**Regulation:** 23 CFR 940.11(c)(7) - Procedures and resources necessary for operations and management of the system

**Purpose:** Step by step procedures on how to operate the installed system. This should go into enough detail for the operators of the system, which should have been identified in the Concept of Operations, to easily understand their roles.

**Benefits to CDOT:** As staff turnover, this will be a resource on how to operate the installed device or system. Additionally, it will be a great tool to leverage when transitioning the project from construction to the department who will have to operate the system. It also will help drive training.

1. **General Information**

|  |  |
| --- | --- |
| Project:  |  |
| Project Subaccount Number:  |  |
| PM Name:  |  |
| PM Email:  |  |
| PM Phone:  |  |
| Applicable Service Package(s) |  |

1. **Stakeholders** - Identify all stakeholders for the system during operation and define their responsibilities. The Concept of Operations should be a great reference for completing this section.

|  |  |
| --- | --- |
| Stakeholder | Responsibility  |
|  |  |
|  |
|  |  |
|  |

1. **Day to Day Procedures** - Provide the basic procedures for the day to day operations of the system. If this is already documented elsewhere (excluding previously prepared SEA documents), then simply put the reference location.
	1. Xxxx
	2. Xxxx
2. **List of Events** - List all events that will require procedures.

|  |  |  |  |
| --- | --- | --- | --- |
| Event Number  | Event  | Description  | Procedures in Existence and Reference Location  |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

1. **Procedures for Each Event** - These only need to be documented if they do not already exist. If an event is already documented elsewhere (excluding previously prepared SEA documents), then simply put the reference location.
	1. Event 1
		1. Xxx
		2. Xxxx
	2. Event 2
		1. Xxxx
		2. Xxxx
	3. Event 3
		1. Xxxx
		2. Xxxx
2. **Additional Information** - List any additional information necessary.

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