Guidelines for the Preparation of Facilities Plans and Environmental Reports for Community Wastewater Projects

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Wastewater Facilities Plan Outline

1. Executive Summary

2. Introduction, Purpose and Need

3. Study Area Characteristics (Incorporation of Appendix E Environmental Document Outline will meet the requirements of all financial assistance programs for funding)
   3.1 Study Area
   3.2 Physical Environment
      0.1 Climate
      0.2 Soils
      0.3 Geologic Hazards
      0.4 Public Health Hazards
      0.5 Energy Production and Consumption
      0.6 Water Resources
      0.7 Flora and Fauna
      0.8 Air Quality and Noise
      0.9 Environmentally Sensitive Areas
      0.10 Land Use Issues
   3.3 Socio-Economic Environment
      0.1 Economic Conditions and Trends
      0.2 Population
      0.3 Population growth projections
   3.4 Land Use Regulations
      0.1 City or County Comprehensive Plan
      0.2 City or County Zoning Ordinance
      0.3 Intergovernmental Agreements

4. Existing Wastewater Facilities
   4.1 Wastewater Conveyance System
      0.1 Wastewater Plant, Influent Pump Station
      0.2 Conveyance System Pump Stations or Lift Stations
      0.3 Status of Conveyance System
   4.2 Wastewater Treatment Plant
      0.1 Plant History
      0.2 Plant Design
      0.3 Plant Operations
      0.4 Unit Performance and Deficiencies
Appendix C

Facilities Plan Outline

5. Wastewater Characteristics
   5.1 Wastewater Volume
       0.1 Dry Weather Flow
       0.2 Wet Weather Flow
       0.3 Infiltration and Inflow
       0.4 Summary of Existing Flows
   5.2 Wastewater Composition
       0.1 Analysis of Plant Records
   5.3 Unit Design Factors
       0.1 Wastewater Flows
       0.2 Wastewater Composition
   5.4 Projected Wastewater Characteristics

6. Basis of Planning
   6.1 Basis for Design
       0.1 Regulatory Requirements
       0.2 Effluent Quality
       0.3 Treatment Effectiveness
       0.4 Plant Reliability Criteria
       0.5 Design Concepts and Constraints
   6.2 Basis for Cost Estimate
       0.1 Construction Costs
       0.2 Contingencies
       0.3 Engineering
       0.4 Legal and Administrative
   6.3 Water Quality Impact
       0.1 Background Data on the receiving stream
   6.4 Water Balance Analysis of any Wastewater Treatment Impoundments
   6.5 Design Capacity of Conveyance System and Wastewater Treatment Plant
       0.1 Conveyance System
       0.2 Wastewater Treatment Plant Facilities
       0.3 Seasonal Land Irrigation
7. Development and Evaluation of Alternatives
   7.1 Conveyance System Alternatives
       0.1 Basic Alternatives
       0.2 Selection
   7.2 Wastewater Treatment Plant Liquid Stream Treatment Alternatives
       0.1 Basic Alternatives
       0.2 Selection
   7.3 Disinfection Alternatives
       0.1 Basic Alternatives
       0.2 Selection
   7.4 Effluent Disposal Alternatives
       0.1 Wet Season Alternatives
       0.2 Selection
       0.3 Dry Season Alternatives
       0.4 Selection
   7.5 Biosolids Management
       0.1 Biosolids Stabilization Alternatives
       0.2 Selection
       0.3 Ultimate Use and Disposal Alternatives
       0.4 Selection
   7.6 Development and Evaluation of Complete Alternatives
       0.1 Common Parameters
       0.2 Development of at least three complete alternatives
       0.3 Matrix Evaluation

8. Rate Study (Incorporation of Appendix D, entitled “Financial Information Guideline” will meet the requirements of the funding agencies)
   8.1 Estimated annual Operation, Maintenance and Replacement Costs of the proposed system
   8.2 Evaluation of Local Funding Resources (municipal bonds, tax base, user fees, etc.)
   8.3 Evaluation of Federal and State Funding Resources (grants, loans, state bond pool, etc)
   8.4 Recommended Rate Structure and Financing Strategy

9. Recommended Plan
   9.1 Introduction
       0.1 Project Selection
       0.2 Projected Design Flows
       0.3 Project Cost Summary
   9.2 Financing Strategy
   9.3 Implementation Schedule
Appendix C

Facilities Plan Outline

10. **Environmental Report** - A stand-alone environmental report may be included as the final chapter. Refer to Appendix E for information concerning this report.