



Latest Revision: October 2018

Weekly Operating Procedures

Midnight- 08:00 shift

1. Wednesday: Take trash cans to the street for collection.
2. Sunday: Print weekly filtered turbidity trends and place in the correct binder.
3. BMP (Best Management Practices) check. File in binder.

08:00- 16:00 shift

1. Wash down raw building.
2. Mow/ weed eat during the correct seasons.

Monthly Operating Procedures

Midnight- 08:00 shift

1. Perform chemical inventory on the 1st of the month.
2. Safety shower and eye wash station checks.
3. Fire extinguisher and safety light checks.

08:00- 16:00 shift

1. Proof and print Monthly Operating Report, correct errors; give to supervisor for final evaluation on the 1st of the month.
2. Print and file the monthly CT calculation spreadsheet.

16:00- Midnight shift

1. Water withdraw report and submittal is done before the 15th of the month.
2. Calibration of lab equipment and online analyzers.