

The Town of Fort Frances Water System
General QMS Administration

PROCEDURE TITLE: Document Change Request Form
QMS REFERENCE: Element No. 5 - APPENDIX "A"

REVISION #4
QMS REPRESENTATIVE:

DOCUMENT CHANGE REQUEST FORM

Requested By: QMS Team

Date: March 15, 2017

Department: O. & F. Division

Type of Change:

☒ Edit Existing Document ☐ Create New Document ☐ Delete Document

Changes Requested:

1. Element 16 Sampling, Testing & Monitoring

Justification for Changes:

The following section is being revised to update the Town of Fort Frances Drinking Operation Plan.

1. Page 64 - subsection 16.1 Water Treatment Plant Sampling, Testing & Monitoring Procedures:
Table 2: Chemical Testing (Minimum Requirements) – table to be amended to bring the required sampling to date.
2. Page 65 - subsection 16.1 Water Treatment Plant Sampling, Testing & Monitoring Procedures:
APPENDIX "E" – Procedure For Identifying & Responding to Adverse Sample Results – "New Cellular Phone Numbers": update listing.

Proposed Changes:

1. Page 64 - subsection 16.1 Water Treatment Plant Sampling, Testing & Monitoring Procedures:
Table 2: Chemical Testing (Minimum Requirements) – table amended to show the lead sampling requirements as per O. Reg. 170/03. See attachment.
2. Page 65 - subsection 16.1 Water Treatment Plant Sampling, Testing & Monitoring Procedures:
APPENDIX "E" – Procedure For identifying & Responding to Adverse Sample Results – "New Cellular Phone Numbers": Listing updated to reflect new Operations & Facilities Manager: "Doug Brown – 275-9755" to be amended to read "Travis Rob – 275-9757." See attachment.

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Approval:

QMS Representative:  Date: 22-03-2017

Comments:

PROCEDURE TITLE: Sampling, Testing & Monitoring

REVISION #5

QMS REFERENCE: ELEMENT NO. 16

QMS REPRESENTATIVE: 

Table 2: Chemical Testing (Minimum Requirements)

	Sample Type	Frequency (Regulatory Reference)	Notes
Inorganics (Schedule 23)	Treated	One (1) sample every 12 months (O. Reg. 170, 13-2)	
Organics (Schedule 24)	Treated	One (1) sample every 12 months (O. Reg. 170, 13-4)	
Nitrate & Nitrite	Treated	One (1) sample every 3 months (O. Reg. 170, 13-7)	
Sodium	Treated	One (1) sample every 60 months (O. Reg. 170, 13-8)	
Lead	Private Residences (Plumbing System)	20-40 sample locations during each period (Reduced — C of A No. PB220000978RR-04) (O. Reg. 170, 15.1)	In every third 12-month period samples are to be taken in each sampling periods (December 15 to April 15 and June 15 to October 15). Require for two consecutive periods. (3 samples to be taken at each location and tested for lead, total alkalinity & pH)
	Non-Residences (Plumbing System)	2-4 sample locations during each period (Reduced — C of A No. PB220000978RR-04) (O. Reg. 170, 15.1)	
	Distribution System (**)	3-8 sample locations during each period (Reduced — C of A No. PB220000978RR-04) (O. Reg. 170, 15.1)	
Total Alkalinity pH	Distribution System (**) Only when lead testing is not performed as outlined above)	3 sample locations, every 12-month period in each sampling period (O. Reg. 170, 15.1 – 5(10))	Three (3) distribution locations in each sampling periods (December 15 to April 15 and June 15 to October 15) every 12-month period. (2 samples taken at each location and tested for total alkalinity & pH)
Lead		Same sample locations as above, every third 12-month period in each sampling period (O. Reg. 170, 15.1 – 5(10))	In conjunction with total alkalinity and pH testing, in every third 12-month period samples are to be taken in each sampling periods (December 15 to April 15 and June 15 to October 15). (1 sample taken at each location and tested for lead)
THMs	Distribution	One (1) sample every 3 months (O. Reg. 170, 13-6)	Must be collected from a point that is likely to have elevated THMs.

PROCEDURE TITLE: Sampling, Testing & Monitoring

REVISION #6

QMS REFERENCE: ELEMENT NO. 16

QMS REPRESENTATIVE: 

A competent certified operator oversees all water sampling taken at the Water Treatment Plant (WTP). A competent certified operator performs in-house testing at least once per day and the results are recorded on a monthly log sheet.

In-house daily testing consists of the following:

- PH testing done on the raw, settled and treated water.
- Turbidity testing done on the raw, settled and treated water.
- Free and total chlorine done on the treated water.
- Fluoride residual is measured on the treated water.
- Alum residual is measured on the filtered water.

On a weekly basis bacteriological samples, consisting of one (1) raw water sample and one (1) treated water sample are taken at the WTP. These samples are sent to an accredited lab for analysis.

Appendix “E” is devoted to identifying and responding to adverse sample results.

The SCADA computer process control system monitors and trends process treatment parameters as well as levels of raw water in the raw water wells, level of treated water in the reservoirs and whether or not the pumps in the WTP are in the “running” position or in “off” position such pumps as the backwash pumps and the low lift pumps and the high lift pumps and the chemical feed pumps (soda ash pumps, polymer pumps, fluoride pumps, carbon pumps and alum pumps). Chemical residuals are also monitored and trended such as chlorine and fluoride. There is a turbidity meter on the downstream side of each one of the four dual media filters, which is monitored and trended. The WTP operators may adjust treatment processes affecting water quality based upon the information and data provided by the SCADA system. Any adjustments made to process treatment parameters are recorded in the daily logbook at the WTP.

16.2 Water Distribution System Sampling, Testing & Monitoring Procedures

Fort Frances’ Water Distribution System has a sampling program based on the requirements set out in O. Reg. 170/03 and its Drinking Water System Licence (Lic. #224-101). See sampling plan and schedule as outlined in Table 1 and 2 in Section 16.1.

A competent certified water system operator oversees all water sampling taken within the water distribution system. Water samples are collected in the distribution system for bacterial and chemical properties. On a weekly basis, four (4) bacteriological samples are taken from the water distribution system, where they are sent to an accredited lab for analysis. Chemical samples are collected as outlined in Section 13 of the O. Reg. 170/03, which are sent to an accredited lab for analysis as well. The water distribution

The Town of Fort Frances Water System
General QMS Administration

PROCEDURE TITLE: Procedure for Identifying &
Responding to Adverse Sample Results

REVISION #9

QMS REFERENCE: Element No. 16 - APPENDIX "E"

QMS REPRESENTATIVE: 

THE TOWN OF FORT FRANCES

NEW CELLULAR PHONE NUMBERS

WATER TREATMENT PLANT

RANDY WHITE (ORO)	275-8733
BRAD WEBB (Alternate ORO)	275-5215
PAUL LEMESURIER (OIC - Distribution)	275-5045

DISTRIBUTION SYSTEM

GREG WIEDENHOEFT	275-8814
TRAVIS GEORGE	271-0407
JAY BRUYERE	271-2925

PUBLIC WORKS STANDBY (After Hours)	275-9754
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FORT FRANCES AIRPORT	275-9760
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LANDFILL SCALES	275-5147
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OPERATIONS & FACILITIES MANAGER

DOUG BROWN TRAVIS ROB	275-
97559757	

ENVIRONMENTAL & FACILITIES SUPERINTENDENT

DOUGLAS HERR	275-5254
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TRANSPORTATION SUPERINTENDENT

MILT STRACHAN	275-5255
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