**Section 371.220 General Requirements for Preparing Operation and Maintenance Manuals for Municipal Wastewater Treatment Facilities**

a) A minimum of four copies of the O&M Manual must be prepared for each Step 3 construction grant project. The following format shall be used.

1) The text of the O&M Manual must be placed in a bound volume. A notebook binder with a minimum of three rings is preferred.

2) Individual chapters must be clearly identified by a tab system. Chapters which discuss units or processes individually must use a tab to locate the discussion for each unit or process.

3) All drawings, diagrams, figures, worksheets, tables, illustrations, schematics, etc., must be legible, easily understandable, and must not exceed 11 inches by 17 inches in size.

b) O&M Manuals prepared for municipal wastewater treatment facilities must address each of the following items within 35 Ill. Adm. Code 371.221 through 371.233 which are applicable to the facility.