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ORANGE COUNTY SANITATION DISTRICT



FIELD DISCREPANCY FORM & DATA COLLECTION SHEET

(ADDITIONS, DELETIONS OR MODIFICATIONS TO THE COLLECTIONS SYSTEM)

GENERAL INFORMATION

Date: _____

CMMS W.O. No.: _____

Discrepancy Form I.D. No.: _____

Name of Staff: _____

Division No.: _____

Extension No.: _____

Sewer Map Book Service Area No.: _____

Page No.: _____

Grid No.: _____

DISCREPANCY ASSET INFORMATION:

Manhole

Line Segment

Existing Upstream Manhole I.D. No.: _____

Existing Downstream Manhole I.D. No.: _____

Is the Asset Currently Documented on an OCSD Record Drawing? Yes No

Contract No.: _____

Sheet No.: _____

DISCREPANCY ASSET LOCATION

Approximate Address or Cross streets: _____

DESCRIBE ACTION NEEDED:

MANHOLE DATA

STATUS: IN-SERVICE or ABANDONED or OUT-SERVICE (Check One)

DISTANCE FROM EXISTING MANHOLE (MH): _____ MANHOLE DEPTH: _____

MANHOLE TYPE(S): STANDARD DIVERSION DROP SIPHON
 VENT JB METER C/O (If connection is present enter data on next line)

CONNECTION TO OCSD ASSET: Yes No DIRECTION OF CONNECTION(S): _____

GPS DATA COLLECTED: Yes No (Check One)

LINE SEGMENT DATA

STATUS: IN-SERVICE or ABANDONED or OUT-SERVICE (Check One)

PIPE DIAMETER: _____

PIPE MATERIAL: _____

PIPE LENGTH: _____

HOW TO FILL OUT THE DISCREPANCY FORM

Before sending a completed Discrepancy Change Form, please check all of your information to see that it is properly referenced to existing CMMS information, Sewer Atlas, Electronic Map Book and record drawings. If it does not, you may need to gather some additional information from other locations or reference documents. If you need help, please call the Engineering Data Management Group at EXT. 3733.

- 1) From your computer desktop select (approved path for location of Discrepancy Form) and select the **Discrepancy Change Form**. The Discrepancy Change Form should now be open.
- 2) **General Information – This section contains general contact, tracking and location information related to the subject discrepancy.**
 - a) **Date**, Enter the date the Discrepancy Change Form is filled out.
 - b) **Time**, Enter the time the Discrepancy change Form is filled out and circle either am or pm.
 - c) **CMMS Work Order No. and Discrepancy Form ID No.** Enter the CMMS work order number of the work which was in progress when the discrepancy was discovered (if applicable). The Discrepancy Form ID No. will be assigned by the Engineering Data Management Group after they have received the completed form.
 - d) **Name of Staff, Division Number and Phone Extension No. Name of Staff**, Enter the name, division number and phone extension number of the contact person if additional information is required in processing the submitted Discrepancy Change Form.
 - e) **Sewer Map Book Service Are No., Page No. and Grid No.**, Enter the service area the discrepancy is located in and provide the map book page number and grid number.
- 3) **Discrepancy Asset Information**, this section contains information related to the specific asset(s) or associated asset(s) and their location on OCSD record drawings (if applicable).
 - a) **Manhole or Line Segment**, Check the appropriate box for the asset being documented on the Discrepancy Form.
 - b) **Existing Upstream Structure ID No. (MH)**, Enter the closest upstream manhole number in the provided field.
 - c) **Existing Downstream Structure ID No. (MH)**, Enter the closest downstream manhole number in the provided field.
 - d) **Is the Asset Currently Documented on an OCSD Record Drawing**, Check the appropriate box, yes or no (if the answer is yes complete the next two items).
 - e) **Contract Number**, Enter the engineering contract number from the project record drawing.
 - f) **Sheet Number**, Enter the record drawing sheet number containing the subject asset.
- 4) **Discrepancy Asset Location**, This section addresses information necessary to determine the approximate location of the subject asset.
 - a) **Approximate Address**, Enter the nearest property address located near the subject asset.
 - b) **Nearest Cross Street**, Enter the nearest cross street to the subject asset and the city it is located in.
- 5) **Describe Action Taken**, Describe the general condition of the asset and provide additional details related to the structures immediate surrounding area such as ease of access or traffic control requirements.
 - a) **Attached Manhole Inspection Sheet Required**, If the discrepancy was discovered during or as a result of a manhole inspection, a copy of the manhole inspection form must be attached to the completed discrepancy form.