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**O&M MANUAL TEMPLATE EXPLANATION**

The attached Operation & Maintenance (O&M) Manual template is being provided to NM dam owners as a public service by the New Mexico Watershed and Dam Owners Coalition (NMWDOC) and is designed specifically for earthen flood control dams which have no permanent pool or gated outlet structure. The template is available in MS-WORD format from the NMWDOC website at [www.nmwsc.org](http://www.nmwsc.org) and owners of flood control dams are encouraged to download the template and use it as a “starting point” for the development of their own “dam specific” O&M Manual for submission to the Office of the New Mexico State Engineer (OSE).

Items shown in **red** on the template are brought to the preparer’s attention and must be filled-in, addressed or removed before submission of the O&M Manual to the OSE. Items typed in ***black*** in the template may be changed at the discretion of the dam owner. Use of this template is encouraged by the OSE, however it is the dam owner’s responsibility to assure that their O&M Manual meets the current requirements and any site specific requirements that may be deemed necessary by the OSE. Current OSE guidelines for the preparation of O&M Manuals are found on the OSE website at [www.ose.state.nm.us](http://www.ose.state.nm.us/)

Unless specifically deemed necessary by the OSE, the certification of the O&M Manual by a professional engineer is not required, but it is recommended that the assistance of a dam safety professional be sought by the dam owner during the final review of the O&M Manual, prior to its submission to the OSE.