QUICK REFERENCE GUIDE   
AIMS & On-site wastewater management systems (owms)

### Schools not connected to sewer mains use wastewater management systems to treat, recycle or dispose of wastewater (graywater, blackwater, sewage) locally on-site.

### INTRODUCTION

AIMS assists schools manage their compliance obligations and preventative measures by generating ongoing work orders for their routine maintenance tasks.

In this quick reference guide, routine maintenance tasks, work descriptions and record keeping for on-site wastewater management systems is explained.

### Routine maintenance - Tasks

By activating routine maintenance tasks in AIMS, schools can automate and schedule recurring maintenance and preventive measures work orders. Upon completion of maintenance, these work orders are closed with service records and artefacts uploaded into AIMS.

The VSBA has developed a list of pre-set routine maintenance tasks to select and activate in AIMS for applicable schools using OWMS. Some tasks are mandatory, while others depend on the system component installed.

While the VSBA has provided recommended frequencies for these work orders, schools are able to set their own frequencies and due dates to meet manufacturer specifications and site-specific requirements.

The table below lists the routine maintenance tasks for OWMS in AIMS, their recommended frequencies, due dates and required documentation.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ID | Routine Maintenance | MANDATORY | Work Order Frequency | Recommended Due dates | AIMS Record keeping |
| **AC2.1** | **Septic Tank** | Varies\* | Annually\*\* | Start of school year | Service Report |
| **AC2.2** | **Septic Tank & Treatment** | Varies\* | Quarterly\*\* | Start of each term | Service Report |
| **AC2.3** | **Emptying/Desluge** | Yes | Triennially or when full | Start of school year | Invoice |

\*Dependent on if school has basic tank only system or if they also have treatment installed as part of the system.

\*\*Dependent on site-specific requirements and can be changed by schools.\*\*\*

### Routine maintenance - Descriptions

Schools refer to their local government area (LGA) permits or Environmental Protection Agency (EPA) licenses (for systems over 5000L in capacity) and manufacturer requirements to determine the maintenance required.

Permits and licences outline the maintenance a school should be conducting. Schools should not be exceeding annual frequencies for system maintenance and not be exceeding 3 years for desludging unless indicated by their permit/licence.

The description of work required for each routine maintenance task is listed below.

|  |  |
| --- | --- |
| Routine Task | Description of Work |
| Septic Tank | * Engage VBA registered plumber competent in drainage work * Inspect conditions of septic tank, drainage for evidence of blockages/overflow, distribution pit, and absorption trenches/fields * Take flow meter reading (if installed) * Check and confirm system allowances (system type and size) are still fit-for-purpose based on school population size (loading) * Check sludge level * Identify defects, provide defect notification to LGA and attach LGA notification to service report (if any defects found) |
| **Septic Tank & Treatment** | * Engage VBA registered plumber competent in drainage work * Inspect conditions of septic tank, drainage for evidence of blockages/overflow, treatment plant, and disposal method systems * Perform all tests and checks as per EPA 891.4 or equivalent as required for the treatment and system type (i.e., BOD, E.coli, suspended solids) * Take flow meter reading * Check and confirm system allowances (system type and size) are still fit-for-purpose based on school population size (loading) * Check sludge level * Deploy treatment (if required) |
| **Empty/Desludge** | * Engage EPA accredited waste management consigners specialised with on-site wastewater management systems * Schedule and arrange desludging for when required * Send copy of invoice AND/OR service report to LGA (if required as per LGA permit requirements) |

### Record Keeping

Schools upload copies of their maintenance & servicing reports, inspection records, testing results, and any other relevant document in AIMS using the below naming conventions and storage locations:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Routine task | Document | title in aims | description in aims | storage folder location\* |
| **AC2.1 - Septic Tank** | **Service Reports** | AC\_OWMS | AC2.1\_OWMS Service Report\_School Name\_School ID\_MM\_YYYY | Annual Contracts > |
| **AC 2.1 - Septic Tank** | **Flow Meter Readings** | AC\_OWMS | AC2.1\_ Meter Read\_School Name\_School ID\_MM\_YYYY | Annual Contracts > |
| **AC2.2 - Septic Tank & Treatment** | **Service Reports** | AC\_OWMS | AC2.2\_OWMS Service Report\_School Name\_School ID\_MM\_YYYY | Annual Contracts > |
| **AC2.2 - Septic Tank & Treatment** | **Flow Meter Readings** | AC\_OWMS | AC2.2\_ Meter Read\_School Name\_School ID\_MM\_YYYY | Annual Contracts > |

### \* File locations may change as a result of future AIMS enhancements.

### Support

**Annual Contracts Team**

The Annual Contracts team provides support and guidance to schools using on-site wastewater management systems. The team can be contacted by email [vsba.annual.contracts@education.vic.gov.au](mailto:vsba.annual.contracts@education.vic.gov.au) and phone (03) 7022 5800.