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| CITY OF MOLALLA WATER  C:\Users\nlennartz\Desktop\Logos for City\2 inch Emblem Spot.jpgTREATMENT PLANT | WTP INFLUENT PUMP STATION DAILY MORNING ROUNDS | DATE ISSUED  Oct-2022 |
| SOP  #22 |

**Overview**

As part of the daily morning rounds we document the hours for the intake pumps, inspect and maintain the Influent Pump packing, backwash the intake screens manually, turn on submersible pump #1 and #2 for approximately 5 minute (or while completing the rounds), and make a quick visual inspection of the pump station and intake screens.

**Rounds**

1. Enter the building then disarm the security alarm by typing in your alarm code on the south wall next to the door. Next, turn on the submersible pump #1 and #2 by pressing the green “start” buttons on the MCC panel. Run these pumps for 5 minutes or during the time it takes to complete the rounds, then press the red “stop” buttons (these pumps remove the silt, sand and sediment that may be at the bottom of the wet well and the sump near the intake).
2. Backwash the intake screens by opening the valves. Do this by turning the “backwash Screen #1” and “backwash screen #2” from auto to hand. You will hear and see the indicators on the air line near the east wall turn from close to open. Once the surge tank has been depleted you will need to turn the “backwash Screen #1” and “backwash screen #2” from hand to auto. The air compressor will automatically shut off when it reaches the shut off pressure. Note – the screens will also backwash automatically when they reach the “blowdown” setpoint on the Influent PS screen on the HMI.
3. Locate the clip board hanging on the MCC panel. Document the pump hours for the pumps that ran the last 24 hrs. Also document the current static or running wet well level.
4. Check the pump packing if the intake pump is running. Use caution as the shaft will be spinning. Consult the O&M manual for proper adjustment.
5. Make a visual inspection of the Intake screen and grounds.
6. Set the alarm, lock the building, and lock the gate on your way out.

**Parts/Service**

Spare pump packing is located on the top shelf of the tool box along with the necessary tools. Additional packing can be purchased at Fishers Pump or USA BlueBook

***\*Always wear proper PPE will performing maintenance on the equipment. SDS sheets located in the file cabinet.***