

**Department of Environmental Management
Office of Water Resources
Facilities Plan Reaffirmation Checklist**

Preface

The purpose of a Facilities Plan Reaffirmation is to determine if the selected alternative proposed in the original, approved Facilities Plan is still a viable alternative. A Facilities Plan Reaffirmation is required if the original Facilities Plan was approved five or more years ago and the municipality, commission or sewer authority wishes to proceed with the originally selected alternative(s) at this time. Over that five or more year period, it is possible that unexpected deviations from previous predictions may have occurred in the planning area. Such deviations could include service area growth, population served, available financing, new RIPDES permit limits, etc. If these changes are significant, the selected alternative may no longer meet the needs of the municipality, commission or sewer authority and the investigation of other alternatives may be necessary. The following checklist is designed to ensure that all relevant issues pertaining to the selected alternative are addressed in the Facilities Plan Reaffirmation, such that an informed decision can be made regarding the need to consider new alternatives, if necessary, or that the previously selected alternative still meets the needs of the municipality, commission or sewer authority.

When writing a Facilities Plan Reaffirmation, the level of discussion for each subject area should be commensurate with the significance of the change in that area. For example, if the original facilities plan predicted a flow to the WWTF of 1 MGD at this point in time, and the WWTF currently is seeing 1.05 MGD simply reference the future predicted flows section in the facilities plan and state that the 1.05 MGD is a minor change. If, on the other hand, the WWTF is currently seeing 2 MGD then obviously the discussion of flow needs to go into more detail regarding why there is such a large difference and how this impacts the selected alternative. Another example of a significant change would be the discovery of a major archaeological site in the area of proposed wastewater conveyance/treatment facilities that was not known about at the time of the original facilities plan compilation.

Facilities Plan Reaffirmation Review Checklist

If it has been less than five (5) years since the Facilities Plan has been approved, then reaffirmation is not necessary.

The following areas must be addressed for the Selected Alternative (If minor changes have occurred, reference the original Facilities Plan):

	Yes/No/NA* & Page No.
I. Statement of Current Need	_____
II. Planning Area	
A. A description of the planning area?	_____
B. A description of political jurisdictions?	_____
C. A description of institutional (governmental unit) structure?	_____
D. A description of wastewater utility management structure?	_____
E. A description of the current rate structure?	_____
F. Description of entities conducting planning?	_____
G. Relationship between the Facilities Plan (FP) and the Community Comprehensive Plan (CCP)?	_____
H. Is there a map which shows:	
1) Service Area (current & forecasted)?	_____
2) Political boundaries?	_____
3) Natural resources (e.g. wetlands, coastal features, sole source aquifers) consistent with CCP inventory?	_____
4) Cultural resources consistent with CCP inventory?	_____
5) Historical and Archaeological resources consistent with CCP inventory?	_____

*NA = Not Applicable

III. Effluent Limitations

- A. Copy of current RIPDES permit? _____
- B. Is the receiving water "water quality limited"? _____

IV. Assess Current Situation

- A. Existing conditions in planning area
 - 1. Socioeconomic Considerations
 - a) Changes in tax base? _____
 - b) Demographic changes? _____
 - c) Land-use changes? _____
 - 2. Surface water quality, quantity, and uses? _____
 - 3. Groundwater quality, quantity, and uses? _____
 - 4. Other environmental conditions
 - a) Air quality? _____
 - b) Noise levels? _____
 - c) Historical and archaeological sites? _____
 - d) Related federal/state projects? _____
 - e) Affected plant/animal communities? _____
 - f) Documentation of ISDS problems in the planning area(s)? _____
- B. Existing System and Flows
 - 1. Existing System
 - a) WWTF
 - i) Location of all treatment plants, sludge treatment and disposal areas, pretreatment facilities, pumping stations, and collection systems? _____
 - ii) WWTF performance compared to RIPDES permit? _____
 - iii) Adequacy of plant hydraulics? _____
 - iv) Quality of operation and process control? _____

v) Actual number and qualifications of operating staff versus planned/needed? _____

vi) Adequacy of laboratory facilities? _____

vii) Adequacy of sampling & testing? _____

viii) Adequacy of maintenance program? _____

ix) Adequacy of cost recovery and user charges? _____

x) Impact of septage on WWTF? _____

xi) Effluent treatment/reuse methods? _____

xii) Sludge treatment/disposal/reuse methods? _____

xiii) Flow/waste reduction measures? _____

b) Collection system

i) Population served presently? _____

ii) Additional population to be served in the future? _____

iii) Location and description of major industrial discharges? _____

iv) Location of all bypasses and overflows, if applicable? _____

v) Description and location of new service area extensions? _____

vi) Developed areas served by on-site systems and documentation of problems in these areas? _____

2. Existing flows

a) Average and peak? _____

b) Dry and wet weather? _____

c) Septage (in & out of town)? _____

d) Combined sewer overflows? _____

e) Infiltration/inflow? _____

f) Wastewater characteristics (BOD, TSS, etc.)? _____