

Memo

To: Travis Rob, E.I.T.
Manager of Operation & Facilities

From: Doug Herr,
Supt. Environmental & Facilities

CC:

Date: Monday, February 27, 2017

Re: "Policy" – SOP for Standby Generator - WTP

Travis,

Find attached a document "Standard Operating Procedure for Standby Generator - WTP" outlining the protocols to follow with respect to operating this piece of equipment. A draft of the policy had be circulated, reviewed, discussed and tested with the Water Operators including yourself. Their input /remarks have been considered and incorporated into this document.

I would therefore ask that you review the document and if acceptable take the necessary steps to incorporate it as an addition to Town's policies and procedures.

If you have any questions regarding the above feel free to contact the undersigned.



Doug Herr

Attachment: SOP for Standby Generator – WTP.