



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
SOUTH PACIFIC DIVISION, CORPS OF ENGINEERS
1455 MARKET STREET
SAN FRANCISCO, CALIFORNIA 94103-1399

CESPD-PD-O

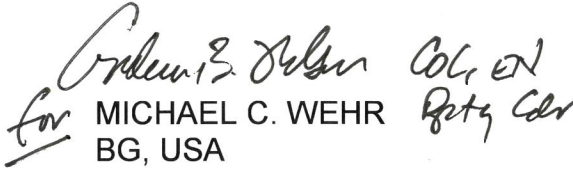
6 DEC 2012

MEMORANDUM FOR SEE DISTRIBUTION

Subject: Review Plan Approval For Regional Routine Operations & Maintenance Review Plan

1. The attached Review Plan for the Regional Routine Operations & Maintenance dated November, 2012 has been prepared in accordance with EC 1165-2-209. The Review Plan has been coordinated internally within the District Support Team and with the Risk Management Center. SPD Operations will serve as the Review Management Office.
2. The Review Plan does not include agency technical review or independent external peer review.
3. I hereby approve this Review Plan, which is subject to change as circumstances require, consistent with study development under the Project Management Business Process. Subsequent revisions to this Review Plan or its execution will require new written approval from this office.
4. For any additional information or assistance, contact Anne K. Sturm, Navigation and Coastal Business Line Manager, (415) 503-6587, Anne.K.Sturm@usace.army.mil.

Encl

for  COL, EN
MICHAEL C. WEHR Retg Cdr
BG, USA
Commanding

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South Pacific Division

**ROUTINE OPERATIONS AND MAINTENANCE
REVIEW PLAN**

US Army Corps of Engineers

20 November 2012

1. Purpose. This document is to serve as the South Pacific Division (SPD) Review Plan for routine Operations and Maintenance (O&M) products as required by EC 1165-2-209 (Civil Works Review Policy). The purpose of this Review Plan is to define the requirements, procedures, and specific details of how District Quality Control (DQC) will be conducted for routine O&M products.

2. Applicability. This document only applies to other work products (OWP) related to routine O&M products within SPD that only require a DQC. This Review Plan does not apply to Decision or Implementation documents, or OWPs that require Agency Technical Review (ATR) or Independent External Peer Review (IEPR). Practically speaking, if alternatives are developed (or should be) for the purpose of decision making, it is a decision document.

Appendices A-D include routine O&M OWP types that are covered by this Review Plan. The appendices define what office(s) must be involved in the District Quality Control review for each OWP type. Each routine O&M OWP must be evaluated to ensure an ATR and/or an IEPR are not required (refer to Appendix E for a decision matrix on the process to determine if an ATR and/or an IEPR are required). The Routine O&M Work Product Determination Checklist must be completed for each work product. If an ATR and/or an IEPR are required, that OWP must have a separate review plan submitted to CESPDPD-O for approval.

3. District Quality Control. Quality checks and reviews occur during the development process and are carried out as a routine management practice. Quality checks may be performed by staff responsible for the work, such as supervisors, work leaders, team leaders, designated individuals from the senior staff, or other qualified personnel. However, they may not be performed by the same people who performed the original work, including managing/reviewing the work in the case of contracted efforts. DQC efforts will include the necessary expertise to address compliance with published Corps policy. District Quality Control (DQC) is required for all routine O&M OWPs and shall follow the process below.

a. Each routine O&M OWP must have a designated OWP responsible person. This person shall distribute the OWP documents to the proper offices for review as identified in the appendices. The offices identified in the appendices are the offices required for review of the OWP. Districts may elect to include additional offices for review as necessary.

b. If multiple offices are required to review the OWP, the reviewers for each office shall be identified and become members of the OWP Review Team. This Review Team is responsible for only the review of the OWP's.

c. The Review Team shall review the OWP documents and provide written comments to the OWP responsible person.

d. The OWP responsible person shall resolve comments provided by the Review Team prior to completion and/or release of the OWP. Any unresolved issues will be

decided by the next higher level District authority. Policy, legal or technical concerns that arise during DQC efforts that are not readily and mutually resolved by the District will be brought to the SPD for issue resolution.

e. All steps of this process shall be documented and kept in the project files for internal audits to check for proper DQC implementation.

4. Updates of this Review Plan. Review Management Organization (RMO) is typically responsible for managing the overall peer review effort described in a Review Plan. The RMO for this Review Plan is the South Pacific Division (SPD), as ATR and IEPR are not needed. Modifications to this Review Plan may be made by submitting a request through the appropriate SPD Business Line Manager.

5. Coordination. This Regional Review Plan has been fully coordinated throughout the region.

6. Points of Contact

Questions about this Review Plan may be directed to Anne K. Sturm (415-503-6587; Anne.K.Sturm@usace.army.mil).

Appendix A

Flood Risk Management Routine O&M Products

Other Work Product	Review Team		
	District BLM	District Offices	SPD
Project Operation Plans – e.g. Black Start	X	EN	
Maintenance Plans	X	EN	
Testing Plans and Procedures	X	EN	
Equipment and System Repairs and Direct Component Replacement for FRM Equipment*	X	EN	
Purchase of supplies and materials to perform FRM activities at project sites	X	OR	
Changes to Control System, SCADA Systems, PLC Based Systems and Other Software Configurable Devices	X	EN	
Changes to Telecommunications Systems that are Used for SCADA/Control Systems	X	EN	
Development/Update of Drawings and Manuals	X	EN	
Dam Inspection Reports	X	EN	X
Levee Inspection Reports	X	EN	
Encroachment Reviews	X	EN	
Pesticide Usage Reports	X	OR	
Emergency Action Plans	X	OR	
Gate Log	X	EN	
Real Property Inventory Reports	X	RE	
Safety Meeting Reports	X	OR	
Work Orders**	X	OR	
Energy and Water usage Reports	X	EN	
Report of Availability	X	OR	
Vehicle Reports	X	OR	
Water Quality Reports	X	EN	
Drinking Water Reports	X	OR	
Waste Discharge Reports	X	OR	
Out grant Inspections	X		
Service Contracts	X	OR	
BCOE Reviews	X		
Daily Operation Report	X	OR	
Annual Water Control Management Reports	X	EN	X
Spring Water Assessment Report	X	EN	
Reservoir Models	X	EN	X

