

GUIDELINES

DIVISION OF SANITATION FACILITIES CONSTRUCTION

Office of Environmental Health & Engineering
Navajo Area Indian Health Service
Window Rock, Arizona

CHAPTER 11--Project Drawings

Section 1: Proposed Construction Drawings

Guideline No. 11.1

June 23, 2005 (05-27)

Supersedes:G 11.1 (10/8/02, 99-25, 95-8, 88-6)

Distribution: Standard List

The following procedures shall be used for obtaining the proper IHS, NTUA, NNEPA, and Tribal review of proposed construction drawings:

1. The District Engineer will be responsible for completing the final IHS review of all proposed construction drawings. The Project Manager will, therefore, supply to the District Engineer a complete package including construction drawings, well data, hydraulic analysis (when applicable), etc. The package shall be identical to the package that will eventually be submitted to the Tribe and NTUA for approval.
2. After the package has been accepted by the District Engineer, the drawings shall be stamped on the cover sheet by a Professional Engineer (see Guideline 10.1) and distributed for approval. There are three different distributions that can occur, depending on the designated operator:

A. NTUA is the Designated Operator

The District Engineer shall send three sets of the review package to Headquarters Operations, NTUA and one set through the Assistant Director, DSFC to the Navajo Nation EPA. NTUA may request a fourth review package sent to a NTUA Sub-office.

B. Department of Water Resources is the Designated Operator

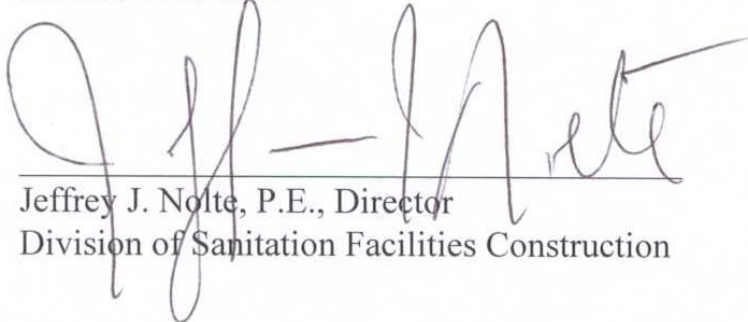
The District Engineer shall send one complete review package to the Department of Water Resources (DWR), Navajo Tribe, one through the Assistant Director, DSFC to the NNEPA, and one to Headquarters Operations, NTUA.

C. Chapter is Designated Operator

The District Engineer shall send one complete review package to the Chapter (or Chapter O&M Organization); one to the DWR, Navajo Tribe, one through the Assistant Director, DSFC to the NNEPA, and one to Headquarters Operations, NTUA.

3. Any review comments made by the DWR, Chapter, NNEPA, or NTUA should be directed to the District Engineer. The District Engineer shall respond in writing to all comments received from the reviewing entities within 30 days. When requested, the District Engineer and/or Project Manager are to be available for a project site visit with the reviewer(s).
4. Construction drawings should be completed a minimum of 60 calendar days prior to the scheduled construction start date. This will allow NTUA 30 calendar days to review the construction package and NECA 30 calendar days to order materials.
5. Submit agreed-upon construction drawings to NECA at least two weeks prior to the pre-construction meeting.

APPROVED BY:



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