



## **SECTION 408 PERMISSION OPERATION AND MAINTENANCE ( O&M) SUBMITTAL CHECKLIST**

**United States Army Corps of Engineers, Los Angeles  
District (USACE-SPL)**

Is non-federal sponsor (Permit Requester/county) is responsible for O&M for this part of the USACE federally authorized project?       Yes       No

### **If Yes**

Then non-federal sponsor (Permit Requester/County) must provide written documentation that the non-federal will be responsible for the operation and maintenance of the proposed Alteration.

### **If No**

Then Requester will be responsible for the operation and maintenance of the proposed alteration. The Requester must identify any operations and maintenance requirements needed throughout the life of the proposed alteration and the responsible entity for the operations and maintenance into the future.

Please reference ER 1110-2-401, Operation, Maintenance, Repair, Replacement, and Rehabilitation Manual USACE publications are available from the Internet at:  
<http://www.usace.army.mil/library>.

An O&M Manual template for an addendum is provided as Appendix A below. A draft O&M Manual must submit with Section 408 Permit application, if applicable.

**Submit above applicable require documents in the Folder identify as “C- O&M “**

**APPENDIX A**  
**O&M Manual Addendum Guidance**

OPERATIONS AND MAINTENANCE MANUAL ADDENDUM

PROJECT NAME

PERMIT/OUTGRANT NUMBER

BASIN/CHANNEL NAME

LOCATION (CITY AND STREETS)

DATE

TEMPLATE

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## SECTION 1 – INTRODUCTION

- 1-1 Purpose - *\*\*\*Provide a general description of the overall project and purpose of the project.\*\*\**
- 1-2 Location of the Project - *\*\*\*Provide a detailed description of the project location including legal and verbal descriptions.\*\*\**
- 1-3 References - *\*\*\*Provide all appropriate references including reference to the existing O&M manual.\*\*\**

## SECTION 2 – PROJECT DESCRIPTION

- 2-1 Operation - *\*\*\*Cover in detail the operations of the project that are necessary for the safe and efficient functioning of the project. This is to include whom is the responsible party and their contact information.\*\*\**
- 2-2 Maintenance and Inspections - *\*\*\*Cover the maintenance and inspection details required for the proper care and efficient operation of the various project elements. This is to include whom is the responsible party and their contact information.\*\*\**
- 2-3 Emergency Operations - *\*\*\*Present any emergency operation plans that cover preparations for the responses to project emergency conditions.\*\*\**
- 2-4 Repair, Replacement, Rehabilitation, and Removal - *\*\*\*Provide discussions on repair activities that are routine to maintain the project in a well kept condition, replacement activities for actions taken on worn-out elements or portion thereof to be replaced, rehabilitation activities necessary to bring deteriorated project back to its original condition, and removal activities that addresses responsibilities any actions necessary for removal of the feature after its service life.\*\*\**
- 2-5 Regulatory Requirements - *\*\*\*Although some activities which would normally be involved in maintenance of flood control are exempt from the statutory requirement for a Corps permit, or may be covered by a general permit, some maintenance activities may require specific authorization. Identify the operation and maintenance activities that will require a permit and those that are exempt.\*\*\**

2-6 Easement Agreements - *\*\*\*Should the proposing entity enter an new or existing easement agreement. This agreement does not diminish the overall responsibility of the proposing entity to operate and maintain the modified feature.\*\*\**

### SECTION 3 – PROJECT FEATURES

*\*\*\*Describe the features of this project\*\*\**

### SECTION 4 – SCHEDULE OF INSPECTION AND MAINTENANCE

*\*\*\*Provide a general schedule of what will be inspected and maintained and how\*\*\**

### SECTION 5 – UPDATING THE OPERATION AND MAINTENANCE MANUAL

*\*\*\*Provide how this Operation and Maintenance manual will be updated in the future if needed\*\*\**

## APPENDIX A

### MARKED-UP PAGES FROM CURRENT O&M MANUAL

*\*\*\*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" by 17" or other appropriately sized drawings to scale showing as-built conditions of the added feature or modifications.\*\*\*. If as-built plans are not available then provide current construction Plan. Upon completion of the section 408 activity, please provide as-built plan*

## APPENDIX C

### TECHNICAL SPECIFICATIONS

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

## APPENDIX D

### CATALOG CUT SHEETS AND PERTINENT DATA

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

APPENDIX E

CONTACT LIST

*\*\*\*Include a list of contacts\*\*\**

APPENDIX F

INSPECTION CHECKLIST

*\*\*\*Provide a sample inspection checklist that will be used during inspections\*\*\**

APPENDIX G

*\*\*\*OTHER APPENDICES AS NEEDED\*\*\**