

Reclamation Manual

Directives and Standards

Subject:	Power Review of Operations and Maintenance (PRO&M) of Transferred Works
Purpose:	To provide program requirements and procedures for uniform Bureau of Reclamation implementation of the PRO&M Program to ensure a successful operation and maintenance (O&M) program at transferred works power facilities and the periodic assessment of those power facilities. The direct benefit from this Directive and Standard (D&S) is that the reviews protect the Federal investment (asset management) and public interests related to these facilities.
Authority:	Reclamation Project Act of 1902 (Act of June 17, 1902, 32 Stat. 388), the Town Sites and Power Development Act of 1906 (Act of April 16, 1906, ch. 1631, 34 Stat. 116), Reclamation Project Act of 1939 (Act of August 4, 1939, ch. 418, 53 Stat. 887), the Flood Control Act of 1944 (Act of December 22, 1944, ch. 665, 58 Stat. 887), the Department of Energy Act of 1977 (Act of August 4, 1977, Pub. L. 95-91, 91 Stat. 565), Energy Policy Act of 2005 (Act of August 8, 2005, Pub. L. 109-58, 119 Stat. 594), and acts relating to individual dams or projects.
Approving Official:	Senior Advisor, Hydropower
Contact:	Power Resources Office (PRO), 86-51000

1. Introduction.

- A. This D&S establishes the minimum requirements for a documented power O&M program at Reclamation's transferred works power facilities and for a periodic evaluation of the effectiveness of the implemented O&M program activities. The primary objective of the program and related reviews continues to be the protection of the Federal investment in these assets. This objective is intended to be achieved through the promotion of a preventive maintenance philosophy that identifies deficiencies and issues at an early stage and, through recommendations, allows for the avoidance of more significant concerns such as safety issues, equipment failures, and extraordinary O&M.
- B. Reclamation's Facilities, Instructions, Standards, and Techniques (FIST) manuals are available for use in developing a successful facility O&M program. However, this D&S does not mandate the use of FIST manuals for the O&M of transferred works power facilities due to the differences in the various contracts. Reclamation's review of a transferred works' O&M program generally will be based on local O&M instructions and industry standards. It is possible to augment the review using FIST manuals, if acceptable to the operating entity for the facility.

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- C. The structural features of Reclamation's transferred works power facilities will be covered under Reclamation Manual (RM) D&S, *Review of Operation and Maintenance (RO&M) Program Examination of Associated Facilities (Facilities Other Than High- and Significant-Hazard Dams)*, FAC 01-04.
2. **Applicability.** This D&S applies to all Reclamation offices and staff that implement the PRO&M Program at Reclamation transferred works power facilities.
3. **Definitions.**
- A. **O&M Program.** All actions that have the objective of retaining or restoring an item in or to a state in which it can perform its required function. These include preventative maintenance, corrective maintenance, reliability-centered maintenance, and operating procedures.
- B. **Power Review Information System (PRIS).** The system used to track recommendations from power program reviews.
- C. **Recommendation.** An action required by facility management to implement an industry standard O&M practice; or a suggested improvement. Recommendation areas and categories are defined in RM D&S, *Power Recommendation Tracking*, FAC 04-02.
- D. **Transferred Works.** A Reclamation project facility where the O&M of that facility is carried out by a non-Federal entity under the provisions of a formal O&M transfer contract.
- E. **Transferred Works Power Facility Review (TFR).** A review of operations, mechanical maintenance, electrical maintenance, and associated equipment at transferred works power facilities performed by Reclamation personnel.
4. **Responsibilities.**
- A. **Senior Advisor, Hydropower.** The Senior Advisor, Hydropower, is responsible for:
- (1) establishing PRO&M Program requirements at transferred works; and
 - (2) communicating and resolving PRO&M issues with regional directors.
- B. **Regional Directors.** Regional directors are responsible for:
- (1) implementing this D&S;
 - (2) determining, based on contracts and other arrangements, the appropriate O&M program for the transferred works power facilities;
 - (3) ensuring the area offices conduct an appropriate TFR of transferred works power facilities under their jurisdiction, in accordance with this D&S;

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- (4) ensuring that remedial requirements and recommendations are defined, taking other legal requirements such as the National Historic Preservation Act (NHPA) into proper consideration;
- (5) ensuring TFR recommendations are entered and tracked in PRIS; and
- (6) ensuring transferred works power facilities are properly identified in the Department Financial and Business Management System.

C. Manager, PRO. The Manager, PRO, is responsible for:

- (1) administering the PRO&M Program;
- (2) providing trained power O&M personnel to serve as reviewers; and
- (3) informing the Senior Advisor, Hydropower of PRO&M activities.

