



Latest Revision: October 2018

Daily Operating Procedures

Midnight to 08:00 Shift

1. Take weight of each chemical day tank, log into daily operators log for previous day to calculate total pounds of chemical fed.
2. 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.
3. Log each bottom of filter turbidity value every 4 hours (midnight and 04:00) in the correct tab on the operator's log.
4. Beginning of shift, collect the following meter readings around the plant for water accountability/ water loss: Domestic water, HVAC water, Ammoniated water, Chlorine water, Carbon water. Also note on the bench sheet: Filter wash water used in the previous day, Pirtle Raw water pumped, Gray Lane water pumped, and water blown off from the two clarifiers.
5. Beginning of the shift perform the following water quality analyses: pH of top of filter, raw water, and finished; finished fluoride; raw and finished alkalinity, top of filter free and total chlorine; finished total chlorine; finished monochloramine and free ammonia; Jar test on 90%, 95%, 100% chemical feed.
6. 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.
7. Using the SCADA system, locate the lowest total chlorine residual leaving the plant for the previous day- put this in the correct spot in the operators log. Print the daily chlorine trends from SCADA and put the correct binder.
8. After the SCADA totalizer "switches over", collect the daily totals for the following: Raw water pumped, Gray Lane water pumped, Ft. Knox Prichard pumped, West Point Flow, Meade County Flow, and Patriot Parkway flow. Put this in correct spot on the operators log and for the meter reading spreadsheets.
9. Typically backwash the next scheduled filter. Run time normally does not exceed 72 hours.
10. At middle of shift (04:00) perform the following water quality analyses: top of filter free and total chlorine; finished total chlorine; finished monochloramine and free ammonia.
11. Log all water quality results in the operators daily log in the correct spot.
12. Check areas to be cleaned and the operator on shift, perform their area specific housekeeping duty.
13. Empty garbage cans.