

# Reclamation Manual

## Directives and Standards

<b>Subject:</b>	Review of Operation and Maintenance Program Examination of Associated Facilities (Facilities Other Than High- and Significant-Hazard Potential Dams)
<b>Purpose:</b>	To provide program requirements and procedures for uniform Bureau of Reclamation implementation of the periodic reviews/examinations of Reclamation water-related associated facilities. The benefits of this Directive and Standard (D&S) are that the Federal investment and public interest in Reclamation facilities will be protected based on the implementation of reviews/examinations.
<b>Authority:</b>	Reclamation Act of 1902 and amendatory and supplementary acts (ch. 1093, 32 Stat. 388)
<b>Approving Official:</b>	Director, Dam Safety and Infrastructure
<b>Contact:</b>	Asset Management Division (86-67200)

1. **Introduction.** The Review of Operation and Maintenance (RO&M) Program was established by Reclamation in 1948 as a periodic review and field examination program of constructed project facilities and systems. The primary objective of the program and related field examinations continues to be the promotion of a preventive maintenance philosophy to identify deficiencies and issues at an early stage, and through recommended actions, avoid more significant concerns such as service interruptions, structural failures, and extraordinary operation and maintenance (O&M) activities. By addressing such concerns, the service lives of these structures, facilities, and systems can be lengthened, and the need for significant outlays by Reclamation and/or the related operating entity (and associated water users) can also be avoided.
2. **Applicability.** This D&S applies to all Reclamation staff and offices having jurisdiction and oversight responsibility for Reclamation-owned associated facilities as defined in Paragraph 8 of this D&S.
3. **Program Implementation.**
  - A. **Associated Facilities Inventory.**
    - (1) Each area or field office will maintain the comprehensive inventory and listings to confirm that all Reclamation facilities (either by ownership or included as part of an authorized Reclamation project) are examined regularly under the RO&M Program. The following facility tracking systems and records must be updated at least annually to maintain a comprehensive inspection inventory:
      - (a) Dam Safety Information System (DSIS) facility list for scheduling inspections and tracking of O&M recommendations.

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- (b) Enterprise Geospatial Layers supported in the Bureau of Reclamation Geographic Information System (BORGIS).
  - (c) Federal Real Property Profile (FRPP) updated in coordination with the property and finance offices to ensure all Reclamation facilities are identified with or within a Real Property Unique Identification (RPUID) or sub-RPUID.
- (2) Please contact Asset Management Division 86-67200 ([policy-amd-om@usbr.gov](mailto:policy-amd-om@usbr.gov)) for procedures to update the DSIS facility list, BORGIS, and FRPP.

**B. Associated Facility Types.** The types of associated facilities include the following:

- (1) carriage, distribution, and drainage systems;
- (2) pumping and pump-generating plants;
- (3) tunnels;
- (4) penstocks, siphons, and pipelines;
- (5) diversion and storage dams (low-hazard potential) and regulating reservoirs;
- (6) fish passage and protective facilities, including hatcheries;
- (7) river channelization features;
- (8) rural/municipal water systems;
- (9) desalting and other water treatment plants;
- (10) facilities constructed under past loan programs; and
- (11) recreation facilities.

**C. Clarification of Certain Facilities.**

- (1) **Power Facilities.**
  - (a) **Reserved Works Power Facilities.** Reclamation Manual (RM) D&S, *Power Review of Operation and Maintenance (PRO&M) Program* (FAC 04-01) covers program requirements and procedures for the periodic assessment of reserved works power facilities and power infrastructure within pump generating plants.

