

Appendix 5

Sewage Disposal Facilities O&M Plan Template

MVLWB

Operation and Maintenance Plan Templates for Municipal Water Licences: Sewage Disposal Facilities

Plan prepared:



Mackenzie Valley Land and Water Board

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Operation & Maintenance Plan Templates for Municipal Water Licences: Sewage Disposal Facilities

Table of Contents

#	Section Title	Page
1.	Site Description	1
2.	SDF Staff	2
3.	Security and Control	3
4.	Wastewater Generation and Conveyance	4
5.	Influent Wastewater Quality	4
6.	System Capacity and Design Data	5
7.	Effluent Discharge	5
8.	Sludge Management	7
9.	Surface Water Management	8
10.	Record-Keeping	8
11.	Water Quality Monitoring	9
12.	Surveillance Network Program	12
13.	Additional Information Required	12
14.	Additional Comments or Notes	13
Schedule A	Mechanical Wastewater Treatment Plant	
Schedule B	Natural Lake Lagoons	
Schedule C	Engineered Lagoons	
Schedule D	Exfiltration Systems	

Operation & Maintenance Plan Templates for Municipal Water Licences: Sewage Disposal Facilities
General Questions: All System Types

If you have any questions about this document, please contact your regional Manager of Community Infrastructure Planning.

1. Site Description

Date this plan was prepared:

Definitions:

- **Mechanical Plant:** a constructed system with mechanical parts such as tanks, pumps, blowers, screens, and grinders.
- **Natural Lake Lagoon:** a natural lake being used as a lagoon, including lakes with minor modifications or added control structures.
- **Engineered Lagoon:** any type of constructed or artificial lagoon that is decanted at a specific point or flows continuously through a weir or other discharge structure, including all lined lagoons.
- **Exfiltration System:** a pit, trench, or lagoon that is designed to allow effluent to seep continuously through gravel, sand, or another material.

Identify the type of treatment system. Note that Schedules A through D in the Appendices have additional questions specific to each system type. Complete only the one that matches your system type.

Mechanical Plant - complete Schedule A in the Appendices.

Natural Lake Lagoon - complete Schedule B in the Appendices.

Engineered Lagoon - complete Schedule C in the Appendices.

Exfiltration System - complete Schedule D in the Appendices.

Where is the Sewage Disposal Facility (SDF) located?

Community:

Latitude:

Longitude:

Which coordinate system was used for these coordinates?

Decimal Degrees

Degrees, Decimal Minutes

Universal Transverse Mercator (UTM)

Map to include scale, north arrow, roads/access, and location of groundwater monitoring wells. Figures 1 and 4 pertain to this Template and have been attached to the WL application package. Regional topography does not reflect engineered contours.

What are the ground conditions relating to permafrost in and around the community in which the SDF is located?

- **Permafrost** – Ground that stays frozen through the summer. There is a surface layer that thaws, but underneath the ground stays frozen. (There are other definitions, but for the following question, use this one.)
- **Continuous permafrost** – There is permafrost everywhere in the area.
- **Discontinuous permafrost** – (a) There is permafrost but some areas thaw in the summer, or (b) there are some patches of permafrost, but most of the ground thaws in the summer.

No permafrost in area

Provide the name, contact information, and role for each staff member.

Role/Responsibilities

Role/Responsibilities

Role/Responsibilities

3. Security and Control

How is public access to the system controlled? (Check all that apply.)

No control

Front gate locked when facility is closed

Perimeter chain-link fence around entire facility

Locked man-door

Other:

Is the following signage posted at the SDF? (Check all that apply.) There is no signage at the SDF.

Name of facility

Notification of restriction of public access

Warning signage regarding chemicals used in the treatment process

Sign at each Surveillance Network Program (SNP) monitoring site

4. Wastewater Generation and Conveyance

Is wastewater collection done with trucks, or a sanitary sewer system (either underground pipes or utilidor)?

Trucked Sanitary Sewer Combination of sanitary sewer and trucked

Other:

If both a sanitary sewer and trucks are used, please answer both sets of questions below.

For **sanitary sewer systems**, attach a map indicating locations of lift stations and force mains including design flow rates and control points (valves).

Map attached

Annual volume of wastewater collected in piped system: m³/year

For **trucked systems**, provide the following information:

Describe the group responsible for the collection and transport of wastewater to the SDF (e.g., community staff, private contractor) and scope of service (e.g., vehicles, equipment, fuel etc.):

How many days per week is wastewater collection done?	days per week
Number of wastewater trucks available: Used daily	Truck(s)
Wastewater truck volume:	Litres
Number of truckloads delivered to lagoon per week:	trips per week
Annual volume collected by all trucks (if known):	m ³ /year

Are honeybags accepted at the SDF?

