**Section 371.200 Introduction**

a) An O&M Manual provides long term, facility-specific guidance for all persons responsible for facility operation and maintenance.

b) An O&M Manual is required for all Step 3 state and federal construction grant projects.

c) O&M Manuals shall be submitted as follows:

1) One draft copy of the O&M Manual must be submitted to the Agency and approved before 50% of the grant payment of a Step 3 grant can be made.

2) Two final copies of the O&M Manual must be submitted to the Agency and approved before 90% of the grant payment of a Step 3 grant can be made.

3) All O&M Manuals must be sent for review to:

Illinois Environmental Protection Agency

Division of Water Pollution Control

Grant Administration Section

2200 Churchill Road

Springfield, Illinois 62706