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- (b) **Transferred Works Power Facilities.** RM D&S, *Power Review of Operation and Maintenance (PRO&M) of Transferred Works* (FAC 04-15) covers program requirements and procedures for the periodic assessment of transferred works power facilities and power infrastructure within pump generating plants.
  - (c) **Non-power Infrastructure.** Non-power infrastructure at power and pump generating facilities will be covered under the RO&M Program described in this D&S, unless covered alternatively under the PRO&M Program. For efficiency, inspections and reviews may be combined to secure the necessary resources and to coordinate the examinations with those being conducted on plants in the same geographical area, to the extent possible, for efficiency purposes.
- (2) **Pumping Plants.** All pumping plants and pump-generating plants will be covered under the RO&M Program.
- (a) For those plants having a total plant capacity of 2500 Hp or more, each of the plants and installed equipment will be examined as part of the regularly scheduled RO&M examination of the related facilities. In some cases, due to their size and complexity, a separate RO&M examination of some of the larger plants may be necessary.
    - (i) This site visit will include a review of O&M related to the structural, electrical, mechanical, and operational aspects of the plant.
    - (ii) Each responsible field, area and/or regional office will determine the appropriate technical expertise to include on the examination team. Large pumping plants may require special inspection personnel including electrical and mechanical engineers, or inspectors approved under the PRO&M program.
  - (b) For those plants having a total plant capacity of less than 2500 Hp, it may not be feasible to thoroughly examine each and every plant and its installed equipment as part of the regularly scheduled RO&M examination of related project facilities. If not feasible, a representative number of these plants will be thoroughly reviewed during the examination and the remainder will be reviewed based on criticality and risk. As such, an attempt will be made to rotate the examination amongst the plants to include a different set of representative plants during each future examination.
- (3) **Buildings.** Buildings and “Structural” features of associated facilities, such as Reclamation owned buildings, offices, warehouses, workshops, employee housing, and powerplants will be covered under the RO&M Program.

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- (4) **Canal Hazard Program.** Requirements and procedures for uniform implementation of inventory and inspection for canal reaches located in urban areas are covered in RM D&S, *Bureau of Reclamation's Canal Hazard Program* (FAC 01-12). Resulting recommendations from the review of canal reaches located in urban areas must be entered into DSIS for tracking purposes.
  - (5) **Transportation Assets.** Each region is responsible for maintaining a comprehensive transportation inventory as outlined in RM D&S, *Transportation Program* (FAC 07-01). Resulting recommendations from the review of transportation assets must be entered into DSIS for tracking purposes.
  - (6) **Recreational Area Facilities.** A recreation area can be considered a recreation complex consisting of, among other things, campgrounds, day use areas, parking areas, boat ramps, restrooms, road and trail systems, and visitor centers. It usually encompasses an entire reservoir area defined by an established boundary. A recreation area or recreation management area may have multiple recreation sites. Reviews of these facilities will be made by a field, area, or regional office recreation specialist, accompanied by other technical specialists, if so requested. For efficiency purposes, recreation reviews are to be conducted in conjunction with the RO&M examinations as part of a facility review or as a separate site visit as described in RM D&S, *Recreation Program Management* (LND 01-03). The recreation specialist will be responsible for coordinating with the examiner leading the RO&M program review if scheduling the recreation review in conjunction with the RO&M examination, report preparation (with appropriate input from team members) and the tracking of related recommendations. These recreation facilities and any resulting recommendations from these reviews/examinations must be entered into DSIS for tracking purposes.
  - (7) **Application.** This D&S will apply to all existing and new associated facilities which have been transferred from construction status to O&M status. This D&S applies to all associated facilities regardless of whether the O&M responsibility has been transferred to an operating entity or if the responsibility remains with Reclamation operating staff.
- D. **Funding.** All program costs related to conducting regularly scheduled RO&M examinations of associated facilities (including coordination, scheduling, examination preparation, travel, per diem, site examination, report preparation, and transmittal costs) will be non-reimbursable and funded accordingly.
- (1) **Rationale.** Reclamation has a responsibility to ensure that its water-related facilities (Federally funded facilities and those included as part of an authorized Reclamation project) are effectively operated and maintained. Whether or not O&M has been transferred to a water user organization, Federal investment and ownership in these facilities has an inherent liability (design/construction) and there is a need to safeguard related public interests relative to their operation. To

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adequately protect these interests, and for responsible asset management purposes, a periodic review of the condition and associated activities of these facilities is necessary. Based on these intended purposes and benefits, program costs will be non-reimbursable.

