



# MHP and Homeowners Association Asset Management Program

This template is intended for small, community public water systems. It incorporates the Asset Management Plan requirements in Ohio Administrative Code Rules 3745-87-03 and 3745-87-05.

Public Water System Name: \_\_\_\_\_ PWS ID: \_\_\_\_\_ Date: \_\_\_\_\_

## Public Water System Description

Number of Service Connections: \_\_\_\_\_ Source Type:  Ground water  Surface water  
 Ground water purchased  Surface water purchased

Residential Population: \_\_\_\_\_ Non-Residential Population: \_\_\_\_\_

Interconnections:  
 (List, if applicable) \_\_\_\_\_

## Water System Usage

Average Daily Demand (gpd): \_\_\_\_\_ The water usage in the next 5 years is expected to:  
 Increase  
 Decrease  
 Stay the Same

Hours per day the system runs: \_\_\_\_\_

System capacity: \_\_\_\_\_

Limiting Factor for System Capacity: \_\_\_\_\_

## Contact Information

Contact Type	Name	Phone	Email	Current Address
Owner				
Manager				
Financial Contact				
Operator				
Sampler				
Maintenance				

**Operating Plan**

*Describe or attach your succession plan for critical personnel.  
Attach any cooperative agreements and service contracts.*

**Table of Organization**

Complete the following table.

<b>Title</b>	<b>Job Duties/Responsibilities</b>	<b>To whom does this person report?</b>	<b>Training Attended</b>	<b>Credentials</b>
Owner				
Manager				
Financial Contact				
Operator				
Sampler				
Maintenance				

**Significant Deficiencies**

Has Ohio EPA cited any significant deficiencies for your public water system that are unresolved?  Yes  No

*If yes, list the significant deficiencies here and attach the letter(s) from Ohio EPA which includes the director approved schedule to correct each significant deficiency.*


**External Contacts**

*If a water system has this information included in their Contingency Plan required by Chapter 3745-85-01 of the Administrative Code, they are able to refer to its location in their Plan.*

*Refer to page \_\_\_\_\_ (fill in page number) in Contingency Plan.*

<b>Contact Type</b>	<b>Name</b>	<b>Day Time Phone Number(s)</b>	<b>After Hours Phone Number(s)</b>	<b>Email</b>
Ohio EPA District Office			1-800-282-9378	
Ohio EPA Emergency Response		1-800-282-9378	1-800-282-9378	
Police				
Fire Department				
County EMA Director				
Contractors for Line Breaks				
Electric Power Supplier				
Electricians				
Well Drilling and Pump Service Contractors				
Mechanical Contractors				
Equipment and Chemical Suppliers				
Ohio EPA Certified Laboratories				
Local Health Districts				
OHWARN		419-966-3624		

**Contracting and Purchasing Procedures for Water System Repair and Replacement.**

*(describe below or attach policy)*

Routine Purchases	
Emergency Purchases	

**Written Policies**

*(describe below or attach policy)*

	Attached	Description (if no attached policy)
Security	<input type="checkbox"/>	
Use of System Equipment	<input type="checkbox"/>	
Purchasing Authority	<input type="checkbox"/>	
Billing practices and revenue collections	<input type="checkbox"/>	

**Metrics**

Year:	20____	20____	20____	20____	20____
Operating Ratio					
Operating cost to produce water per service connection:					
Breaks per 10 mile of distribution pipe:					
Non-revenue water (percentage loss)					
Maintenance tasks per year (planned vs unplanned) on vertical assets:					
One additional customer service metric to be tracked shall be determined by the water system:					

**Source Water Protection**

Source Water Assessment review date: *(required annually)* \_\_\_\_\_

Endorsed drinking water source protection checklist/plan review date: \_\_\_\_\_

*(Checklist reviewed every 5 years or if you have an endorsed plan, reviewed every 3 years or sooner if there is a specified review date in the endorsed plan.)* \_\_\_\_\_

**Emergency and Contingency Planning**

*Include the water system's contingency plan required in the Chapter 3745-85-01 of the Administrative Code as part of your Asset Management Program.*

**Schematic**

*Draw below by hand or attach a schematic of the major components of the water system including source, treatment, storage and distribution as applicable. If you'd like to create the drawing using Word's line and shape tools, [please click here \(you may need to hold the CTRL button down on your keyboard when clicking the link\)](#). Be sure to save this form as well as the schematic file once you're done.*

**Inventory of Assets**

Assets that have a condition of very poor and poor should be in the timeline for rehabilitation and replacement and become projects in the capital improvement plan.