Yes No

If yes,

Estimated annual volume of honeybags: m³/year

Where are honeybags stored/disposed of?

How are hazardous wastes and other unacceptable substances kept out of the SDF?

5. Influent Wastewater Quality

Influent wastewater quality refers to the composition of the raw wastewater to be treated at the SDF.

Are water quality results available for influent (raw) wastewater quality?

Yes No

If **no**, skip this section.

If **yes**, attach the results of the sampling program.

Results attached

6. System Capacity and Design Data

Indicate the **Design Flows** for which the system was designed. If this is an existing system and **design information** (such as an engineering report) is not available, skip this question.

Monthly **design** flow: m^3

Annual (yearly) **design** flow: m^3

Indicate the Effluent Quality Criteria for which the **system was designed**. Add any additional criteria listed in the water license for the system. Skip any that don't apply. If this is an existing system and **design information** (such as an engineering report) is not available, skip this question.

pH:

Biochemical Oxygen Demand (BOD5): mg/L

Carbonaceous Biochemical Oxygen Demand (CBOD): mg/L

Total Suspended Solids (TSS): mg/L

Oil and Grease: mg/L

Fecal Coliforms: $\text{CFU}/100 \text{ ml}$

Ammonia-N ($\text{NH}_3\text{-N}$): mg/L

Phosphorus: mg/L

Acute Toxicity - Rainbow Trout $\% \text{ survival}$

Acute Toxicity - Daphnia magna $\% \text{ survival}$

Additional criteria from water license:

7. Effluent Discharge

Is treated wastewater discharged/decanted at specific times (seasonal), or does it flow all the time except when frozen (continuous)?

Seasonal Continuous

If Seasonal, indicate the duration of discharge (or decant):

Days OR

Weeks

What time of year is seasonal discharge typically done?

Indicate the average discharge flow rate: m^3/day

Indicate which of the following activities are done. Your water licence will specify which requirements apply to your system. Check all that apply.

The Land and Water Board is advised at least ten days prior to discharge of treated sewage.

The Water Resource Officer is advised at least ten days prior to discharge of treated sewage.

Land and Water Board approval is obtained prior to discharge of treated sewage.

Water Resource Officer approval is obtained prior to discharge of treated sewage.

Discharged effluent is sampled at the SNP station prior to and/or during discharge.

Where is the treated wastewater discharged?

Surface Waterbody Natural Wetland

If discharged to surface water, provide the following information:

Name of waterbody:

Average annual flow rate of waterbody (if known): m^3/sec

Attach water quality data for the waterbody upstream of the discharge point, if available.

Data attached

If discharged to a natural wetland, provide as much of the following information as possible. If this is an existing system and design information (such as an engineering report) is not available, skip any that are unknown.

Average annual discharge flow rate out of the wetland system: m^3/sec

Wetland Area: hectares

Wetland Length: m

Wetland Operating Depth: m

List the types of plants in the wetland:

Estimated Hydraulic Loading Rate: cm/day

Estimated Hydraulic Retention Time: days

8. Sludge Management

Has sludge from the treatment system ever been removed for disposal?

Yes No

How frequently is the sludge level checked?

Annually Other:

How often is sludge removal done?

Every years.

Estimated annual sludge production: m³

Briefly explain how sludge removal is done.

How is the sludge disposed of?

On-site Land Application

Off-site Land Application

Landfill

Other:

Identify/name and describe the location or facility where the sludge is disposed of.

9. Surface Water Management

Are there perimeter ditches surrounding the site to manage run-on?

Yes No

Is the site constructed with positive site drainage (minimum 1%) to minimize ponding?

Yes No

What is the distance to the nearest fish-bearing water body (lake, river, etc.)? _____ m

Describe any other surface water management at the site:

10. Record-Keeping

The following are record keeping requirements related to O&M of the Sewage Disposal Facility and should be filed as an annual report with the MVLWB no later than the date stipulated in the water license for the previous year. The annual report should include the following:

- Monthly and annual quantities of all wastewater discharged to SDF, reported in cubic metres.

How and where is this recorded?

Where are these records kept?

- A summary of volumes of effluent discharge to the environment.

How and where is this recorded?

Where are these records kept?

- A summary of volume of sludge removed from the system.

How and where is this recorded?

Where are these records kept?

- A summary of modifications and/or major maintenance work carried out on the SDF, including all associated structures. Check your water licence for specific requirements regarding modifications.

How and where is this recorded?

Where are these records kept?

- A list of spills and unauthorized discharges.

How and where is this recorded?

Where are these records kept?

- A summary of any closure and reclamation work completed during the year and outline of any work anticipated for the next year.

How and where is this recorded?