- (2) **Exceptions.** Any review activities performed at the time of the RO&M examination that are not considered to be related to the evaluation of the O&M aspects will be funded with or by other review program funding or cost recoverable similar to other project O&M activities. The operator is responsible at their own expense for the continual inspection of the facility as required to perform normal and prudent operation and maintenance practices. Additionally, expenses incurred by the operating entity, as applicable, in participating in the RO&M site examination will be borne by the operating entity.
- (3) **Special Inspections.** The term “special inspection” is considered to mean any other site visit (beyond the regularly scheduled RO&M examination) to evaluate a particular concern(s) or problem(s) and provide assistance relative to any corrective action (either as a follow-up to a RO&M examination or when requested by the water user organization). When such a special inspection of a specific structure or facility is conducted, it will be made by representatives of the regional, area, and/or field office(s) and, if requested, by appropriate technical personnel from the Technical Service Center (TSC). All such special inspections will be non-reimbursable, similar to the funding of regularly scheduled RO&M examinations.
- (4) **Inaccessible Features.** Regular evaluation and visual examination/monitoring of such features is necessary to ensure safe and reliable facility operation. During the course of regularly scheduled inspections, there is a need for the review teams to address those features that are normally inaccessible due to reservoir or tailwater conditions, operational commitments, and/or access constraints. Similar to the way “readily accessible” features are evaluated while conducting inspections of associated facilities, all normally inaccessible features associated with the facility require at least minimal level of evaluation under the RO&M Program to determine the appropriateness for any further in-depth field examination, design analysis, and/or nondestructive testing. This type of evaluation is necessary to assert that past visual examination extent (or lack thereof) and visual examination frequency of these types of features is appropriate. Please contact Asset Management Division 86-67200 ([policy-amd-om@usbr.gov](mailto:policy-amd-om@usbr.gov)) for guidance on inaccessible feature examination.
- (5) **Requested Work/O&M Activities.** Requests by a water user organization for consultations, design services, or modification reviews, and the completion of any O&M activities identified in the formal recommendations resulting from the

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examination (unless otherwise noted) are to be funded as project O&M costs and reimbursable in the same manner as current project O&M allocations.

- (6) **Contract Language.** General contract language (contained in water repayment contracts, water service contracts, O&M transfer agreements, etc.) varies considerably regarding the reimbursement of periodic inspections of Reclamation facilities. The use of non-reimbursable funding to cover the costs of RO&M examination activities, as described in this D&S, will take precedence over this general contract language, except where the contract specifically requires the reimbursement of “RO&M Program” costs or other special inspections.

#### 4. Examination Requirements and Content.

##### A. Requirements. RO&M examinations will be conducted to:

- (1) ensure facilities continue to provide authorized project benefits;
- (2) ensure facilities are operated effectively;
- (3) protect public interests, safety, and the environment;
- (4) minimize liability to the Federal Government;
- (5) improve water management/conservation;
- (6) monitor effectiveness of other program issues related to O&M of the facilities;
- (7) promote technical exchange of information between Reclamation offices and managing partners;
- (8) maintain familiarity with facilities/training of staff; and
- (9) verify O&M-related compliance with contract (water repayment contract, water service contract, O&M transfer agreement, etc.) provisions including the status of the reserve fund and issue a Category 3 recommendation if the reserve fund is non-compliant with the contract.

##### B. Site Inspection Preparation. Preparation for conducting the RO&M Program Reviews will consist of reviewing applicable material and completion of a job hazard analysis (JHA). Preparation will include a review of, but not limited to, the following:

- (1) History of the facility including but not limited to any natural disasters or man-made incidents affecting the O&M of the facility, previous examinations, interagency agreements, inspection reports and related correspondence, past O&M recommendations, and status of completion.

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- (2) JHA developed by the responsible regional, area, or field office to help ensure the safety of personnel conducting the site examination addressing all known and potential safety hazards for activities anticipated and provided to each examination team participant a minimum of 5 days prior to the time of examination to allow for review and to obtain necessary safety equipment. The JHA will be reviewed and signed by the examination team members at the facility during the entrance briefing for the examination.