<b>Asset Name</b>	<b>Purchase Date/Installation</b>	<b>Life Expectancy (See Life Expectancy Table)</b>	<b>Estimated Age (How old is the asset?)</b>	<b>Remaining Useful Life (life expectancy - estimated age)</b>	<b>Status of Asset (in use, available, needs repair)</b>	<b>Criticality</b>	<b>Rank Based on Criticality<sup>1</sup></b>	<b>Location<sup>2</sup></b>	<b>Condition</b>

<sup>1</sup>Criticality = The largest number will have the greatest risk and should be prioritized for projects, etc.

<sup>2</sup>Attach a map showing the location of each asset.

<b>Condition</b>	<b>Description</b>
Excellent	In relatively new or new condition. The asset has required little to no maintenance.
Good	Acceptable condition. It still functions and requires minor maintenance.
Fair	Deterioration of the asset can be seen. It needs maintenance frequently to be able to perform.
Poor	Failure of the asset is likely and will be need to be replaced in the next few years.
Very Poor	Failure has occurred or is going to. Major maintenance is required or replacement needs to occur.

<b>Asset</b>	<b>Life Expectancy (years)</b>
Backflow Prevention	35-40
Blow-off Valves	35-40
Buildings	30-60
Chlorination Equipment	10-15
Computers	5
Distribution Pipes	35-40
Electrical Systems	7-10
Hydrants	40-60
Lab/Monitoring Equipment	5-7
Meters	10-15
Other Treatment Equipment	10-15
Pressure Tank	7-10
Pumps	10-15
Service Lines	30-50
Storage Tanks	30-60
Transportation Equipment	10
Valves	35-40
Wells	25-35

**Operation and Maintenance Programs:**

*Attach the operation and maintenance programs of water system assets.*

*These programs should be in accordance with Chapter 3745-83-01(H) of the Ohio Administrative Code and the following in accordance with the draft rules 3745-87-03(B)(4) of the Ohio Administrative Code:*

- (a) Standard operating procedures for daily operation of the facility.*
- (b) Maintenance schedules or supporting documentation of the maintenance performed for each of the following as applicable:
 
  - (i) Wells, all raw-water reservoirs and intakes.*
  - (ii) Pump stations.*
  - (iii) Electrical equipment and controls.*
  - (iv) Water treatment facilities.*
  - (v) Water storage tanks and/or hydropneumatic tanks.*
  - (vi) Distribution system components, including hydrants and valves.*
  - (vii) Auxiliary power.**
- (c) Demonstration of an adequate maintenance log.*

**Criteria and Timeline for Repair, Rehabilitation, Replacement and Expansion**

*(List criteria for determining repair, rehabilitation, replacement, and expansion below. These are determined by the public water system.)*

**Criteria**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Timeline for Repair, Rehabilitation, Replacement and Expansion**

<b>Asset (Listed in order of priority)</b>	<b>Criteria Met (# from Criteria list above)</b>	<b>Rehabilitation, Replacement, Repair, or Expansion?</b>	<b>Date To Be Completed</b>	<b>Funding Source(s)</b>

**Capital Improvement Planning**

*Attach three to five-year Capital Improvement Plans for the water system.*

*The Capital Improvement Plans (CIP) should include the following in accordance with the draft rules 3745-87-03(B)(16) of the Ohio Administrative Code:*

- (a) A CIP will include annual projections in three to five-year planning horizons with detailed expenditures in each of those time frames.*
- (b) The projects should be listed by the year in which they are planned and include, at a minimum, the following information:*
  - (i) Description of the project.*
  - (ii) Need for, and benefits of, the project.*
  - (iii) Estimate of project cost, including design and construction.*
  - (iv) Funding sources.*

*Attach a description and estimated cost of significant projected projects for the next 10 to 20 years.*

**Funding**

System Debt:	
Reserve Account Amount: <i>(Should be enough to cover the system's most important asset.)</i>	
Number# of Months of Operating Monies on Hand:	