



Revision: October 2018

Daily Operating Procedures

08:00- 16:00 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. Enter distribution system chlorine readings into daily operator's log (North, South, East, West, Ft. Knox, and West Point).
3. Log each bottom of filter turbidity value every 4 hours (08:00 and 12:00) in the correct tab on the operator's log.
4. Beginning of the shift perform the following water quality analyses: pH raw water and finished; finished fluoride; raw and finished alkalinity; raw and finished total hardness; finished calcium hardness; finished TDS; raw and finished temperature; top of filter free and total chlorine; finished total chlorine; finished monochloramine and free ammonia; Jar test on 90%, 95%, 100% chemical feed.
5. 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.
6. At middle of shift (12:00) perform the following water quality analyses: top of filter free and total chlorine; finished total chlorine; finished monochloramine and free ammonia.
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.

Note: perform any and all other duties assigned:

- a. Plant and distribution water quality sampling and monitoring.
- b. Changing of chlorine cylinders (requires at least 2 people).
- c. Receiving bulk chemical shipments.
- d. Grounds keeping and maintenance.

Typically day shift there are multiple people present (during the week) so bigger tasks that have safety concerns are performed.