

APPENDIX H – SAMPLE OSS PLAN

Wastewater Services Operational Shutdown Summary

Project Name	Flood Pumping Station		
Shutdown #			
Location of Shutdown			
Date of Shutdown			
Author			
City Project Manager			
Prime Consultant			
Prime Contractor			
Project initiated by:	<input type="checkbox"/> Wastewater Services	<input type="checkbox"/> Engineering	
Shutdown booked by Wastewater Services Project Manager in appropriate calendars			<input type="checkbox"/>

Section 1: Purpose

Section 2: Contact List		
Role	Name	Phone Number
Primary Emergency Contact:		

Section 3: Risks and Contingency Planning	
Risk	Contingency Plan

Section 4: Shutdown Plan

--

Section 5: Monitoring

Section 6: Key Data	
Weir Elevation	
Pump Capacity	
Low Basement Elevation	
Time to Overflow (positive gate open):	
Time to overflow	
Time to Basement Flooding	
Critical MH Asset #:	
Critical MH Location:	
Monitoring MH Asset #:	
MH Chamber Floor Elevation:	
MH Rim Elevation:	

Section 7: Lessons Learned	
What went well?	What should be changed for future shutdowns?



Wastewater Services Operational Shutdown Summary

Section 8: Document Close	
Closed by:	Date: