

Pre-Visit Checklist

Asset Management Plan



Overview

An asset management plan is a systematic approach for managing an organization's infrastructure and other assets to provide a framework for proper prioritization. It is a 'living' document that can help systems decide how and where to spend resources to maintain uninterrupted availability of safe drinking water to customers.

Prior to your scheduled meeting with DEQ, please have the following information ready and available.

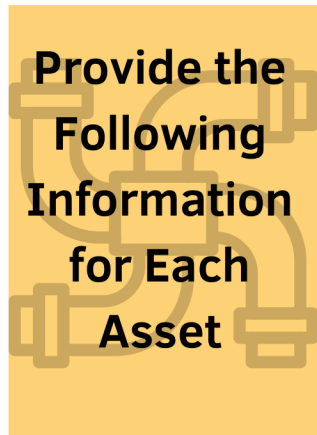
Checklist

Important Documents



- A comprehensive map of your system (either GIS or paper)
- Any inventory or list of system assets such as: pumps, hydrants, meters, pipes, valves, storage tanks, wells, intake structures, monitoring and treatment equipment, buildings, vehicles, etc.

Provide the Following Information for Each Asset



- Asset category & type - see list on back for more information
- Size and quantity of each asset
- Installation date - can be estimated
- Location of each asset - address, latitude/longitude, general description
- Repair and maintenance history
- Current condition - bad, fair, good, or great
- Cost data - initial installation cost, O&M cost, etc.

Continued on back ...

Potential System Assets

| Source | Tank | Meter | Treatment | Analytical |
|-------------------|--------------|--------------|-------------------|---------------------------|
| Dam Groundwater | Clear Well | Backwash | Activated Alumina | Alkalinity test equipment |
| Intake | Ground | Chemical | Aerator | Ammonia testing |
| Reservoir | Elevated | Commercial | Backwash | Arsenic testing |
| Spring Box | Standpipe | Finished H2O | Chemical Feeders | Benchtop turbidity meter |
| Pump | Valve | Master | Chemical Storage | Chlorine dioxide testing |
| Backwash | ARV | Raw | Clarifier | Chlorite testing |
| Booster | Air Vacuum | Residential | Dechlorination | Colorimeter |
| Decant | Altitude | Treatment | Disinfection | Conductivity meter |
| High Service | Backflow | Well | EBR | Filter headloss equipment |
| Raw Water | Ball | Pipe | Electrodialysis | Fluoride meter |
| Tank | Blow-off | Transite | Filtration | Hardness equipment |
| Transfer | Butterfly | Cast Iron | Flocculation | Iron testing |
| Well | Check | Concrete | Fluoridation | Manganese testing |
| Building | Double Check | Ductile Iron | Ion Exchange | Monochloramine |
| Chemical Storage | Gate | HDPE | Mixers | Nitrate testing |
| Pump Station | PRV | PVC | Package Plant | Nitrite testing |
| Water Office | Control | Steel | PAC | Online chlorine analyzer |
| Well House | Telemetry | Hydrant | Pre-sedimentation | Online turbidimeter |
| Water Treatment P | SCADA | Fire | Sedimentation | pH meter |
| | | Flush | Generators | Phosphate testing |
| | | Flow test | Portable | Stability equipment |
| | | | Permanent | TDS meter |
| | | | | Temperature probe |
| | | | Turbidimeter | |

Questions or Concerns

Asset Management plans are vital for making informed decisions on infrastructure acquisition, construction, operation, maintenance, renewal, replacement, expansion and disposal. Having a plan in place that is updated regularly will minimize risk, help manage costs, and ensure the continuous delivery of safe drinking water to customers.

DEQ looks forward to meeting with you and providing technical assistance for your system. If you have any questions between now and our meeting- please do not hesitate to reach out to our Capacity Development section.

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