

**STATE OF WASHINGTON  
DAM SAFETY OFFICE  
PERIODIC INSPECTION PROGRAM**

**OWNER/OPERATOR INTERVIEW**

PROJECT NAME: \_\_\_\_\_ DSO FILE NO.: \_\_\_\_\_

DATE OF  
INTERVIEW: \_\_\_\_\_

INSPECTION TEAM MEMBERS: \_\_\_\_\_

OWNERS REPRESENTATIVES INTERVIEWED: \_\_\_\_\_

\_\_\_\_\_

**1. NORMAL OPERATING PROCEDURES**

**A) Operation Plan for Facility**

- Is there a formal (written) plan/procedure?
- If not, what procedures are there for operating dam and reservoir

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\_\_\_\_\_  
\_\_\_\_\_

**B) Seasonal Reservoir Operation**

- When is reservoir normally filled?
- When is reservoir drawn down?
- What is operation of reservoir keyed to? (E.g. staff gage)

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\_\_\_\_\_  
\_\_\_\_\_

**C) Normal maximum reservoir pool elevation**

- Datum / reference elevation
  - Approximate time of year
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**D) Normal minimum reservoir pool elevation**

- Datum / reference elevation
  - Approximate time of year
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**E) Dam Tender / Operator**

- Who is responsible for operation and control of keys, actuating mechanisms?
  - When is operator on site?
  - Where is residence/location of operator?
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**D) Spillway operation**

- Stoplog placement/gate operation procedures (if applicable)
  - Are gates periodically operated or "bounced" with auxiliary control mechanism?
  - Seasonal frequency of spillway flows (all year, winter, summer, etc.)
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**E) Outlet Works Operation**

- Seasonal water releases
  - How are outlet works operated?
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**F) Seepage observations**

- Seasonal seepage characteristics (reservoir level)
- Internal drainage outlet flow - seasonal characteristics
- Wet spots on downstream face or toe (seasonal)

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**G) Measurements taken at dam site (if any)**

- Piezometer levels
- Reservoir pool levels
- Seepage quantities
- Survey monuments
- Reservoir inflow/outflow measurements (cfs)

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**H) Maintaining Records**

- Normal recording (reservoir levels, inflow, outflow, maintenance work, etc.).
- Unusual observations recorded?

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**2. UNUSUAL CONDITIONS OBSERVED**

**A) Maximum historic reservoir pool level (ft)**

- Stoplog/gate operation at time

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**B) Maximum inflow/outflow during floods**

- Typical climatic conditions during floods (rain, rain on snow, snowmelt, thunderstorms etc.)
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**C) Maximum rainfall, an/ord snowpack observed**

- Time period
  - Duration on ground
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**E) Past Deficiencies Observed on Dam/abutments**

- Slumping or slides, abnormal seepage or wet areas, settlement, animal burrows, cracking etc.
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**F) Toe drain and other internal drainage outlets(if applicable)**

- Cloudy drainage
  - Unusual flowrate
  - Obstructions
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**G) Outlet conduit**

- Unusual seepage
  - Obstructions
  - Settlement
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**H) Spillway**

- Erosion
- Performance during floods
- Debris problems during past floods

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**I) Mechanical and electrical systems (if applicable)**

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**J) Reservoir rim stability problems**

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**K) Other noteworthy problems identified by owner/operator**

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**3. HISTORY OF PROJECT**

**A) Dates of construction**

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**B) Significant events/problems during construction**

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C) Any modifications to original structure?

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D) Any repairs to original structure?

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E) Any recent or proposed downstream homes or other development? (for downstream hazard rating)

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**4. MAINTENANCE ACTIVITIES / INSPECTION PROGRAM (BY OWNER)**

A) Are maintenance and inspection activities contained in a formal, written plan?

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B) What elements are maintained, and how often is maintenance performed?

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D) Who is responsible for maintenance?

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E) Noteworthy maintenance problems

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- Recent repairs to embankment, spillway?
- Operational problems with gates, valves, etc.
- Animal Burrows?

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**F) How often is project inspected?**

- Type of inspection
- What is inspected?
- Who performs inspection?

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**5. EMERGENCY PROCEDURES**

**A) Is there a formal (written) Emergency Action Plan (EAP)?**

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**B) If not, what would be your normal procedure for handling an emergency event (i.e., earthquake, flood, unusual seepage, etc.)?**

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**C) Who would be responsible for action during emergency?**

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**D) Who would be notified in event of emergency?**

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