**Guidelines for Completion of Preliminary and Comprehensive Operation, Maintenance and Replacement Plans**

A SMCRA AMD treatment system design/construction grant requires the development of a preliminary Operation, Maintenance and Replacement Plan (OM&R) at grant execution time as well as a long-term comprehensive plan as a project deliverable in the Final Report.

The preliminary OM&R Plan should include:

* A written plan describing O, M & R needs for each component of the treatment system, a frequency schedule of each maintenance task to be completed, and the identity of the responsible party.
* A written/signed maintenance agreement with the responsible party for providing the OM&R. Only the parties responsible for doing maintenance need to sign the document. If DEP is doing all the OM&R, delete the signatures and write a statement into the scope of work that DEP will provide all OM&R.
* Maintenance schedule for passive systems:

|  |  |
| --- | --- |
| * Site Inspections: inspection, maintenance tasks, and flushing
 | Quarterly 4 hrs /visit |
| * Sample Collection and Analysis
 | Quarterly 0.5 hrs/visit, 2 points |

* Maintenance schedule for active systems:

|  |  |
| --- | --- |
| * Site Inspections: inspection, maintenance tasks, and sludge management
 | Bi-weekly 5 hrs/visit |
| * Sample Collection and Analysis
 | Monthly 0.5 hrs/visit, 2 points |

The long-term comprehensive OM&R Plan should include the information provided in the preliminary plan and:

* An O, M & R Site Map that includes each component, flushing points, monitoring points (water sample locations, benchmark cross sections, etc.)
* Site specific instructions.
* "As-built" drawings certified by a professional engineer or licensed land surveyor.
* Financial information: Use AMDTreat to figure the annual costs and recap costs.
* Permit Requirements: Provide a copy of all approved permits and include any permit conditions and permits requirements.

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| **1010-FM-GC0084 Rev. 2/2013 COMMONWEALTH OF PENNSYLVANIA**DEP Logo**Form DEPARTMENT OF ENVIRONMENTAL PROTECTION** | Document Number       |

SURFACE MINING CONSERVATION AND RECLAMATION ACT

GRANT PROGRAM

**OPERATION, MAINTENANCE AND REPLACEMENT PLAN**

|  |
| --- |
| Proper operation and maintenance of Best Management Practices “(BMPs)” is critical for their success and longevity. The goal of this project is the establishment of       |

 (List BMPs)

for improvement of water quality.

1) Components of the Project (List all practices being installed within this project):

|  |  |  |
| --- | --- | --- |
|       |       |       |
|       |       |       |
|       |       |       |

2) Parties agree to perform all Maintenance Tasks as described in the chart at the end of this document.

3) Allowed activities:

*
*
*

Prohibited activities:

*
*
*

4) The [ ]  Landowner(s) [ ]  Grantee [ ]  DEP shall be considered to be in breach of this Agreement if he/she does not maintain and repair the project in compliance with this agreement or willfully neglects any other terms of this agreement.

5) The [ ]  Landowner(s) [ ]  Grantee [ ]  DEP agrees to comply with all Federal, State, local laws, rules and regulations. This would include noxious weed control.

6) The [ ]  Landowner(s) [ ]  Grantee [ ]  DEP shall be responsible for all normal, routine maintenance and normal, routine repair of the site and project.

7) Other Special Conditions:

*
*
*
*

Maintenance Tasks

|  |  |
| --- | --- |
| Practice |       |
| Maintenance required |       |
| Schedule |       |
| Responsible Party |       |
|  |  |
| Practice |       |
| Maintenance required |       |
| Schedule |       |
| Responsible Party |       |
|  |  |
| Practice |       |
| Maintenance required |       |
| Schedule |       |
| Responsible Party |       |
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| Practice |       |
| Maintenance required |       |
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| Responsible Party |       |
|  |  |
| Practice |       |
| Maintenance required |       |
| Schedule |       |
| Responsible Party |       |

# Signatures:

 (Grantee Representative Signature) (Date)

 Must be an officer of the organization

 (Grantee Representative Please Print)