C. **RO&M Examination Elements.** The examination will include traditional O&M topics and issues of public interest and environmental compliance. Examination content will encompass the following topics, as applicable, with the primary focus being on the traditional O&M activities:

- (1) condition of the facilities and associated land;
- (2) water operations;
- (3) water management and conservation;
- (4) condition of operating personnel qualifications and public safety or security facility features (this review does not constitute a safety or security review);
- (5) review of existing O&M contract or managing partner agreement;
- (6) operational problems and changing conditions (e.g., unique loading conditions, changes to operations, new urbanization, new crossings, and new right-of-way encroachment);
- (7) maintenance management/practices;
- (8) operating procedures/planning documents (e.g., operating instructions, resource management plans, etc.);
- (9) operator training (adequacy/needs);
- (10) emergency preparedness/management, including contingency plan documentation and notification procedures;
- (11) identification and plans for major replacement and rehabilitation activities;
- (12) identification of facility changes and upgrades;
- (13) awareness of pest management plans, endangered species, habitat/wetlands, environmental impacts, and compliance with mitigation to implement corrective operation or maintenance recommendations;

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- (14) compliance with other applicable laws; and
- (15) identified accessibility deficiencies. Identified accessibility deficiencies applicable to buildings, facilities, recreation and structures will be communicated for inclusion in accessibility examination reports. Each region will coordinate this aspect of the reviews with their accessibility coordinator.

**D. Coordination with Other Programs.** Area managers, or their delegates, will administer and manage the day-to-day activities associated with the Associated Facilities RO&M Program and collaborate with operating entities of transferred works on all aspects of program coordination, scheduling, and accomplishment of the field examinations. To avoid duplication, inspections and examinations will be coordinated with regional, area, or field office staff including safety, security, accessibility, cultural resources, realty, recreation, and others as appropriate.

**E. Low-Hazard Potential Dam Coordination with the Dam Safety Office.** Examinations of low-hazard potential dams and regulating reservoirs will include a review of changed downstream site conditions which could possibly affect the dam's/reservoir's hazard classification. As appropriate, the following statement is to be included in the report: "There have been no significant changes to affect the low-hazard potential classification." Otherwise, the report will document any changed conditions and the Dam Safety Office will be notified of any appreciable observations downstream of these dams/reservoirs that could result in the need for a reassessment of the hazard potential classification (to a high- or significant-hazard potential classification). A Category 2 O&M recommendation will be made to coordinate with the Dam Safety Office to reassess the hazard potential classification.

### 5. Examination Procedures.

- A. Conducting Office.** Examinations will be conducted by an office at least one office removed from the operating or managing office/entity.
- (1) For associated facilities operated and maintained by a water user entity or managing partners, examinations will generally be conducted by the area or field office. If more impartiality is necessary, options are to use the TSC, regional office, or another area or field office.
  - (2) For associated facilities operated and maintained by Reclamation, examinations will be conducted by the regional office; however, the regional director may also approve examinations be conducted by the area or field office, the TSC, or another regional, area, and field office provided that the conducting office is one office removed from the operating office.
  - (3) The area manager will invite at least one representative of users/customers who have the responsibility for all or part of the facility's O&M costs to participate, at

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their own expense, as a member of the team conducting the examination. This representative(s) will be involved in the examination process from start to finish, including the development of specific O&M recommendations. However, the Reclamation examination team lead will determine the final recommendations to be included in the examination report.

- (4) Participation in the examination activities by users/customers will be subject to applicable security and safety considerations. Users/customers will be informed that the number of representatives may need to be limited and will be determined on a case-by-case basis by the area or field office representatives involved in the examination.
- (5) Regional directors, or their delegate, will ensure area and field offices conduct appropriate examinations of associated facilities under their jurisdiction.

