

Table of Contents for O&M Manual for Cape Dorset Sewage Lagoon

1.0 INTRODUCTION

1.1 Purpose

- Manual will be based on the “Guidelines for the Preparation of an Operation and Maintenance Manual for Sewage and Solid Waste Disposal Facilities” (MACA 1996)

1.2 Site Setting

- Will include description of Cape Dorset and climate data

1.3 Population Projection

- 20-year population projection, for lifespan of lagoon

1.4 Contact List

- Contact names and phone numbers for individuals in charge of operation of sewage lagoon

2.0 BACKGROUND

2.1 General

- Description of sewage treatment facility, sewage collection and transport

2.2 Sewage Production

- Will include sewage production estimates for the community (based on water use)
- Will include estimates of sewage composition (BOD₅, TSS, NH₃, Total Phosphorus, Total coliforms)

3.0 SEWAGE SYSTEM

3.1 Manual Organization

- Description of how manual is organized

3.2 Equipment

- List of equipment used during operation of the sewage lagoon

3.3 Site Personnel

- Titles of personnel responsible for site will be provided (SAO, Public Works Supervisor, etc.)

3.4 Operational Procedures

3.4.1 Basic Operations

- A description of the following operations will be provided:

- Sewage collection
- Sewage disposal
- Discharging to P Lake, including any guidelines/criteria indicated in license

3.4.2 General Sampling Guidelines

- General sampling guidelines for collection of water samples will be provided
- Guidelines for soil, sediment and biota samples will be provided, if required in license

3.4.3 Record Keeping

- Minimum requirements for record keeping will be listed
- Sample log sheet will be provided in Appendix

3.4.4 Special Considerations

- A description of SNP stations, frequency and required analyses will be provided

3.4.5 Health and Safety

- Will include a list of general health and safety precautions

3.5 *Maintenance Procedures*

3.5.1 Sewage Trucks and Holding Tanks

- Maintenance activities to keep sewage trucks in good repair

3.5.2 Access Road and Truck Pad

- Will include list of routine maintenance activities for access road and truck turnaround pad

3.5.3 Fence Signs

- A description of any signs requiring installation will be provided
- Routine maintenance of signs

3.5.4 Drainage

- Truck pad at sewage discharge point will be graded such that any wastewater spilled during off-loading will flow into lagoon

3.6 *Operational and Maintenance Summary*

- This section will include a summary of daily, weekly, monthly and yearly duties
- Flow charts will be created, to assist operators with multi- phased procedures

4.0 EMERGENCY RESPONSE

4.1 *Spill Contingency Plan*

- This section will include a set of instructions to be followed in the event of a sewage spill. It will include the following:
 - Quantities and location of bulk fuel storage and hazardous materials
 - Names and contact information for personnel involved in spill response
 - A general set of instructions to be following when initially responding to a spill incident
 - Reporting procedures
 - A copy of the spill report form
 - Action plans for specific spill situations (i.e. fuel spill, sewage spill, other possibilities)
 - A list of available equipment for spill response

4.2 *Contingency Plan*

- This section will include a set of instructions to be followed when the road to the sewage lagoon is impassable. It will include:
 - A description of regular operations
 - Names and contact information of personnel involved in operation of the sewage lagoon, and who is to decide to implement alternative operations
 - A description of alternative operations, when road to lagoon is impassable
 - A map showing road to P-Lake lagoon, and alternative destination

5.0 REFERENCES

- A list of references used in preparation of the O&M Manual

List of Figures (others may be included)

Figure 1: Map of Cape Dorset, Showing Sewage Lagoon Location

Figure 2: Detailed Drawing of Sewage Lagoon

Figure 3: Location of Monitoring Stations

List of Appendices (others may be included)

Appendix A Hamlet of Cape Dorset Water License

Appendix B Photos of Sewage Lagoon

Appendix C Sample O&M Log Sheets