Where are these records kept?

- A summary of any studies requested by the MVLWB that relate to waste disposal or reclamation, and a brief description of any future studies planned.

How and where is this recorded?

Where are these records kept?

- An outline of any spill training and communication exercises carried out.

How and where is this recorded?

Where are these records kept?

Are records of repairs kept?

Yes No

Are records of upgrades kept?

Yes No

11. Water Quality Monitoring

The “**final discharge point**” is the point where the treated wastewater leaves the treatment system and enters the environment. What type of final discharge point does the SDF have? (Choose one.) *Note this is at the end of the treatment system, which may be different from the lagoon decant point.*

Exfiltration through berm or substrate

Natural channel outflow (i.e. discrete stream from natural lake lagoon)

End of wetlands (natural or engineered)

Engineered berm - water pumped or siphoned over berm

Engineered berm - outfall structure built into berm (gate with stop logs/pipe/spillway/notch)

Pipe outflow

Other (specify):

What are the coordinates of the final discharge point?

Latitude:

Longitude:

Which coordinate system was used for these coordinates?

Decimal Degrees

Degrees, Decimal minutes

Universal Transverse Mercator (UTM)

The “**receiving environment**” is the environment or area where the treated wastewater ends up after passing through the entire treatment system. What is the receiving environment located after the final discharge point? (Choose one.)

River/stream

Lake/pond

Ocean (i.e. water goes directly from the treatment system to the ocean, with nothing else in between)

Wetland (that is not part of the treatment system)

Land - subsurface (exfiltration)

Land - surface (overland) (e.g. a field)

Other (specify):

Name of waterbody or area, if applicable:

If the receiving environment is water (river/stream/lake/pond/ocean or similar), estimate the size of the waterbody:

What types of plants or trees are in the receiving environment? (Choose all that apply.)

Wildflowers (e.g. Butterwort, Cloudberry, Common Plantain, Common Yarrow, Fireweed, Indian Paintbrush, Mountain Avens, Prickly Saxifrage, Red Baneberry, Silverweed, Twinflower, Wild Mint, Yellow Lady's Slipper)

Aquatic plants (e.g. Cat-tail, Duckweed, Rat Root, Water-arum, Yellow Pond-lily)

Horsetails (e.g. Common Horsetail)

Sedges (e.g. Cotton-grass)

Shrubs (e.g. Black Currant, Bog Rosemary, Crowberry, Ground Juniper, Labrador Tea, Mountain Cranberry and Kinnikinnick, Prickly Wild Rose, Silverberry, Soapberry, Willow)

Trees (e.g. Black Spruce and White Spruce, Jack Pine, Paper Birch and Dwarf Birch, Tamarack, Trembling Aspen and Balsam Poplar)

Other (specify):

Has a study or sampling program been done to determine **background water quality** at the final discharge point (i.e. a study of the water in the environment before the SDF started discharging there, or at a distance from the discharge point)?

Yes No

If **yes**, provide the following information on the study.

Title of document:

Name of company or person who did the study:

Date study was completed (yyyy/mm/dd):

Attach the results of the study if available.

Background water quality results attached

Has a study or sampling program been done to assess **effluent quality** at the final discharge point (i.e. a study or sampling of the water coming out the end of the treatment system)?

Yes No

If **yes**, provide the following information on the study.

Title of document:

Name of company or person who did the study:

Date study was completed (yyyy/mm/dd):

Attach the results of the study if available.

Effluent quality results attached

12. Surveillance Network Program

Annex A of the Community's water licence, "the Surveillance Network Program", outlines the requirements for water quality/quantity monitoring for the Sewage Disposal Facilities.

13. Additional Information Required

For **Mechanical Plants**, complete Schedule A below.
For **Natural Lake Lagoons**, complete Schedule B below.
For **Engineered Lagoons**, complete Schedule C below.
For **Exfiltration Systems**, complete Schedule D below.

Schedule C is attached, the other Schedules do not pertain to the Colville Lake SDF.

14. Additional Comments or Notes

If there is any additional information that was not covered or didn't fit in the sections above, please include it here.

Operation & Maintenance Plan Templates for Municipal Water Licences: Sewage Disposal Facilities

Schedule C: Engineered Lagoons

Schedule C

Operation & Maintenance Plan Templates for Municipal Water Licences: Sewage Disposal Facilities Schedule C: Engineered Lagoons

Complete this document for Engineered Lagoons only.

If you have any questions about this document, please contact your regional Manager of Community Infrastructure Planning.

1. Site Description

Community:

2. System Design

Attach one of the following drawing options with the documents you are submitting. As-built drawings are preferred, if available. All drawings are required to have scales and north arrows (for plan views).

