



**Mud Creek WPCP STANDARD OPERATING PROCEDURE (SOP):
PLANT OPERATIONS/EQUIPMENT INSPECTION ROUNDS**

Issue Date: 4/2011 Revision: 2 Review Frequency: Annual

1.0 PURPOSE

The purpose of this SOP is to ensure that plant operation/equipment inspections are conducted consistently and thoroughly. It also helps to ensure that the equipment is maintained properly, which can help to prevent breakdowns and other issues that could lead to downtime or disruptions in the treatment process.

2.0 SCOPE:

Treatment plant operators perform the following plant operation/equipment inspections and actions in accordance with the schedules below and are to sign off on the Daily Operators' Inspections Signoff Sheet. **(See Attachments A. MUD CREEK WPCP OPERATORS' DAILY SIGNOFF SHEET and Attachment B. TREATMENT PROCESS/EQUIPMENT INSPECTION AREAS).**

A-Shift (7 am-3 pm)	7:15 am	10:00 am	1:30 pm
B-Shift (3 pm-11 pm)	3:15 pm	6:00 pm	9:30 pm
C-Shift (11 pm -7am)	11:15 pm	2:00 am	5:30 am

NOTE: Treatment plant operators on duty are to inform oncoming operators of operations during shift, any issues, special circumstances, or tasks that need to be performed.

3.0 PROCEDURES:

LOCATIONS/EQUIPMENT & ACTIONS FOR DAILY INSPECTION:

Powerhouse #1: Walk through; check temps.; electrical panels/controls.

Influent Pump Station (IPS): Inspect pump station, if any notable differences (color, odor, etc.) of the raw sewage noticed, record in operations log on computer, check level gauge, inspect lower level of pump station, inspect raw sewage pumps that are on for proper operation: check for abnormal temperatures, any vibrations or noise, inspect pump packing for proper leakage.

***Note:** B and C-Shifts are not to go down to lower level in pump station on their shifts, inspections of pumps made from above by observing through grates.

Aerobic Digester/Blowers: Check level; Check blowers for abnormal temps, vibrations, or noise; check belt press pump area; check DO levels on meter.

Sludge Belt Press Area: Check area for any issues, leaks, etc.

***When running belt presses, operator running operation responsible for operation/maintenance of belt presses.**

Powerhouse #3: Walk through; check temps.; electrical panels/controls.