Seepage Reports	X	EN	
Topographic Surveys	X	EN	
Bathymetric Surveys	X	EN	
ERGO Inspection Reports	X		

* As defined in ER 1110-2-109

** For repairs that do not require new design

BLM – Local District’s FRM Business Line Manager

SPD – SPD FRM Program Manager

EN – Engineering

EN – Engineering

OR – Operations & Readiness

PD – Planning

OC – Office of Counsel

OWP – Other Work Products

Appendix B

Navigation Routine O&M Products

Other Work Product	Review Team			
	BLM	District Offices	SPD	MDC
Maintenance Plans and Specifications (Channels)	X	EN		
Advanced Maintenance Report (Channels)	X	EN	X	
Environmental Compliance Documents and Reports	X	EN/PD		
Condition Surveys, Reports and Assessments (Channels and Structures)	X	EN		
In-Place Repairs on Major Components* (Structures)	X	EN	X	
In-Place Repairs on Minor Components* (Structures)	X	EN/OR		
Safety Sign Plans/Replacement (Structures)	X	EN/OR		
Cost Estimates	X	EN		
Major Floating Plant Repairs**	X	OR	X	X
Minor Floating Plant Repairs	X	OR		
Floating Plant Procurement	X	OR	X	X
Emergency Dredging Requests	X	EN	X	
Funding Agreements	X	OC, PD	X	
Purchase of supplies and materials to perform NAV activities at project sites		OR		
Sampling & Analysis Plans	X	EN/PD		
Water Quality Reports & NOIs	X	EN/PD		
Sounding Charts	X	EN		
Fish Monitoring Reports	X	PD		

* In-Place repairs are limited to repairs that do not require a new design effort by a qualified Engineer.

** Items requiring PRIP funding are considered major.

BLM – Local District’s Navigation Business Line Manager

SPD – SPD Navigation Program Manager

MDC – Marine Design Center

EN – Engineering

OR – Operations & Readiness

PD – Planning

OC – Office of Counsel

PRIP – Plant Replacement and Improvement Project

Appendix C

Natural Resource Management Routine O&M Products

Other Work Product	Review Team		
	REC or ES BLM	District Offices	SPD
Annual Work Plan	X		
Operational Management Plans	X	OC, PD	
Fee schedules/Comparability	X		X
Accessibility Survey/ Transition Plans	X		
Project Sign plans	X		
Request for Waiver - Non-Standard Critical Safety Signs	X	OC, SO	X
Routine Maintenance Plans	X		
Publications/Brochures	X		X
Park development plans	X	EN, PD	
Periodic Evaluation Reports of Rec Facilities	X		X
Park Closure/Significant Operational Change Plans	X	PA	X
OMB Approved Surveys	X		X
Partnership Agreements	X	OC, RM	
Cooperative Association Agreements	X	OC, RM	
Contributions Plans	X	OC, RM	
Annual Water Safety Plan	X	SO	
Shoreline Mgt Plans w/o an EIS	X	FOR, WB, OC, PD, RE, SO	X
Master Plans and Updates w/o an EIS	X	WB, PD, RE	
Annual Pesticide Mgt Plans		ECC	
Historic Properties Management Plan	X	FOR, WB, ECC, PD	
Invasive Species Control Plans, including Aquatic Plant Control Plans	X	FOR, WB, PD, RCX SAJ	
Spill Plans	X	ECC, PD	
Environmental Management System Documents	X	ECC	
Categorical Exclusion and Environmental Assessment Documents for routine O&M projects	X		
Pollution Prevention Plans	X	ECC	
Forest Management Plan	X	PD	
Purchase of supplies and materials to perform REC/ES activities at project sites	X		
Threatened and endangered Species Plan	X		

Special Status Species Reports	X		
OMBIL Reports	X		
Mishap Report	X		
Serious Incident Report	X		
Daily Activity Report	X		
Visitation Report	X		
Citations	X		

BLM – Local District’s REC or ES Business Line Manager

FOR- Forester

WB - Wildlife Biologist

ECC – Environmental Compliance Coordinator

EN – Engineering

OC – Office of Counsel

PA – Public Affairs

PD – Planning

RE – Real Estate

RM - Resource Management

SO – Safety Office

SPD – Regional Business Line Manager

RCX SAJ – Jacksonville Regional Center of Expertise

Appendix D

Other Miscellaneous O&M Products

Other Work Product	Review Team		
	District BLM	District Offices	SPD
Facility and Equipment Maintenance (FEM) Program Activities	X	RMM	
Communications Plans	X	PA	
Routine Contracts*	X	CT	
PRIP Requests	X	RMM	X
District Budgets (i.e. Operating Budget)	X	RMM	
District Workload Assessment	X	PM	
Visa Reports	X		
Sustainability Reports	X		
COR Reports	X		

* District contracting procedures must be followed including BCOE review if applicable

BLM – Local District’s Business Line Manager for the Work Product

SPD – SPD Business Line Program Manager for the Work Product

PA – Public Affairs Office

CT – Contracting

RMM – Regional Maintenance Manager

PRIP – Plant Replacement and Improvement Project

