

Maintenance Contracts

Maintenance Contracts are necessary to ensure the on-going maintenance of the treatment and land disposal system. The maintenance contractor should have a high level of experience with the operation of on-site wastewater treatment systems, such as the system designer and/or the system installer.

Maintenance inspections should ideally be undertaken on a **3 monthly basis**, and even more frequently for unstable systems. In all cases the ARC requires **at least** two maintenance inspections per year at **six monthly intervals**.

Certification

Certification for correct system installation needs to be prepared by the system designer/installer and should be provided to the owner of the wastewater system and to the ARC as soon as practicable following system installation. System Certification needs to confirm the following:

- The system has been installed in accordance with the conditions of the resource consent or should specify where things have been installed differently. Note that during the construction phase it is important that ARC is consulted in the event that significant changes are proposed to the design of the system;
- Confirm that any existing components of the system are in sound condition (if applicable);
- Confirm that any abandoned components of the system have been decommissioned as required (if applicable);
- Check consent conditions for any other requirements.

For more information on 'One-Off Consent Requirements please call the
ARC's Wastewater Compliance Officer on 09 366 2000.



Wastewater Facts

Guidelines for 'One-Off' Consent Requirements



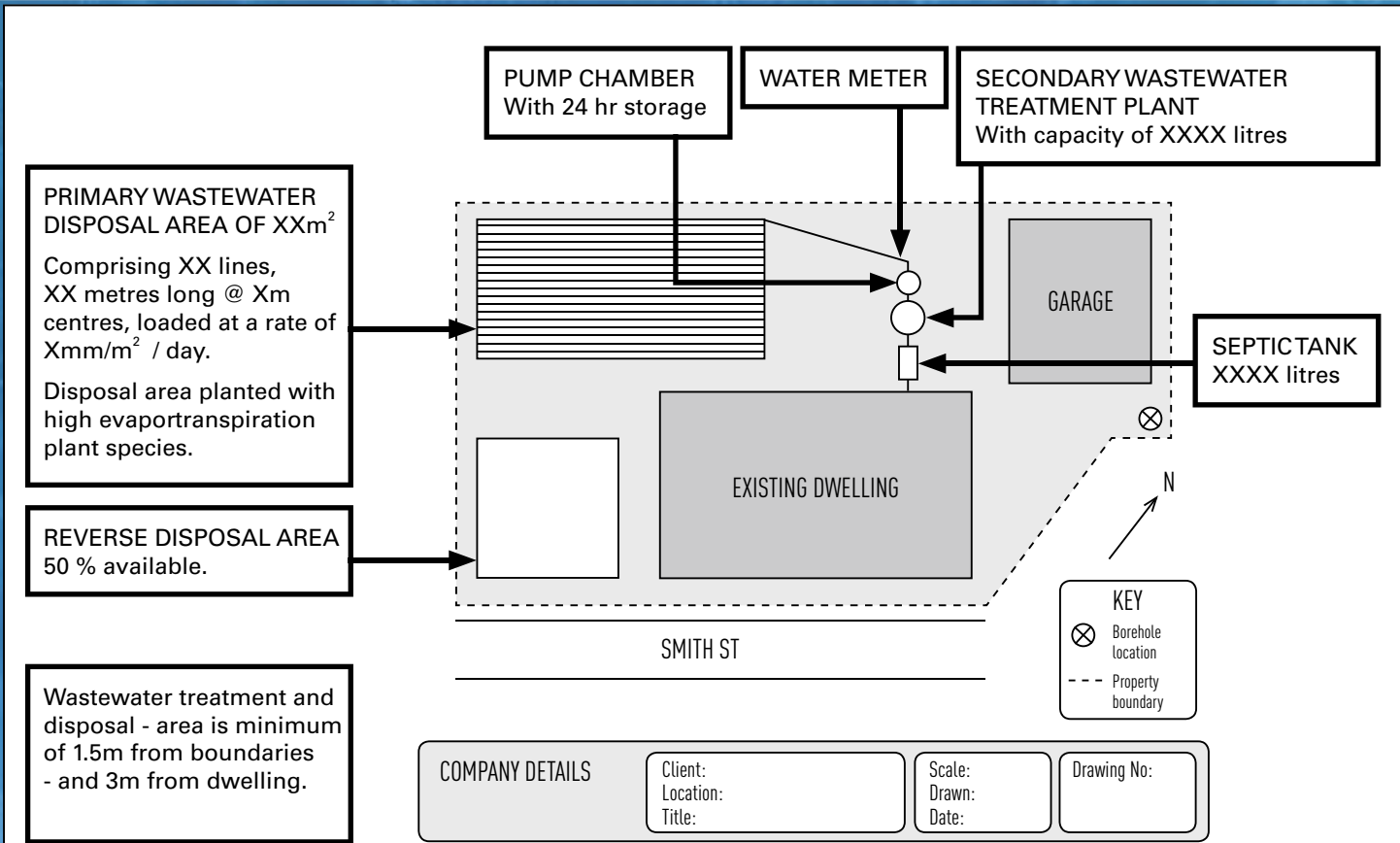
As part of a resource consent, Consent Holders may be required to provide the Auckland Regional Council (ARC) with various 'One-Off' Consent Requirements, such as As-Built Plans, Management Plans, Maintenance Contracts and System Certification. These documents should be prepared by a Chartered Professional Engineer or a suitably qualified Consultant, experienced in wastewater treatment and land disposal systems. The purpose of this Wastewater Facts pamphlet is to provide guidance to Engineers and Consultants with the preparation of 'One-Off' information required by wastewater consents.