D. Area Managers. Area managers, or their delegate(s), are responsible for:

- (1) collaborating with operating entities of transferred works on all aspects of program coordination, including: scheduling, accomplishing reviews, completing recommendations, and completing the annual report (referenced in Paragraph 8 of this D&S);
- (2) determining how the TFRs will be funded consistent with existing Reclamation policy and the various types of contracts or agreements that are in place;
- (3) ensuring TFR recommendations are entered and tracked in PRIS;
- (4) coordinating the logistics of TFRs with the regional power manager; and
- (5) providing the status of recommendations on transferred works power facilities to their respective regional directors for inclusion in the Regional Annual Power O&M Report.

E. Regional Power Managers. The regional power managers are responsible for:

- (1) maintaining a comprehensive inventory of the transferred works power facilities within their jurisdiction;
- (2) developing and documenting a review strategy;
- (3) coordinating how the TFRs will be funded including an estimate of all expenses needed to complete the review;
- (4) providing experienced power O&M personnel to serve as reviewers;

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- (5) coordinating the TFRs with the area manager in accordance with this D&S; and
 - (6) ensuring TFR recommendations are entered and tracked in PRIS.
- F. **Chief, Infrastructure Services Division, Technical Service Center (TSC).** The Chief, Infrastructure Services Division, TSC, will provide experienced power O&M personnel to serve as reviewers when necessary.
5. **Funding.** Development, execution, and review of a power facility O&M program are considered an O&M cost and will be funded consistent with existing Reclamation law and policy (e.g., RM D&S, *Collection of Costs Associated with the Administration of Water-Related Contracting Activities*, PEC 07-01) and the various types of applicable contracts or agreements that are in place.
6. **O&M Program.** Transferred works power facilities must have a documented facility O&M program commensurate with contractual agreements between the operating entity and Reclamation. The scope of a documented O&M program will include, but is not limited to:
- A. safety, including a type of Hazardous Energy Control Program;
 - B. North American Electric Reliability Corporation compliance (where applicable); and
 - C. O&M practices for critical power facility powertrain components, i.e., those listed in PRO&M Program guidance documents that are available from the PRO upon request.
7. **PRO&M Program for Transferred Works Power Facilities.**
- A. **Purpose.**
 - (1) Identify risks to the safety of power facility personnel, public safety, Federally-owned infrastructure, property, or the environment.
 - (2) Meet applicable industry standards and/or contractual requirements to protect the Federal investment (asset management).
 - (3) Keep power infrastructure in good working order to meet the project requirements for water delivery and power generation.
 - (4) Provide mutual benefit through sharing of information, maintenance techniques, and developing working relationships.
 - B. **Coordination with Other Reviews.** Whenever possible, the reviews associated with this D&S will be coordinated with other Reclamation reviews to avoid scheduling conflicts and overlapping recommendations. Such programs include, but are not limited to, RM D&S, FAC 01-04.

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- C. **Frequency.** The frequency of reviews will be conducted in coordination with other types of reviews as described in Paragraph 7.B. but shall not exceed 6 years between reviews. The regional director will determine the frequency of the reviews within the 6-year timeframe based on factors mentioned below:
- (1) the overall condition of the power facility;
 - (2) the use of technically sound O&M practices and procedures;
 - (3) the number and seriousness of new and previous incomplete recommendations;
and
 - (4) the existence of significant public interests relative to the power facility operation.
- D. **Reviewer Qualifications.** Management, operations, electrical, and mechanical reviewers are required to have a thorough knowledge of the O&M and safety practices of power facilities. In addition, reviewers must have a strong background in power O&M or have specialized expertise as required by the needs of the facility and Reclamation. This includes experience in the PRO&M Program and the successful completion of formal training to qualify as a reviewer to conduct a PRO&M facility review. Successful training includes the additional requirement of completing a shadowing experience on a PRO&M facility review.
- E. **Documentation.**
- (1) The regional power manager in cooperation with the applicable area manager will identify a review strategy that includes review scope and frequency.
 - (2) At the beginning of the onsite review, an in-briefing will be conducted with appropriate facility staff to discuss the documented review strategy, including scope and frequency, which is prepared by the regional power manager in cooperation with the applicable area manager.
 - (3) Upon completion of the onsite review, an out-briefing will be conducted with appropriate operating entity staff to review the findings and proposed recommendations. The out-briefing will also contain a review of the O&M transfer contract for specific provisions related to the proposed recommendations.
 - (4) A draft review report will be developed and circulated to the appropriate regional director, regional power manager, and area manager: the Senior Advisor, Hydropower; Manager, PRO; the review team; the operating entity; and other appropriate personnel for review and comment.

