

Daily Standard Operating Procedure

1. All Operators, when arriving on shift, must meet with outgoing Operators to discuss any problems, special circumstances, or extra duties that are needed to operate the plant for that day/shift.
2. Operators must walk the plant at least every two (2) hours to visually inspect plant processes and confirm the plant is operating normally.
3. All samples should be taken around the same time, in the same location as earlier samples to build a database of average information for each set of samples.
4. Operators running the "Press" must also take samples using the same set of instructions as above.
5. All operators must cycle thru the computer screens on the Intellipro, and the SCADA computers at least once an hour to look for any faults.
6. Operators must follow the SOP for Storms as needed.
7. Operators must watch for drop-offs or surges in flow in excess of 1.5 MGD per day; report immediately.
8. All anomalies encountered outside the realm of operators' training must be reported to the Superintendent, Assistant Superintendent, and/or Maintenance Supervisor immediately.