**B. Duration/Exception.** Examinations will continue on these associated facilities as long as the Federal Government holds title. Changes or exceptions to examination schedules will be documented and distributed to all involved parties and Reclamation offices, including Asset Management Division, Attention: 86-67200 ([policy-amd-om@usbr.gov](mailto:policy-amd-om@usbr.gov)).

**C. Frequency.** Examination frequency may vary from 1 to 6 years, as recommended by the Reclamation office responsible for conducting inspections, but will not exceed 6 years. Where possible, for efficiency purposes, the frequency will be set to accommodate other required field evaluations/reviews, such as a water conservation plan review (i.e., every 5 years). Factors that must be considered in recommending the next examination date (year) include:

- (1) the overall condition of the facility;
- (2) criticality of facility operation (impacts, consequences, etc.)
- (3) the use of proper O&M practices and procedures;
- (4) the number and severity of new and previously incomplete recommendations;
- (5) the operating entity's adequacy or track record of conducting O&M;
- (6) the operating entity's/office's effort and sincerity in attempting to complete the recommendations, taking into consideration the resources available; and
- (7) the existence of significant public interests relative to the facility's operation.

**D. Training/Experience.** Personnel leading the associated RO&M Program review must have an understanding of principles related to design, construction, O&M, and facility review. Personnel leading the facility reviews must have, at a minimum:

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- (1) attended either a Water Management Workshop, RO&M Workshop, or a canal operator training session within the previous 4 years;
- (2) participated on a review team for an associated facility;
- (3) reviewed and be knowledgeable of applicable portions of the current version of the “RO&M Field Examination Guidelines;”
- (4) reviewed and be knowledgeable of applicable Reclamation Facilities Instructions, Standards and Techniques (FIST) Manuals;
- (5) reviewed and be knowledgeable of additional discretionary guidance in the operation, maintenance, and management of water-related facilities provided by Reclamation, such as O&M manuals, guidance, and bulletins;
- (6) reviewed and be knowledgeable of American Society of Civil Engineers (ASCE) Manual on the Management, Operation, and Maintenance of Irrigation and Drainage Systems (Manual No. 57, 1991), which was developed as a joint effort between ASCE and Reclamation; and
- (7) completed other related training as applicable.

### 6. Examination Reports.

A. **Content.** Content will encompass applicable issues listed previously under Paragraph 4, Examination Requirements and Content. A qualifying statement must be included within the examination report to indicate that the examination was not intended to be a full and comprehensive evaluation/assessment of these issues. At a minimum, the examination report will include:

- (1) the author(s) and associated office(s);
- (2) the date(s) of the examination;
- (3) the names and offices of all participants in the examination;
- (4) operational and weather data at the time of the examination which may have an impact on field observations;
- (5) status of previous recommendations that have been completed, deleted, or revised (those made during last examination and any others remaining incomplete at that time);
- (6) listing of new recommendations made as a result of the examination;
- (7) definitions of the recommendation categories;

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- (8) brief description of facilities examined;
- (9) update on alterations, abandonment, additions, and modifications of the system;
- (10) narrative describing conditions and deficiencies observed during the examination which support the recommendations made;
- (11) conclusion statement or paragraph summarizing observations made on the condition of the facilities, including a recommended timeframe/year for next examination; and
- (12) representative photographs of the facility which document pertinent conditions and deficiencies for future reference.

**B. Format.** Report format will be flexible to accommodate each field, area, or regional office's needs and the content of the examination. However, a simplified standard examination report template is available from Asset Management Division 86-67200 ([policy-amd-om@usbr.gov](mailto:policy-amd-om@usbr.gov)), which contains the information in Paragraphs 6.A.(1) through (11).

**C. Peer Review.** A peer review will be made of the examination report's technical content by appropriate personnel participating in the examination or by the supervisor of the report's primary author.