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- (5) The final review report will be published and circulated to the appropriate regional director, regional power manager, and area manager; the Senior Advisor, Hydropower; Manager, PRO; the review team; the operating entity; and other appropriate personnel.
- (6) The report will contain all formal recommendations prioritized by category.

F. Recommendations.

- (1) **Tracking.** All recommendations will be tracked to completion in PRIS in accordance with RM D&S, FAC 04-02.
- (2) **Assigning Unique Identifier.** Each reviewer must assign a unique identifying number to each recommendation in accordance with RM D&S, FAC 04-02.
- (3) **Status.** All recommendations will be designated as completed, deleted, or incomplete in PRIS in accordance with RM D&S, FAC 04-02.
- (4) **Deleting.** Recommendations may be deleted in accordance with RM D&S, FAC 04-02.
- (5) **Dispute Resolution.** Every effort will be made to resolve disagreements regarding report findings or recommendations informally between the review team and site managers. When disputes cannot be resolved at this level, the regional power manager, in partnership with the Manager, PRO must be consulted to identify an equitable solution. If this is not successful, the disagreement must be documented in writing by the respective regional director within 30 days of the review report publication and submitted to the Senior Advisor, Hydropower, who must seek a resolution and make a determination.

G. Planning and Completion Timelines.

- (1) **Category 1.**
 - (a) Based on the severity of the deficiency and condition at the time of the review, the review team may prescribe an appropriate timeframe for completing the recommendation. Category 1 recommendations should generally be completed within 1 year. Suggested remedial measures are discussed at the out-briefing and included in the review report.
 - (b) Within 30 days following receipt of the recommendation(s), the operating entity, in coordination with the area office, will provide to the regional director plans for accomplishing Category 1 recommendations, including the scheduled completion date. The regional director will in turn provide the plan for accomplishing Category 1 recommendations, to the following:

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- (i) Deputy Commissioner – Operations;
 - (ii) Senior Advisor, Hydropower; and
 - (iii) Manager, PRO.
- (c) Potential Category 1 recommendations will be discussed and consensus reached by the review team to ensure consistency with the definition. The reviewer(s) must receive concurrence from the Manager, PRO.
- (d) The PRO, area/regional power manager, and facility manager must be advised of the potential for issuing a Category 1 recommendation.
- (e) When Category 1 recommendations are completed, the regional director will submit a completion memorandum summarizing actions taken to complete the recommendations to the following:
- (i) Deputy Commissioner – Operations;
 - (ii) Senior Advisor, Hydropower; and
 - (iii) Manager, PRO.
- (2) **Category 2.**
- (a) Recommendations are to be acted upon as soon as practical following receipt of the review report. Some recommendations require more time to accomplish because of the need to complete designs or secure equipment, materials, or personnel. In such cases, the related planning and budgeting are to be initiated in a timely manner.
- (b) Within 90 days following receipt of Category 2 recommendation(s), the operating entity will provide plans to the area manager for accomplishing Category 2 recommendations, including the scheduled completion date.
- (3) **Category 3.**
- (a) Recommendations must be completed or resolved prior to the next review.
- (b) Within 90 days following receipt of Category 3 recommendation(s), the operating entity will provide plans to the area manager for accomplishing Category 3 recommendations, or include an explanation of an alternative course of action or decision to take no action.
- H. **Transmittal.** Category 1 recommendations will be transmitted to the operating entity and regional director through formal memorandum *immediately following* the review. All recommendations will be transmitted through the review report.

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- I. **Records Retention.** PRO&M Program-related records shall be retained per the standards listed in the Reclamation Information Management Handbook (e.g., Review Report; local office retention).
 - J. **Compliance with Other Laws, Regulations, Department Manual, and Policy or D&S.** When PRO&M review reports are prepared that identify remedial measures or make recommendations involving physical modification to power facilities, including the facility structure itself, fixtures (i.e., doors, windows, lights, stairs, elevators, railings etc.), finishes (floors, wall, or paneling materials, etc.), equipment; or associated facilities (offices, warehouses, transformers/transformer houses, or yards, etc.); or that involve other construction or ground disturbing actions, then Reclamation will fulfill the requirements of the NHPA and its implementing regulations, Protection of Historic Properties, 36 CFR 800, and comply with RM Policy, *Cultural Resources Management* (LND P01), and RM D&S, *Cultural Resource Management (CRM)* (LND 02-01).
8. **Regional Annual Power O&M Report.** Area offices will provide the status of recommendations on transferred works power facilities to their respective regional director for inclusion in the Regional Annual Power O&M Report.

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: _____