

APPENDIX B

SUGGESTED TABLE OF CONTENTS

The following paragraphs discuss the sections of a suggested table of contents. Modifications shall be made as necessary to accommodate requirements of differing projects.

- (1) Section 1, General. Provide a general description of the project and include its specifically authorized purpose, features, and functions.
- (2) Section 2, Authorization. Cite the authorizing legislation and provide a summary.
- (3) Section 3, Location. Describe the physical setting for the project. Give the relationship to political boundaries such as state, county, city, and town.
- (4) Section 4, Pertinent Information. Give the history of the area relative to the project purposes and summary information that would be pertinent to the O&M of the project that was developed during planning and design studies.
- (5) Section 5, Construction History. Furnish a historical summary of the project construction to include contracts (start and completion dates and costs) and names of contractors, contracting officers, and resident engineers. Reference a complete set of as-built plans, specifications, and drawings and include these as Appendix A to the manual.
- (6) Section 6, Project Performance. Describe the protection provided by the various reaches of a flood control or shore protection project; discuss the consequences of flow or other conditions exceeding the project design; or describe the authorized navigation project design fleet and benefits thereto as the case may be. Discuss the mitigation and/or benefits of all other project functions such as cultural resources, environment, recreation, water supply, and hydropower. Indicate that protection of project benefits is a prime objective of O&M.
- (7) Section 7, Project Cooperation Agreement and/or other agreements. State: The (*signatory*) and (*signatory*) (provide official nomenclature) have entered into a Project Cooperation Agreement (PCA) or other agreement for this project on (*date*) as required by PL 99-662 or other applicable law and/or regulation. A copy of the duly executed PCA and/or any other agreement will be included as Appendix B of the manual.
- (8) Section 8, Operation. Cover in detail the operations of the project that are necessary for the safe and efficient functioning of the project to produce the benefits set forth in the project authorization. The operational requirements for non-reservoir projects are to be presented as operation plans covering essentially the who, what, where, when, and how of the various project operations. An outline of operation records to be maintained and available for inspection is to be provided. The operation of reservoirs, covered in water control manuals, in accordance with ER 1110-2-240, shall be separate from this operation and maintenance manual.
- (9) Section 9, Emergency Operations. Present the emergency operation plans that cover preparations for and responses to project emergency conditions. An outline of emergency operation records to be maintained and available for inspection is to be provided. Plans should cover, but not be limited to, such items as:

- (a) Chain of responsibility.
- (b) Emergency communications network including redundancies (internal and external).
- (c) Local emergency response assistance such as fire, police, medical, and Red Cross.
- (d) State and Federal emergency response agencies.
- (e) Flood fight or other plans that may have been part of design documentation.

(10) Section 10, Maintenance and Inspection. Cover the maintenance and inspection details required for the proper care and efficient operation of the various project elements. These plans may be combined or separate as best suits the particular project. The guidance for the proper formulation and the contents of this section are contained in ER 1130-2-500, Chapter 5. Outlines of the maintenance and inspection records to be maintained are to be provided. Indicate that the District Commander may update the manual for changed conditions or if warranted to correct conditions discovered during inspections.

(11) Section 11, Surveillance. Set forth a surveillance program covering appropriate measurements, observations, and other activities to be performed that will ensure project benefits are being obtained. An outline of surveillance records to be maintained and available for inspection is to be provided. This program should cover, but is not limited to, such activities as:

- (a) Routine stage and discharge records to show continued satisfactory performance or provide timely notice that attention is required.
- (b) Hydrographic and land surveys as required to indicate when periodic dredging, correction of bank erosion, correction of levee settlement, etc., are to be performed.
- (c) Special surveillance as may be covered in the project design documents.

(12) Section 12, Notification of Distress. Cover the requirements of ER 1110-2-101 so that the District Commander may see that appropriate actions are taken.