

**U.S. ARMY CORP OF ENGINEERS  
ALBUQUERQUE DISTRICT GUIDANCE ON OPERATION & MAINTENANCE MANUAL  
ADDENDUMS FOR FLOOD RISK REDUCTION PROJECTS**

1. **PURPOSE.** This information has been compiled to provide general guidance regarding developing an Addendum to a Flood Risk Reduction Project's (FRRP) Operations and Maintenance (O&M) Manual to reflect additions or modifications to the FRRP.
2. **RESPONSIBILITIES.** Local sponsors are the owners of the FRRP and are responsible for controlling all modifications to the FRRP and ensuring that the Addendum to the O&M Manual is complete and distributed to the appropriate parties. The Engineer-Of-Record (EOR) or Design Engineer for the proposed modification should complete the O&M Manual Addendum and is ultimately responsible to ensure that the modification does not adversely impact the operation or integrity of the FRRP. The U.S. Army Corps of Engineers (USACE) provides review and approval of the O&M Plan Addendums for federally constructed FRRPs. USACE will review addendums for non-federally constructed O&M Plans that are in the USACE PL 84-99 Rehabilitation and Inspection Program (RIP) to ensure that the changes do not adversely impact the operation or integrity of FRRP.
3. **ADMINISTRATION.**

**a. Transmittal for Review.** The O&M Manual Addendum needs to be coordinated with, and processed through, the appropriate local sponsor of the FRRP. The local sponsor should review the Addendum to ensure that it is complete and that they have no objections prior to forwarding the submittal to USACE.

Submittals may be sent directly to the USACE, Albuquerque, Readiness Branch, CESP-OD-E, 4101 Jefferson Plaza, NE, Albuquerque, NM 87109, provided that the submittal is coordinated with, and a copy provided to the local sponsor. No reviews will proceed without permission of the local sponsor. If needed, a point of contact with a local sponsor may be obtained from the Readiness Branch at 505-342-3686.

**b. Final Addendum.** The final version of the O&M Manual Addendum will be provided to USACE for record purposes.

**c. Copies.** As a general rule, three (3) complete printed sets of draft and final addendum should be provided to USACE. If additional copies are necessary, the EOR will be notified. **In addition to the printed copies, the entire submittal should be provided in a PDF digital format.**

**d. Review Schedule.** The sponsor and EOR should allow six (6) to eight (8) weeks for USACE coordination, scheduling, comment development and consolidation, and mailing of comments to the sponsor for each submittal review.

## **U.S. ARMY CORP OF ENGINEERS, OMAHA DISTRICT GUIDANCE ON OPERATION & MAINTENANCE MANUAL ADDENDUMS FOR FLOOD RISK REDUCTION PROJECTS**

### **4. TEMPLATE.**

**a. General.** Provided below is template for an O&M Manual Addendum that illustrates the types of information that should be provided and also offers other guidance on developing an addendum. The scope and complexity of the addendum can vary significantly depending on the nature of the added feature or modification and needs to be considered on a case-by case basis. However, in all cases, sufficient information must be provided in the addendum to fully document what the addition or modification consists of, what the associated operation and maintenance requirements are for the added or modified feature, and any changes to the operation and maintenance requirements for the system.

**--- END ---**

**ADDENDUM NO. XX**

# **OPERATIONS AND MAINTENANCE MANUAL**

**PROJECT NAME:**

**River/Creek  
NameLocations/City/Jurisdiction**

**Date Organization**

**PROJECT NAME LOCATION**  
**ADDENDUM NO. XX OPERATION AND**  
**MAINTENANCE MANUAL**

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## SECTION I - INTRODUCTION

**1.1 Purpose of the Addendum.** The purpose of this addendum to provide an update to the project's Operations and Maintenance (O&M) Manual to reflect added or modified features. It is not the intent of this addendum to replace the current O&M Manual, but only to supplement the current document. This addendum is a separate document to be added to the front of the current O&M Manual, until which time the entire manual is updated to incorporate any changes or modifications to the project.

The current O&M Manual and any existing addendums have been marked-up as necessary to direct readers to this addendum where there are conflicts or changes. A copy of each such marked-up page is provided in Appendix A. Each holder of an O&M Manual should insert these marked-up pages into the appropriate place in their copy of the document.

**1.2 Scope of the Addendum.** This addendum is intended to cover all pertinent inspections, operations and maintenance procedures for the added or modified features and for other portions of the project that are impacted by these added or modified features. Details of the added or modified features are summarized below and described in detail in Section 2. Procedures or other information given in this addendum supersede any conflict with the current O&M manual.

**1.3 Summary of Added/Modified Project Features.** *\*\*\*Provide a brief description of each added features or modifications and any associated impacts to other portions of the project. Include project stationing, etc.\*\*\**

**1.4 Summary of Changes to the Current O&M Manual.** *\*\*\*\*Provide a summary of what sections, checklists, appendices of the O&M Manual are impacted by the added feature or modification. Also discuss any significant changes in O&M procedures\*\*\*\**

**1.5 References.** *\*\*\*\*Provide all appropriate references\*\*\*\**

## SECTION II - PROJECT DESCRIPTION

**2.1 Description of Added/Modified Features.** *\*\*\*\*Provide a detailed description of each added or modified project features and impacts to the project..\*\*\*\**

**2.2 Ownership of Added/Modified Features.** *\*\*\*\*Provide a discussion of what entity has ownership, operation and maintenance, and rehabilitation responsibility for the added feature or modification..\*\*\*\**

**2.3 Construction History of Added/Modified Features.** *\*\*\*\*Provide a summary of the construction of each added feature or modification to include dates, contractor, design firm, construction QC/QA, and any construction issues.\*\*\*\**

**2.4 Approval of Added/Modified Features.** *\*\*\*\*Provide a brief review of approvals granted for the implementation of the added feature or modification.\*\*\*\**

### **SECTION III – through XXX**

*\*\*\*\*These sections will consist of necessary descriptions, instructions, checklists, etc. required to conduct proper O&M on the added feature or modification and should follow the general format of the O&M manual. Each Section of the current O&M Plan will be listed. If the added feature or modification does not result in any changes to the section, that should be so stated.\*\*\**

## **APPENDIX A -MARKED-UP PAGES FROM CURRENT O&M MANUAL OR ADDENDUMS**

*\*\*\* Insert pages from the existing O&M Manual or other addendums that have been marked-up to direct readers to this addendum due to conflicts or changes. Each holder of an O&M manual should insert these pages into their copy of the document.\*\*\**

## **APPENDIX B -AS-BUILT DRAWINGS**

*\*\*\* Insert 11" x 17" or other appropriately sized drawing showing as-built conditions of the added feature or modifications.\*\*\**

## **APPENDIX C -CATALOG CUT-OUTS/OTHER PERTINENT DATA**

*\*\*\* Insert catalog cut-outs, manufacturer instructions, and/or any other pertinent data of the added feature or modifications.\*\*\**

## **APPENDIX D -TECHNICAL SPECIFICATIONS**

*\*\*\* Insert technical construction specifications/instructions of the added feature or modifications.\*\*\**

## **APPENDIX E -OTHER APPENDICES AS NEEDED**

*\*\*\* Provide information in other appendices as needed\*\*\**

## **APPENDIX F -ELECTRONIC VERSION**

*\*\*\* Insert a CD/DVD or other appropriate storage medium that contains this addendum in its entirety. The addendum should be provided in a PDF format and in the format in which it was created in (e.g, Microsoft Word). As-Built Drawings should similarly be provided in a PDF format and in the format in which they were created in (e.g, AutoCAD)\*\*\**

**APPENDIX- through XXX**