**D. Report Transmittal/Distribution.**

- (1) Examination reports will be transmitted within 120 days of the actual examination date, unless justifiable delays exist and are documented by the office authoring the report. A copy of the inspection report will be included in Reclamation's electronic records management system. Contact Asset Management Division, Attention: 86-67200 ([policy-amd-om@usbr.gov](mailto:policy-amd-om@usbr.gov)) for additional instructions.
- (2) At a minimum, a copy of the report will be distributed to the following: Director, Dam Safety and Infrastructure, Attention: Asset Management Division 86-67200 ([policy-amd-om@usbr.gov](mailto:policy-amd-om@usbr.gov)) and all parties involved in the examination, including responsible operating entities outside of Reclamation. The Chief, Dam Safety Office, 86-67100 ([DSDaMS@usbr.gov](mailto:DSDaMS@usbr.gov)), will be sent a copy of examination reports on low-hazard potential dams and regulating reservoirs.

**7. Recommendation Categorizing and Tracking.**

**A. Categorizing.** Current recommendation categories will be used as defined below:

- (1) **Category 1.**

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- (a) Category 1 O&M recommendations will be made for the correction of severe deficiencies where immediate and responsive action is required to ensure structural safety and operational integrity of a facility.
  - (b) Based on the severity of the deficiency and the condition of the structure or facility at the time of the examination, the examination team will mutually prescribe an appropriate timeframe for completing the O&M recommendation. Suggested remedial measures will be discussed at the time of the examination and included in the examination report.
    - (i) Within 30 days following preparation or receipt of the examination report containing a Category 1 O&M recommendation, the responsible regional director will notify all concerned offices (i.e., Director, Dam Safety and Infrastructure, Attention Asset Management Division: 86-67200 ([policy-amd-om@usbr.gov](mailto:policy-amd-om@usbr.gov)) and the Deputy Commissioner - Operations, Attention: 96-40000) of the operating office's or entity's plan for accomplishing the work and a scheduled completion date.
    - (ii) If a Category 1 finding requires immediate critical action, then, within 10 calendar days after the inspection, the examination team will notify the responsible regional director of the immediate and responsive action that needs to be taken by the operating office or entity. This communication will be issued in a separate transmittal within 10 days of the inspection prior to the inspection report being issued. Additionally, within 30 days of receipt of the examination report the responsible regional director will notify all concerned offices (i.e., Director, Dam Safety and Infrastructure, Attention Asset Management Division: 86-67200 ([policy-amd-om@usbr.gov](mailto:policy-amd-om@usbr.gov)) and the Director Deputy Commissioner - Operations, Attention: 96-40000) of the operating office's or entity's plan for accomplishing the work and a scheduled completion date.
- (2) **Category 2.**
- (a) Category 2 O&M recommendations will be made for a wide range of important matters where action is needed to prevent or reduce further damage or preclude possible operational failure of the facility.
  - (b) Such O&M recommendations are intended to be acted upon following receipt of the corresponding examination report by the operating office or entity. Those recommendations that can be included, scheduled, and accomplished as part of the normal O&M program will be undertaken as soon as weather or water conditions allow to permit quality remedial actions. Some O&M recommendations may require a longer time to accomplish

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because of the need to budget funds, complete designs, or secure equipment, materials, or personnel. In such cases, the related planning and budgeting must be initiated in a timely manner.

- (c) Any Category 2 O&M recommendations remaining outstanding at the time of the following examination will be addressed during that examination and within the corresponding examination report.
  - (d) Category 2 O&M recommendations shall not be re-dated (the recommendation shall always maintain the original recommendation date, even if re-issuing the recommendation and making editorial changes to the recommendation language).
- (3) **Category 3.** Category 3 O&M recommendations will be made for less important matters which are believed to be sound and beneficial suggestions to improve or enhance the O&M of the project or facility. The status of each Category 3 recommendation will be provided in the subsequent examination report.

