



Standard Operating Procedures: EMS-2002-20.11
Name: Wastewater Treatment Division Maintenance

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Signature:

Corresponding Requirements:
ISO Standard: 4.3.2 & 4.4.7
EMS Manual: 4.3.2 & 4.4.7
Revision #: 1

Revision Date: 06/17 2002

Effective Date: 07/30 2002

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Wastewater Treatment Division Maintenance Standard Operating Procedure

1.0 Purpose

- 1.1 The City of Shelby's Utilities must maintain its equipment in proper working order to ensure adequate treatment of the water and wastewater. Both corrective and preventative maintenance are required. The Utilities has the responsible for scheduling of maintenance through the "Plant Operations Maintenance Division"
- 1.2 Through the departmental structure, and the internal "Work Order Request and Work Order System", (Forms 446A and 446B), the Plant Operators and the Maintenance Division performs all required corrective and preventative maintenance, with the exception of certain specialized maintenance activations that are performed by contracted vendors.
- 1.3 Contracted vendors perform corrective and preventative maintenance on items in the Operations area of the Division such as: generators, certain pumps, electric motors, chlorination/de-chlorination equipment, scales, balances and scales. Contracted vendor activities are addressed through purchase orders, maintenance contracts, and warranties, where applicable.

2.0 Associated Equipment

- 2.1 None

3.0 Associated Reference Material

- 3.1 Form 446A "Work Request Form"
- 3.2 Form 446B "Work Order Form"
- 3.3 Plant O and M Manual
- 3.4 Equipment Summary Preventive Maintenance Schedule
- 3.5 Equipment "SOP"
- 3.6 "City of Shelby Purchasing Manual".

4.0 Procedure

- 4.1 The Utilities staff that informs the Maintenance Supervisor of what maintenance is required identifies the need for maintenance, both preventative and corrective.
 - 4.1.1 If maintenance activity is non-routine and the maintenance crew has not previously performed the work, the Maintenance Supervisor shall notify the Plant Operations

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4.1.2 Superintendent to determine if the Plant Operations Maintenance Crew or a Contracted Vendor will perform the maintenance activity.

4.2 Activities performed by Plant Operations Maintenance Crew

4.2.1 If maintenance activity is to be performed by the Plant Operations Maintenance Crew, designated Utilities staff will generate a work request, "Form 446A", in turn the Maintenance Supervisor shall generate a work order "Form 446B"

4.2.1.1 Under certain circumstances (i.e. emergency situations) work may begin prior to completion of a work order. However, a work order must be done immediately thereafter for tracking purposes.

4.2.2 Once the work order is generated it is then tracked to completion by the Plant Operations Maintenance Supervisor who then notifies the Superintendent of its completion via copy and places it on file.

4.2.3 Work Orders are completed and entered into the Maintenance Supervisor's Computer for record keeping and tracking purposes.

4.3 Activities performed by Contract Vendor

4.3.1 If maintenance activity is to be conducted by a Contract Vendor, the Utilities Staff must determine if there is a current contract with the vendor to supply maintenance for this piece of equipment using the Legal & Other Requirement List.

4.3.2 If a contract is in affect with a vendor for this piece of equipment, contact the vendor and make necessary arrangements for the maintenance to be performed.

4.3.2.1 Depending upon the contract and/or warranty arrangements it may include writing of a "Purchase Requisition" and scheduling the work.

4.3.3 Records of preventative maintenance activities by "Contract Vendors" shall be documented and maintained via reports and/or invoices on file with the Maintenance Supervisor.

4.3.4 It is the responsibility of the respective ORC, Lab Supervisor and/or Maintenance Supervisor to ensure that Contracted Preventative Maintenance activities are performed via the contract identified in the Legal and Other Requirements and that corrective maintenance is requested and performed as needed.

4.4 All maintenance personnel, whether City employees or Contract Vendors, shall follow all applicable EMS policies and procedures while performing work on Utilities equipment.

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- 4.4.1 It is the responsibility of the ORC and/or Maintenance Supervisor to ensure that Contractors are informed of the Divisions EMS policies and procedures.
 - 4.4.1.1 All Contracted Vendors and Facility Maintenance have been informed of the Divisions Environmental policy via mail and/or training.

4.5 Maintenance Meetings

- 4.5.1 Maintenance meetings shall be held at a minimum of once per month. Maintenance activities conducted by Plant Operations Maintenance as well as Contract Vendors must be addressed.
- 4.5.2 Agendas are issued to requested attendees via e-mail and/or memo.
- 4.5.3 Meeting Minutes are kept and issued to all attendees along with all Management personnel within the Utilities.

5.0 Environmental Impact

- 5.1 The Environmental Aspects of each process and effluent parameters may be affected by this procedure for the Utilities.
- 5.2 This procedure will help to ensure that the Utilities equipment is maintained appropriately to prolong the life of the equipment and to ensure optimum performance of processes to reduce the risk of overflows and minimize the impact of the facility Influent Surface Areas, Plant Surface Area, Ground Water and the States Surface Waters quality in and around the treatment facility and the use of energy resources.
- 5.3 This procedure helps to insure that this facility is operated and maintained in the correct manner, which is critical to ensure compliance with relevant laws and regulations.
- 5.4 Not following this procedure could allow untreated, partially treated and/or petroleum products to contaminate the land area and surface waters in and around the wastewater treatment plant. Also the increased use of energy resources.

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