

Direct Potable Water Reuse Standard Operating Procedure

Wichita Falls, Texas

COMMUNICATION BETWEEN THE RIVER ROAD WWTP AND THE CYPRESS WTP. WW-A2

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

INTRODUCTION

This is the Standard Operating Procedures for the Operation, Communications, and Coordination of the transfer of water between the River Road WWTP and the Cypress Direct Potable Reuse Water Treatment Plant.

OBJECTIVE

The objective of this document is to provide a formal format for communication and record keeping.

- A separate log will be kept of all communications at each treatment plant in the Operations' room. This log will be in print script and legible.
 - Every hour on the half hour (?:30) a phone call will be initiated by one of the plants to confirm that all operations are normal. River Road will initiate the call on the even hours and Cypress will initiate the call on the odd hours.
 - If there is no contact by phone within 10 minutes of calling, Radio communication will be attempted.
- A notation of the date and time, who spoke (first and last name of both parties), and the current operating situation in the logbook at each plant will be made with each entry.
- If contact cannot be made, it will be noted in the logbook and after 30 minutes the On Call Supervisor will be notified.

Related SOP: RIVER ROAD SHUTDOWN COMMUNICATION PROTOCOL

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Prepared Date: 5-9-14

Approved by: Lee Burt

Approved Date: 5-9-14

Reviewed by: _____

Reviewed Date: _____

Reviewed by: _____

Reviewed Date: _____

Reviewed by: _____

Reviewed Date: _____

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

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Sign below and date that you have received SOP.

Name	Signature	date	Signature	date
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