Tips for Preparing an Operations and Maintenance Plan

1. **Do not submit the manufacturer’s O&M Plan.**
   The manufacturer’s O&M Plan does not include everything the Air Quality Department requires and includes much more that we don’t require, such as startup and shutdown procedures, spare parts inventory, and troubleshooting.

2. **Read and follow the O&M Plan Guidelines.**
   The guidelines should contain all the instructions and templates necessary to complete an O&M Plan. The operations log sheets and maintenance checklists should also prove to be useful. We have attempted to simplify the process as much as possible.

3. **Submit a separate O&M Plan for each unique control device that requires an O&M Plan.**
   Combining different control devices into one O&M Plan leads to confusion for everyone. Having separate O&M Plans allows for changes in one plan without having to resubmit all O&M Plans.

4. **Do not submit an O&M Plan for equipment that does not require one.**
   This sounds simple but it happens. It involves extra work for both the facility and the Department. If you are unsure about an O&M Plan requirement, contact Business Assistance at 602-506-5102 or the Permitting Division.

5. **Check your permit conditions for specific requirements such as parameters, limits, training requirements, etc…**
   Permit conditions may specify particular parameters that shall be monitored; specific limits such as a minimum combustion temperature or training requirements to be included in the O&M Plan.

6. **Be sure that operating parameters have reasonable upper and/or lower limits.**
   Limits that are too restrictive (3.0 to 3.5 inches H₂O) may be difficult to meet, whereas limits that allow too broad of an operating range (1 to 10 inches H₂O) have little or no value. Also, zero is not an acceptable lower limit for pressure drop as the unit may not even be operating.

7. **Include a cover letter with the facility contact information.**
   Any questions that arise during the review of an O&M Plan can be addressed to the appropriate facility representative, as can the review letter.
8. If an approved O&M Plan must be changed, submit the revised O&M Plan in its entirety.

This will ensure everyone has a complete, up-to-date copy of the plan. The cover letter should identify the changes made and the reason(s) for the changes.