Reclamation Manual

Directives and Standards

Process for Requesting Deviation from Reclamation Design Criteria

Design Activities Performed by Reclamation

Reclamation employee prepares designs and drawings and identifies need to deviate from Reclamation design criteria.

Reclamation employee documents the request for deviation from Reclamation design criteria. Request includes rationale for the request, risks (if any) of not using Reclamation criteria, and identifies what criteria will be used in lieu of Reclamation design criteria.

Reclamation employee forwards the request for deviation to the PM.

OR

Reclamation project manager (PM) receives a written request from the project sponsor to deviate from Reclamation design criteria.

Reclamation PM discusses request with project sponsor to clarify rationale for deviation, identify risks (if any) of not using Reclamation criteria, and identify what criteria will be used in lieu of Reclamation design criteria.

Reclamation PM forwards the request for deviation to a Reclamation employee registered in the applicable discipline for a peer review. Copies are provided to the design team leader and TSC Director for information and tracking.

Reclamation peer reviewer documents the results of their review in a memorandum to the Reclamation PM. The peer review documentation should identify risks (if any) of using the proposed criteria in lieu of Reclamation criteria.

Reclamation PM discusses risks not previously identified (if any) with project sponsor and obtains sponsor's acceptance of risk in writing.

Reclamation PM prepares a memorandum to the responsible director with their analysis of the request for deviation and recommendation for decision. Memorandum clearly defines deviation, risks, ownership of the facilities after construction, and Reclamation's long-term safety, operation, maintenance, and replacement responsibilities. Copies of the initial request for deviation, peer review documentation, and documentation of project sponsor's acceptance of risk are attached to the memorandum to the director.

The responsible director reviews the request based on liability, financial issues, and other applicable issues. Director approves or disapproves the request for deviation and returns the signed original memorandum to the Reclamation PM for copies and distribution.

The Reclamation PM transmits the responsible director's decision to the project sponsor with copies to the TSC Director and the design team leader.

Reclamation employee incorporates decision into designs.

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Reclamation Manual

Directives and Standards

Process for Requesting Deviation from Reclamation Design Criteria

Design Activities Performed by Others

Reclamation project manager (PM) receives request from the project sponsor to deviate from Reclamation design criteria. Request provides rationale for not using Reclamation design criteria, acknowledgment and acceptance of risk from deviation (if any), and identifies what criteria will be used in lieu of Reclamation design criteria.

OR

Reclamation identifies deviation from Reclamation design criteria during its review of submitted A-E design and drawing package. Reclamation's transmittal of review comments to project sponsor identifies deviation, risks of deviating from Reclamation criteria (if any), and how to bring designs into conformance with Reclamation design criteria.

Project sponsor decides to pursue deviation from Reclamation design criteria and submits a written request to the Reclamation PM. Request provides rationale for not using Reclamation design criteria, acknowledgment and acceptance of risk from deviation (if any), and identifies what criteria will be used in lieu of Reclamation design criteria.

Reclamation PM forwards request for deviation to a Reclamation employee registered in the applicable discipline for a peer review. A copy is provided to the design team leader and TSC Director for information and tracking.

Reclamation peer reviewer documents results of their review in a memorandum to the Reclamation PM. The peer review documentation should identify risks (if any) of using the alternative criteria in lieu of Reclamation criteria.

Reclamation PM discusses risks not previously identified (if any) with project sponsor and obtains sponsor's acceptance of risk in writing.

Reclamation PM prepares a memorandum to the responsible director with their analysis of the request for deviation and recommendation for decision. Memorandum clearly defines deviation, risks, ownership of the facilities after construction, and Reclamation's long-term safety, operation, maintenance, and replacement responsibilities. Copies of the initial request for deviation, peer review documentation, and project sponsor's acceptance of risk are attached to the memorandum to the director.

Responsible director reviews the request based on liability, financial issues, and other applicable issues. Director approves or disapproves the request for deviation and returns the signed original memorandum to the Reclamation PM for copies and distribution.

The Reclamation PM transmits responsible director's decision to the project sponsor with copies to the TSC Director and design team leader. Project sponsor directs A-E to incorporate decision into designs and resubmits design and drawing package to Reclamation.

Reclamation reviews and signs drawings "Accepted" in accordance with FAC 03-03.

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