A close up of a sign

Description automatically generated**Department of Environmental Quality**

**Environmental Complaints and Local Services**

**TOTAL RETENTION LAGOON MONTHLY OPERATION REPORT**

Facility Name: County: Facility ID:

Mailing Address:

Mailing Address City State Zip

Physical Location:

Physical Location City

Month: Year: Population served this month:

**Instructions for filling out this report and the monthly bypass summary are on page 2**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Day | Influent  (gallons) | Rainfall  (inches) | Freeboard  (feet) | Color | Odor | Collection System, Pump Station, and Lagoon Cell  Operation & Maintenance Activities  **OAC 252:619-3-1 & OAC 252:619-3-2** |
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| 31 |  |  |  |  |  |  |
| TOTAL: |  |  | Total number of bypasses: | | | Total gallons bypassed: |

Operator (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Certification Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Operator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# All bypasses must be reported to 1-800-522-0206

# Retain MOR on site for 3 years – subject to DEQ inspection (OAC 252:619-1-4(f))

**Category 4 and 5 Reuse Systems must also complete Form #627-001**

**Influent**: influent is the daily volume of water (in gallons) entering the primary cell; influent volume should be monitored daily and measured directly with a flow measurement device like a Parshall flume, a calibrated magnetometer, or calibrated pumps and run-time meters (**OAC 252:656-9-2(d)(1) & OAC 252:619-3-2(g)**); if a flow measurement device is not available, contact ECLS TRL Section at 405-702-6100.

**Rainfall**: rainfall should be reported in inches of rainfall each day. Daily rainfall can be measured by a rain gauge which is located somewhere within the collection system or treatment cells or from the nearest Mesonet station.

**Freeboard**: the freeboard in the cell with the least amount of freeboard should be reported on the MOR. Freeboard is the vertical distance from the water surface to the level at which water begins to overflow a dike (**OAC 252:619-1-2**); every cell in a TRL is designed to maintain at least three feet (3’) of freeboard all year round (**OAC 252:656-11-3(b)(4)** & **OAC 252:619-3-2(b)**). Each cell should have a pond level gauge with the overflow level visibly marked (**OAC 252:656-11-4(e)**). When there is less than three feet (3’) of freeboard in any cell, contact your local DEQ representative for technical assistance or the ECLS TRL Section at 405-702-6100.

**Color**: examples – green, gray, brown, black, red, purple, or yellow

**Odor**: examples – earthy, none, sewer, sulfurous, rotten egg

**O&M Activities (OAC 252:619-3 and the O&M Manual for OAC 252:656-3-10)**: mowing, slope maintenance, erosion repair, tree and varmint removal, fence or gate repair, sign repair, access road maintenance, **pump station repair**, alarm test/repair, backup power repair/test, **manhole maintenance**, smoke testing, collection line tv inspection, cleanout cap repair, other **collection line maintenance,** and **bypass** reporting (**1-800-522-0206**) and elimination (location, volume, duration, cleanup, lime application, et al.).

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| Bypass Date | Location | Volume | Called-In  1-800-522-0206 | Submitted Written Report  DEQ Form #619-011 |
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| Date | Location | Collection System or Pump Station Maintenance Performed |
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Contact your local DEQ representative or the ECLS TRL Section for technical assistance at 405-702-6100