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STATE OF NEW MEXICO  
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Santa Fe

October 18, 2012

Mr. Craig Hoover, P.E.  
Bohannon Huston  
Courtyard I  
7500 Jefferson St. NE  
Albuquerque, NM 87109-4335

**RE: Proposed Operation and Maintenance Manual Template for Small Flood Control  
Dams, OSE File NMWDOC**

Dear Craig:

The Office of the State Engineer (OSE) Dam Safety Bureau has completed our review of the draft *Proposed Operation and Maintenance Manual Template* for small flood control dams submitted by John Kelly and Chuck Caruso on September 27, 2012 for the New Mexico Watershed and Dam Owners Coalition. Our prior comments have been addressed and we feel that the template will be a useful starting point for owners of small, un-gated flood-control dams who are preparing operations and maintenance manuals for their facilities.

The Dam Safety Bureau has some suggestions for the authors and the Coalition to consider:

- Federal Emergency Management Agency Publications 473 and 534 are listed in the appendices but are not referenced in the document. In some cases it is efficient to include specific information from those publications (and others listed in Appendix B) directly in the manual for ease of use. Owners can consider this on a case-specific basis.
- Our preference is that electronic copies of the referenced Appendix B documents be included in electronic format on the CD for the template so that the information is readily available for inclusion or reference as appropriate.
- The Dam Safety Bureau website is referenced in the manual explanation--please feel free to list our website address and general phone contact number in the template: (505) 827-6122. You may also consider including a copy of the OSE O&M Manual review checklist in the package of documents.

Owners are encouraged to involve operation and maintenance personnel in the preparation of the manual for their dam. We also support the idea of a dam owner seeking the assistance of a dam safety professional during final review of the manual as stated in the template explanation.

Because each dam is slightly different, and the use of this template is a new process the Dam Safety Bureau can be available to participate in the development of a trial use of the manual. The review of each manual submitted will follow our normal process to ensure that it complies with applicable regulations and assists the owner in effective operation of the dam. If our participation can help to create O&M Manuals that follow OSE guidance and accepted practices then the approval process could take less time and that is a benefit to all parties.

Owners of High and Significant Hazard dams are required under Section 19.25.12 of the New Mexico Administrative Code to complete and adhere to an O&M Manual. This is because a sound program to maintain and operate a dam is important to protect life and resources and to make best use of the investment. The Dam Safety Bureau supports the effort to create effective O&M Manuals and to develop good operation and use practices. We look forward to working with the Coalition to these ends.

If you have questions or need additional information, please contact me at (505) 827-6137.

Sincerely,



Charles N. Thompson, P.E  
Chief, Dam Safety Bureau

CNT:

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