**B. Tracking.** Relative to the tracking of recommendations resulting from the RO&M examinations of associated facilities:

- (1) **Category 1.** Status reports will be provided by the responsible area manager, corresponding regional director, the Director, Dam Safety and Infrastructure, Attention Asset Management Division: 86-67200 ([policy-amd-om@usbr.gov](mailto:policy-amd-om@usbr.gov)) and the Deputy Commissioner – Operations, Attention: 96-40000 every 6 months (October 1 and April 1) until the O&M recommendation is complete. All new Category 1 O&M recommendations resulting from each facility review will be entered into DSIS within 30 calendar days of report transmittal and will include both a scheduled completion date and a preliminary cost estimate per Paragraph 7.A.(1).(b).
- (2) **Category 2.** Status updates for all outstanding recommendations will be updated in DSIS by field, area, or regional offices on an annual basis. All new Category 2 O&M recommendations resulting from each facility review will be entered into DSIS within 60 days of report transmittal and will include both a preliminary scheduled completion date and a preliminary cost estimate.
- (3) **Category 3.** Status reports on an annual basis are not required for these O&M recommendations. All new Category 3 O&M recommendations resulting from each facility review will be entered into DSIS within 60 days of report transmittal and will include both a preliminary scheduled completion date and a preliminary cost estimate.

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- C. **Recommendations in DSIS.** The DSIS database will be used to maintain the information related to the required tracking/status reports on Category 1, 2, and 3 O&M recommendations.
- (1) Through the DSIS database, the status of all O&M recommendations can be accessed by all Reclamation offices. Each field, area, or regional office will update the status of any O&M recommendations (that are already entered into DSIS) at the frequency indicated for each O&M recommendation category under Paragraph 7.B. of this D&S.
  - (2) All current and historically completed O&M recommendations will be included within the DSIS database.
- D. **Annual Summary Report.** A summary report for the prior fiscal year will be provided by each regional director to the Dam Safety and Infrastructure Director, Attention Asset Management Division: 86-67200 ([policy-amd-om@usbr.gov](mailto:policy-amd-om@usbr.gov)), by March 15 each year. The report will summarize the accomplishments of each region's Associated Facilities RO&M Program. This report must include documentation of examination scheduling and completion for the reporting fiscal year; scheduled examinations for future years; and the effectiveness in accomplishing Category 1 and 2 recommendations for the associated facilities. Standard annual report templates are provided by Asset Management Division, Attention: 86-67200 ([policy-amd-om@usbr.gov](mailto:policy-amd-om@usbr.gov)).
8. **Definitions.** In lieu of the historic division of Reclamation facilities under the RO&M Program of "major" and "minor" facilities, features will be separated into two groups:
- A. **Associated Facilities.** All remaining Reclamation facilities other than high- and significant-hazard potential dams, as outlined in Paragraph 8.B. of this D&S. The name "associated" is not to infer association, in all cases, with the dams within the first group. Each region has the option of dividing this group of facilities to allow for clarification of office roles and responsibilities.
  - B. **High- and Significant-Hazard Potential Dams.** All dams presently classified as high- and significant-hazard potential dams under Reclamation's Safety Evaluation of Existing Dams (SEED) Program, where failure or mis-operation of the dam would probably cause loss of human life or would cause appreciable economic, environmental, or lifeline losses (rural area with notable agriculture, industry, work sites, or outstanding natural resources). For these dams, a single formal examination will be conducted, meeting the objectives of both the RO&M and the SEED Programs. The D&S governing the examinations (facility reviews) of these dams is RM D&S, *Review/Examination Program for High- and Significant-Hazard Potential Dams* (FAC 01-07).

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- C. **Non-Reimbursable Costs.** The portions of project costs paid by the Federal Government that are not required to be repaid to the Federal Government. Nothing in this D&S changes the reimbursability or non-reimbursability of costs per an existing contract or formal agreement between Reclamation and the respective operating entity.
9. **Review Period.** The originating office will review this release every 4 years.

## RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: \_\_\_\_\_

Release No. \_\_\_\_\_

Ensure all employees needing this information are provided a copy of this release.

### Reclamation Manual Release Number and Subject

### Summary of Changes

NOTE: This Reclamation Manual release applies to all Reclamation employees. When an exclusive bargaining unit exists, changes to this release may be subject to the provisions of collective bargaining agreements.

### Filing instructions

Remove Sheets

Insert Sheets

All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>

Filed by: \_\_\_\_\_

Date: \_\_\_\_\_