



Latest Revision: October 2018

Daily Operating Procedures

16:00- Midnight shift

1. Verify settings of chemical feed equipment, Raw and High Service pumps, clarifier mixer speeds; log into daily operators log for the start of the day.
2. Log each bottom of filter turbidity value every 4 hours (16:00 and 20:00) in the correct tab on the operator's log.
3. Beginning of the shift perform the following water quality analyses: pH raw water and finished; raw and finished fluoride; raw and finished alkalinity; finished chloride; finished; top of filter free and total chlorine; finished total chlorine; finished monochloramine and free ammonia; Jar test on 90%, 95%, 100% chemical feed.
4. Hourly: walk the plant, ensure that all operations are proceeding as they should, the plant is operating within set quality standards; make adjustments as necessary.
5. At middle of shift (20:00) perform the following water quality analyses: top of filter free and total chlorine; finished total chlorine; finished monochloramine and free ammonia.
6. Answer after hours customer calls.
7. Log all water quality results in the operator's daily log in the correct spot.
8. Check areas to be cleaned and the operator on shift, perform their area specific housekeeping duty.