reading dates are required.
- o Only authorized users can enter data.
- o All electronic submissions are considered original documents.

OTHER SCREENS

History

Past ET Filings entries can be retrieved by selecting the menu option. A grid with the ET information will be displayed:

PREVIOUS ET'S FOR: 99-0934													
Reading Date	Meter 1	Meter 2	Meter 3	Meter 4	Meter 5	Meter 6	Time 1	Time 2	Time 3	Time 4	Time 5	Time 6	#
11/30/11	10.00	10.00	0.00	0.00	0.00	0.00	10.00	10.00	0.00	0.00	0.00	0.00	-1
11/28/11	5.00	10.00	0.00	0.00	0.00	0.00	-5.00	0.00	0.00	0.00	0.00	0.00	-2
1													

[Return to ET Information](#)

Note: ET data will only appear based on number of pumps. This screen is used by PSO staff for monitoring.

Contact

There's a **Contact Us** menu option which provides a link to the program's email and telephone. If you want to discuss program specific data please feel free to contact PSO Program office via email at psa@miamidade.gov or call our office at 305-372-6600.

Appendix

Pump Station Moratorium Codes:

OK	The pump station is not under moratorium and is in compliance with EPA Regulations (Projected NAPOT less than 10.00 hours). Pump stations are switched from AC to OK if twelve (12) months after the proposed plan of corrective action was completed the station's Projected NAPOT is less than 10.00 hours. Certifications may be issued without conditions.
TM	Temporary Moratorium. A station is placed under TM status whenever the Projected NAPOT is larger than 10.00 hours. Since the computer database recalculates the Projected NAPOT on a daily basis, the TM status is also updated on a daily basis. No allocation letters are issued while the station is under TM status. If by the end of the month the station's Projected NAPOT is still larger than 10.00 hours, the moratorium status will be changed to IM or IN or AM, whichever applies.
IM	Initial Moratorium. A station is placed under Initial Moratorium when the Projected NAPOT is larger than 10.00 hours and the station's previous moratorium was "OK". The utility, or station owner, shall submit a plan of corrective action to bring the station back in compliance with the federal criteria. Certifications will not be issued.
IN	Incomplete. Pump station data is incomplete, or NAPOT history (ET monthly readings) is missing. In this case, the number "999.99" will appear in the NAPOT field. No new sewer certifications will be granted until the utility corrects this condition.
CM	Conditional Moratorium. A station will be placed under CM status if the station is operating above the legal Projected NAPOT of 10.00 hours and a plan of corrective action has been submitted. New certifications will be granted with the condition that the corresponding municipality shall not issue certificates of occupancy or completion until the proposed plan of corrective action is completed and implemented as planned. DERM will issue a written notification (Stopped Release) once the pumping station's improvements are completed.
CH	Completed and on Hold. The proposed plan of corrective actions was recently completed. However, there has not been enough time for the improvements to show a decrease on the monthly ET reports. Therefore, the station will remain under CH moratorium until the following ET monthly reports show a trend downward. Certifications will not be issued.
AC	Approved and Corrected. The proposed plan of corrective actions was recently completed and the corrective actions taken have resulted in a reduction of the most recent monthly totals (last three months). Under the above conditions even if the yearly NAPOT is still above 10.0, the station is considered to be approved, on the basis of the corrections completed. Certifications may be issued without conditions.
AM	Absolute Moratorium. A station is placed under Absolute Moratorium if twelve (12) months after the proposed plan of corrective action was completed the station's NAPOT is still larger than 10.0 hours. Also, a station will be placed under Absolute Moratorium if the station and/or the sewer service area is experiencing chronic sanitary sewer overflows or causing sanitary sewer overflows downstream from the station. Certifications will not be issued.

Pump Station Category Codes:

ET	Elapse Time – used for tracking pump running time
FLOW	Flow – default measurement for station