

Direct Potable Water Reuse Standard Operating Procedure

Wichita Falls, Texas

PLANNED MAINTENANCE

This SOP supersedes any previous SOP on this topic. Affective on the date signed approved below

INTRODUCTION

This is the Standard Operating Procedures for planned maintenance which may affect the transferring of water to Cypress WTP.

OBJECTIVE

The objective of this document is to provide clear communications and planning for said maintenance.

- Any Maintenance that would interfere with the transport of water to the Cypress WTP will be approved through the Superintendent of the River Road WWTP and the Superintendent of the Cypress DPR and be approved by the Utilities Manager.
- When all three of the above parties have agreed to the maintenance an email will be sent to the head of the maintenance with the permission for the maintenance.
- Upon Completion of the Maintenance is done the all parties will be notified through the chain of command.
- Once all parties agree coordination between the River Road WWTP and the Cypress WTP will begin to start the transfer of water.

Related SOP:

Related SOP:

Prepared By: Bill Thornton

Prepared Date: May 6, 2014

Approved by: _____

Approved Date: _____

Reviewed by: _____

Reviewed Date: _____

*SOP's are to be reviewed and/or updated annually or any time this process has changed.

Does this need to be part of a "communication SOP" it doesn't seem to contain any procedures other than communication.

*keep fonts + sizes consistent
Schedule of shutdown*

PLANNED MAINTENANCE

Sign below and date that you have received training on this SOP. By signing you are stating that you understand and will differ to this SOP when applicable.

Name	Signature	date	Signature	date
David Souilliere			Mark Huggins	
Johnny Chavez			Ron Kendrick	
Katharine DeMars			Rodney Allen	
Paul Blackwell			McIlvanie	
Ian fox			Diana Graham	
Paul Carr			Damon Halper	
Orville Sosebee			Jessie Martin	
Orlando Simpliciano			James Seigler	
Cheryl Chaney				