



Managing Small Domestic Wastewater Systems: Introduction

Who should use this guide?

This guide is for any person involved in the management or operation of a small wastewater system, including:

- utility board members
- utility owners
- system operators
- council members
- utility managers

How will this guide help?

This utility-management guide is not intended to be exhaustive but—used correctly—it will guide you in the right direction. It will help you, the owner or operator:

- understand the rules
- comply with the rules
- develop plans to manage and operate a sustainable utility

This guide also contains worksheets and tables that you can keep in a file or binder and add to as things change at the utility.

Note: This publication is not a substitute for the actual rules. To obtain the most current, official copy of state rules, contact the Secretary of State's office at 512-305-9623. The rules are also available online at [<texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=2&ti=30>](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=2&ti=30).

How is this guide organized?

It is organized into five parts, each available as a separate document.

Part A. Asset Management

Part A includes worksheets and instructions to help you conduct an inventory of the wastewater system's resources, prioritize repairs and replacements, plan for future needs, and develop a budget.

Part B. Sustainable Systems

Part B has information and resources for managing your system more efficiently through energy assessments and energy-efficiency improvements, water conservation, and public-participation programs. It includes information about managing your influent through pretreatment, and a roadmap to help ensure sustainability.

Part C. Operation and Maintenance

Part C includes worksheets that help you create your own operation-and-maintenance manual for your utility and maps out a program for scheduling and performing preventive and general maintenance.

Part D. Compliance

Part D emphasizes the importance of achieving and maintaining compliance with requirements for record keeping, reporting, and monitoring. It discusses how to get started and includes multiple compliance checklists and charts for keeping track of your requirements. It also discusses wastewater violations and includes an enforcement scenario to help you understand how the process works.

Part E. Resources

Part E lists resources that may help you as you create and carry out your asset management plan and conduct everyday operations at your facility.

Where can I go for more help?

For one-on-one compliance assistance, contact the Small Business and Local Government Assistance specialist in the TCEQ office for the region where you are located by calling the SBLGA hotline at 800-447-2827.

How can I obtain TCEQ publications?

Publications produced by the TCEQ are available for online ordering or download at <www.tceq.texas.gov/publications/search_pubs.html>. To order copies of a publication, please contact the Publications Section at 512-239-0028, or by mail:

TCEQ Publications, MC 118
PO Box 13087
Austin TX 78711-3087

For More Information

For confidential assistance with environmental compliance, contact the Small Business and Local Government Assistance Hotline at 800-447-2827, or visit <www.TexasEnviroHelp.org>.