

PLAN OF OPERATION FORMAT

The Plan of Operation (POO) Format is to be used to develop both the Preliminary Plan of Operation (PPOO) and the Final Plan of Operation (FPOO) for Kansas Water Pollution Control Revolving Loan Fund Projects as required by K.A.R. 28-16-13(a)(4). The Plan of Operation must include/discuss the following subjects:

1. General Information

Name of Project: _____ Project No. C20 _____

Project Consulting Engineer: _____

Design Flow Capacity of Plant: _____

Brief Description of Designed Treatment Process: _____

2. Chronological summary of implementation dates.
3. Staffing and training.
4. Records and reports.
5. Laboratory control.
6. Process control and "fine tuning" procedures.
7. Safety.
8. Emergency operating plan.
9. Maintenance management.
10. Operation and maintenance manual.
11. Sewer maintenance program.
12. O&M budget and ordinance development.
13. Startup provisions and operating training.
14. Project performance criteria.
15. Project construction schedule.
16. Estimated construction payment schedule.
17. Projections of annual operating costs (operation, maintenance, and replacement) for next 5 year period.
18. Description of existing Financial Management System of wastewater utility.