

Guidelines for the Preparation of Facilities Plans and Environmental Reports

for

Community Wastewater Projects

Financed by:

The State of Oregon:

Oregon Department of Environmental Quality's (ODEQ) Clean Water State Revolving Fund

Oregon Economic and Community Development Department's (OECDD) Community Development Block Grant (CDBG), Water/Wastewater Financing Program (WW) and Special Public Works Fund Program (SPWF)

The Federal Government:

U.S.D.A - Rural Utilities Services (RUS), Water and Waste Loan and Grant Program

Non-Profit:

Rural Community Assistance Corporation (RCAC)

This document was prepared as a cooperative effort between:

- ODEQ
- Department of Land Conservation and Development (DLCD)
- Oregon Water Resources Department (OWRD)
- OECDD
- U.S.D.A. - RUS and
- RCAC

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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.