

Standard Operating Procedure

*Task title:	Daily Water Duties
*Date of last review and ORC initials	4/21/2020 RAD
*Next annual review due date:	4/21/2020 or as needed
Location:	Well # 13 150 Wherever Dr.
*Authorized persons or positions:	Add any approved names here
*Operational limits and response:	No adjustments to chemical injection or operational changes shall be made without contacting the ORC, XXX XXXX, at 970-123-4567. If the chlorine reading on the CL17 is below 0.25 or above 0.70 contact the ORC XXX XXXXX at 123-4567
Records and reporting:	Please complete Daily Log Sheet and return to XXX XXXX
Tools needed to complete task:	Daily Log Sheet
PPE requirement:	None
Additional Requirements and Information	Western Colorado Electrical Control- Control Support Kevin 970.123.4567 Timberline Electrical and Control- SCADA Support 303.123.4567 Rebuild Chlorine Injection Pump annually or as needed. Clean/Replace Chlorine injector annually or as needed Samuelson Pump- Pump support 123.4567

Steps to complete process

1. If the chlorine reading on the CL17 is below 0.25 or above 0.70 call the ORC XXX 123-4567
2. Record on log at well house; Meter Reading, Chlorine supply level and chlorine residual from CL17,
3. Record on daily sheet; chart status, reagent status, chlorine levels and meter reading.
4. If necessary change Partlow chart. Press key with circular symbol in lower left hand corner; press the "down arrow" key to move pen off chart. Remove used chart and install new chart, Include date and chart number, press "down arrow" to re-initiate pen
5. If Reagent is low(below ½ inch) call the ORC XXX XXXX 123-4567