

Direct Potable Water Reuse Standard Operating Procedure

Wichita Falls, Texas

RIVER ROAD SHUTDOWN COMMUNICATION PROTOCOL

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

INTRODUCTION

This is the Standard Operating Procedures for the shutdown of water transferred to the Cypress WTP.

OBJECTIVE

The objective of this document is to provide formal communications and record keeping in the event that the transfer of water to Cypress DPR has to be stoooped.

In the event that the Cypress DPR water plant calls and request a shutdown of the pump sending water to Cypress DPR, the shutdown will take priority and be initiated immediately.

- Upon the completion of the shut down the Cypress DPR Operator will be notified immediately by phone or Radio.
- All shut downs will be written down in the logbook with who spoke (first and last name of both parties), the reason for the shutdown, the amount of time from the initiation of the shutdown to the time the pump was actually not pumping.

In the event that the River Road WWTP request a shutdown of the pump sending water to Cypress DPR g

- The River Road WWTP will notify the Cypress DPR before shutting the pumps off.
- Cypress DPR will acknowledge that the shutdown will begin as soon as the communications are over. Any time there is a request by Cypress DPR to delay the shutdown of the River Road pump until the Cypress DPR is ready for the shutdown will be accepted.
- Upon the completion of the shut down the Cypress DPR Operator will be notified immediately by phone or Radio.
- All shut downs will be written down in the logbook with who spoke (first and last name of both parties), the reason for the shutdown, the amount of time from the initiation of the shutdown to the time the pump was actually not pumping.

Related SOP: COMMUNICATION BETWEEN THE RIVER ROAD WWTP AND THE CYPRESS DPR

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.

RIVER ROAD SHUTDOWN COMMUNICATION PROTOCOL

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	
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