

March 8, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations & Facilities

RE: Standard Operating Procedure for Water Treatment Plant Emergency Standby Generator

The Town of Fort Frances completed the installation of an emergency standby generator at the Water Treatment Plant late in 2015. Through 2016 a draft standard operating procedure (SOP) was completed for safe operation of this important piece of equipment.

The draft SOP was completed and distributed to all members of the Drinking Water Quality Management System team for review and comment where the final draft was utilized to walk through a monthly test operation on February 23, 2017. After the completion of the monthly test there were no additional changes made to the SOP. A copy of the SOP is attached to this report for review.

It is the recommendation of the Operations and Facilities Executive Committee to adopt the Standard Operating Procedure for the Water Treatment Plant Emergency Standby Generator as a policy of the Town of Fort Frances.

Respectfully Submitted



Travis Rob, EIT
Manager of Operations & Facilities

<p>Council approval of this report will agree to the recommendation of the Operations and Facilities Executive Committee to adopt the Standard Operating Procedure for the Water Treatment Plant Emergency Standby Generator as a policy of the Town of Fort Frances.</p>

2017MarchSOPGenerator

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.

<u>The Town of Fort Frances</u>	SECTION OPERATIONS & FACILITIES
<u>STANDARD OPERATING PROCEDURE</u> <u>FOR STANDBY GENERATOR – WTP</u> <u>POLICY</u>	NEW: December 2016 REVISED: <i>DRAFT</i>
Resolution No.	Supercedes Resolution No.
Policy Number:	PAGE 1 of 2

1. PURPOSE:

To provide a procedure which outlines the responsibilities of all WTP Personnel in the safe usage of the Standby Generator for the WTP.

2. RESPONSIBILITY:

All WTP staff are responsible for understanding and carrying out the responsibilities and duties outlined in this policy.

3. PROCEDURE:

Monthly Tests

Make sure main breaker at the generator is closed and unit is in “Auto” position.

1) Check the fluid levels; oil, fuel and coolant in the generator itself.

- Visual check of the cabinet heat and lights
- Complete a lamp test in lab on annunciator pane
- Turn off plant on call alarm
- Go to panel in the WTP in front of the electrical room and begin process
- From the transfer switch push transfer button (middle button)
- Punch in code 1111 by pressing enter after the selection of number 1 (1, enter, 1, enter, 1, enter, 1 enter) until password entry is completed. Note: press “up” arrow until number 1 is indicated.
- Once the four (1111) are inserted, the transfer will commence. There is a time delay of 5 seconds before the transfer switch transfers to emergency power. **Immediately move away from the cabinet.**
- At this point the generator will run under plant load for 1 hour – confirm with indicator lights – changes to red lights on generator set side.
- At this point the operator will clear all plant alarms and check plant equipment.
- After one (1) hour the transfer switch will automatically transfer back to Town Power. The generator will continue to run for a 5 minute cooling down period then automatically shut down.

- Confirm with indicator lights on panel that transfer back to Town power has been completed and the generator light is off.
- After it transfers back to Town Power the operator will again clear all alarms and check plant equipment.
- Record completion of test in the logbook.

4. SAFETY TIPS:

- Hearing protection
- Safety glasses

5. TROUBLE SHOOTING AND MAINTENANCE TIPS:

- Authorized personnel must refer to the Manual for Trouble Shooting Tips under Section 7, Pages 150 to 259.
- Authorized personnel must refer to the Manual for Maintenance Tips and Tasks under Section 9, Pages 261 to 310.

Manuals are located in the Water Treatment Plant Control Room

Contact Information:

For Tech Support: Devin Ball (807) 577-1241 or (807) 632-3293 (cell)

For Electrical Support: Jon Galbraith (807) 275-5511 (cell)

For Mechanical Support: Barry Mosbeck (807) 274-9893

Public Works on call phone: (807) 275-9754 (cell)