Indicate what type of drawings are attached:

As-built drawings of the facility prepared by a Professional Engineer or Geoscientist registered with NAPEG.

Design drawings stamped by a Professional Engineer or Geoscientist registered with NAPEG.

Scaled site plan with an air photo.

3. Treatment System

Attach simple schematics showing the individual units and flow sequence (e.g., process flow diagram, hydraulic profile of the lagoons or exfiltration system).

Schematic attached A schematic was not available.

Number of cells in engineered lagoon system: Provide construction details

for each cell. Please see Page 13.

	Units	Cell 1	Cell 2	Cell 3	Cell 4
Lagoon length (at top of berm)	m				
Lagoon width (at top of berm)	m				

	Units	Cell 1	Cell 2	Cell 3	Cell 4
Lagoon length (at base of lagoon)	m				
Lagoon width (at base of lagoon)	m				
Lagoon area (length multiplied by width at top of berm)	hectares				
Liquid operating depth	m				
Sludge depth allowance	m				
Active volume	m ³				
Hydraulic retention time	days				
Freeboard depth	m				
Berm height	m				
Berm top width	m				
Interior berm side slope (horizontal : vertical, e.g. 3:1)	slope				
Exterior berm side slope (horizontal : vertical, e.g. 3:1)	slope				
<p>What type of liner does the lagoon have?</p> <p>None HDPE LDPE Clay Composite Sodium Bentonite</p> <p>Other:</p> <p>What type of liner do the berms have?</p> <p>None HDPE LDPE Clay Composite Sodium Bentonite</p> <p>Other:</p>					

Are flow control structures used in the lagoon system?

Yes No

If yes, identify type, quantity and purpose of control structure (inlet, interconnection of cells, cell drain/discharge etc.) (Check all that apply.)

Stop logs

Quantity:

Purpose of structure:

Valves

Quantity:

Purpose of structure:

Other control structures

Specify control structure:

Quantity:

Purpose of structure:

4. Sewage Disposal Facility O&M

The following provides a list of typical operation, maintenance and monitoring activities applicable to a water license.

Indicate the frequency of each of the following activities at the facility.

	Never	Daily	Weekly	Monthly	Annually	Other (specify)
Monitoring of the colour of the liquid in the lagoon as an indication of performance.						
Monitoring of water levels to ensure the minimum freeboard limit of 1 m (or as approved by the Board) is maintained.						
Removal of floating debris, algae and plant growth.						

	Never	Daily	Weekly	Monthly	Annually	Other (specify)
Inspection of dams, dykes, berms and liners for damage by animals, vegetation growth or erosion.						No formal inspection.
Measurement of sludge levels.						
Removal and disposal of accumulated sludge.						
Inspection of inlet, interconnecting valves, outlet and truck discharge structures for damage, blockage, settlement or erosion.						
Monitoring for damage to fencing/signage and gate.						
Monitoring damage to monitoring wells.						
Monitoring damage to traffic barriers.						
Inspection, grading and reshaping of access road and truck pad.						Repaired when needed
Monitoring and clearing of drainage ditches and culverts (if applicable).						Repaired when needed
Other monitoring activities:						

5. Closure and Reclamation Plan and Post-Closure Monitoring Plan

If not already submitted, a Closure and Reclamation (C&R) Plan shall be submitted when required by the MVLWB (typically required at least six months prior to closure).

The C&R Plan shall include, but not be limited to, the following details:

- An implementation schedule;
- Contaminated site remediation;
- Hazardous waste management;
- Leachate prevention;
- Maps delineating all disturbed areas, borrow material locations, and site facilities;
- Consideration of altered drainage patterns;
- Type and source of cover materials; and
- Future area use.

Additional considerations shall include:

- Any and all structures to be reused if possible, otherwise proper disposal shall be ensured;
- Equipment that is not required during the C&R phase shall be removed from site; and
- Signage shall be placed at the entrance that indicates that closure and reclamation are in progress and the facility is no longer accepting waste. Alternative locations for waste disposal shall be provided.

Post-Closure Monitoring will take place until one or more of the following conditions apply:

- It can be demonstrated that the site is no longer releasing contaminants; or
- It can be demonstrated that the site has reached an equilibrium state in which contaminant release poses no unacceptable risk to the environment.

Post-Closure Monitoring shall include, but not be limited, to:

Monthly	Seasonally	Annually
<ul style="list-style-type: none">• Site Inspection	<ul style="list-style-type: none">• Sludge sampling and analysis• Monitor vegetation and reseed as necessary	<ul style="list-style-type: none">• SNP sampling and analysis• Monitor settling and fill in low areas• Monitor and repair drainage pathways• Submit inspection reports to MVLWB regarding matters of concern

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