

<i>The Town of Fort Frances</i>	SECTION
STANDARD OPERATING PROCEDURE NO. 4 - FOR THE BREAKDOWN OF EQUIPMENT AT THE WATER TREATMENT PLANT	OPERATIONS AND FACILITIES
POLICY	NEW: July 2004 REVISED: June 2009, December 2009
Resolution No. 371 (consent) 12/09	Supercedes Resolution No. 179 (Consent) 06/09
Policy Number 4.6	PAGE 1 of 2

1. PURPOSE:

In the event of a major breakdown of a piece of equipment has occurred at the Water Treatment Plant, the Town employees will adhere to the following policy.

2. RESPONSIBILITY:

All individuals in the Operations & Facilities Division workforce, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined in the policy. Mainly, the first Water Treatment Plant Operator who becomes aware that a major breakdown of a piece of equipment has occurred at the water treatment plant and the Operations & Facilities Division Management once aware of the situation.

3. PROCEDURE:

A. Background Information for Equipment Breakdown situation at the Water Treatment Plant – The Town's ability to manufacture or produce treated water will not be crippled, but the rate at which treated water is manufacture or distributed could be reduced if a major breakdown of a piece of equipment occurs. There is sufficient capacity and duplication of equipment throughout the entire water treatment process and a well-stocked supply of spare parts to address equipment breakdowns. Plus the fact that the Water Treatment Plant Operators have the ability to manufacture treated water in manual mode without the aid of the computer control system. The following step by step procedure will be adhered in the event that a major breakdown of piece of equipment occurs within the Water Treatment Plant;

- The Water Treatment Plant (W.T.P) Operator by way of a routine inspection or by means of a computer control system alarm will become aware that a major piece of equipment has malfunctioned.
- The Water Treatment Plant Operator will isolate the malfunctioning piece of equipment from the water treatment process, if not already isolated by the computer control system.
- The Water Treatment Plant Operator will assess with other Water Treatment Plant Operators on duty to determine if the piece of equipment that has malfunctioned and failed is due to a mechanical, electrical and/or control concern.
- The following factors will determine the urgency in having the malfunctioning equipment repaired and brought back on line;
 - **Water Demand Season** – high (May to September) or low (October to April)

demand period

- **The amount of stored treated water in the storage facilities (Water tower and reserves at the Water Treatment Plant)**
 - **The capacity or rate at which the Water Treatment Plant can manufacture or produce treated water**
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- If the equipment breakdown occurs during a **high** demand season and the stored volume of water is below 60 % (5280 cu. meters) of maximum stored capacity (8800 cu. meters) and the Water Treatment Plant can only manufacture water at 75% (148 l/s) of the maximum capacity (196.76 l/s) , the water treatment plant operator will contact Operations & Facilities Division Management and inform him/ her of the situation and address the equipment breakdown immediately.
 - The Town has retained the following service companies who can immediately address emergency failure of equipment at the Water Treatment Plant;
 - i. **Electrical Contractor** – Gord Galbraith Home # - 274-7801, Shop # 274-2445 and cellular # 275-9527 or Al Minier Home # 274-7038, Cellular # 275-7120
 - ii. **Mechanical/Heating/Plumbing Contractor** – Prydes Plumbing & Heating Inc. Scott Pryde Home #274-7801 Shop # 274-9458 & Cellular # 275-9596 or Keith Caul Cellular # 275-9596
 - iii. **Instrumentation & Process Control Contractor** – Lakeside Process Controls Ltd. Mr. Jack Haldane at 204-631-0708, 204-633-9197 or cellular 204-781-6333

The Water Treatment Plant Operator in consultation with Operations & Facilities Division Management will assess the failure and determine if one or more of the above mentioned service contractors would be contacted to address the equipment failure.

- Depends on which day of week the failure occurs, additional Water Treatment Plant Operators or additional manpower resources may be also required to assist with repairing the faulty equipment. For example, additional manpower is required to replace and install a high lift pump when there is only one Water Treatment Plant Operator on duty. The Water Treatment Plant Operator in consultation with Operations & Facilities Division Management will determine what additional resources are required.
- The faulty equipment will be repaired or replaced.