As-Built Plans

Accurate As-Built Plans need to at least include the following items:

- The location and capacities of all key **treatment system components**;
- The location of all land **disposal system components** including the approximate location of the distribution lines and the size and location of the primary and reserve land disposal areas;
- The **critical components of the land disposal system** including flush points, air relief valves and non return valves or other critical components;
- The location of all **electrical cables and components** installed as part of the system;
- The location of all **sewer pipes** discharging to the treatment plant;
- The location of all **rising mains** to land disposal areas;
- The location of all **system control components**, including alarm controls and alarm panels, meters, recirculating valves, splitter valves, shutoff valves, sampling points and
- Identification of all **critical separation distances** from buildings, property boundaries and surface waters.

The plan(s) must be **DATED** and **TITLED**, and include a **NORTH POINT** and a **SCALE BAR**.
See the example As-Built Plan below:



Management Plans

Management Plans are required so that the system owner, or any other party responsible for the system in the future, has a clear understanding of how the system is designed to work and the key maintenance requirements necessary to achieve this.

Management Plans should include the following:

- **The System and Process Description**: Details of the type and scale of facilities the system is designed to serve, details of each of the system components and how the effluent flows through the system;
- **Wastewater Treatment and Disposal System Maintenance**: Details of the key operation and maintenance requirements and inspection procedures and frequencies. It should also specify who is responsible for undertaking the maintenance tasks at different levels;
- **Monitoring and Reporting Requirements**: Details the frequency and procedures for system monitoring and reporting of monitoring records to the ARC, where within the system readings/sampling should be undertaken and where records should be stored and forwarded;
- **Trouble Shooting Guide**: A guide for diagnosing system problems and potential causes and determining appropriate response actions. For example, what to do in the event of a pump failure, power failure, alarm activation or effluent breakout from the disposal system etc;
- **Routine Precautions**: Precautions that the householder should be aware of, including details of water producing activities, devices which may affect the successful operation of the system (dishwashers, garbage grinders), the need for water conservation and the need for caution with the discharge of strong chemicals or cleaning agents (refer to Appendix I – ARC Technical Sheets I-1 to I-6 of TP58 (2004));
- **Contact Details** of the system designer, supplier, installer and recommended maintenance contractor, including 24 hour emergency contacts;
- Attach a copy of the **Consent Document**, the **As-Built Plan** the **Certification** and the **Maintenance Contract** (if appropriate);
- **Check consent conditions** for other specific requirements



A recommended Management Plan template for basic onsite wastewater systems is available from the Auckland Regional Council, please email wastewater@arc.govt.nz to request a copy.